

INDIANA SWIMMING CHAMPIONSHIP MEET HOST REMINDER CHECKLISTS

We suggest that you initial & date when each item is completed.

ENTRY CHAIR

Pre-Meet:

ISI (Indiana Swimming Inc.) and Technical Chair

- posting the setup file for participating teams to use
- setup the online entry system
- proofs
- create and send host the Meet Manager backup to use for the meet
- awards schedule

Host Entry Chair

1. Verifying accuracy of Meet Manager file

- any question with regards to error in file should be directed to Technical Chair
 - if changes are required Technical chair will notify how to proceed
- **MM file**
 - Meet Name
 - Divisionals must have appropriate region name or will write over each other in Meet Mobile
 - Sanction
 - Dates
 - Qualifying start dates
 - Meet dates
 - Report headers
 - State meets must be shorter than 25 characters due to live broadcast – do not change unless requested
 - Time standards are in file including next level, i.e. sectional, zone, national
 - Divisionals – state standards
 - Age Group – AA, Zone (AAA),AAAA, Sectionals, Futures and Junior Nationals
 - Senior State – Sectionals, Futures, Junior Nationals, Nationals or Open, Trials (summer only)
 - Event orders – especially in years with new events
 - Session order
 - Session times
 - Scoring
 - Records (AGS, SRS - NOT Divisionals)
 - initial records have been loaded
 - records can be found on the ISI website under TIMES.
 - ask to have a report run for additional records broken during the season
 - confirming records again 1 week prior to meet
 - make sure flags are set so records broken at meet will show as such in results
 - bottom of records page next to name of record - enter flag symbol
 - Senior State - care needs to be taken in updating during meet, as multiple age groups.
 - *Don't just update records* without confirming as you go.

1. Online Entry System - (UPDATED SUMMER 2015)

- ISI will create form for each championship meet with appropriate entry email approx. 2 - 3 weeks prior to entry deadline
 - Host entry chair should confirm receipt
 - Please review form and make sure your email is correct
 - subject should include club name, entry status (new/update/ declared intent to enter), a unique id and time stamp
- used for all entries
 - if entering team does not use system
 - reply to team that they are to use the online entry system at www.inswimming.org.
 - if they do not enter via online entry system after instruction
 - accept their entry
 - let ISI know for follow-up
- each entry and file will be time stamped and have unique id, club code and entry status
 - sends submission to host with files and links
 - cc [ISI](#)
 - stores submission in Formstack account that can be double checked by ISI staff
 - automatically sends confirmation to entering team from ISI
 - stores file on Google Drive
 - stores submission in Google Spreadsheet
- ISI will give entry chair access to Google Drive folder and Google Spreadsheet for the meet they are working on
 - Google spreadsheet
 - **DO NOT CHANGE HEADERS or SHEET NAME or ORDER of COLUMNS**
 - tied to form fields in Formstack and othe Google spreadsheets and will not automatically populate correctly
 - last field – RESPONSE – is for your use if you choose
 - will **AUTOMATICALLY** populate contact list
 - this is a record of each time an entry or update is made, so you will have duplicate entries for email addresses
 - declaration of intent to enter **or** new entry will have full information
 - update will record only email and what was uploaded
 - additional sheets (see bottom of sheet)
 - coach contacts information only
 - entry contact information only
 - You may share spreadsheet with Meet Directors and Meet Referees as recommend VIEW only or download first and then share
 - You may download spreadsheet when you are done
 - do not remove from cloud storage
 - easy access for everyone to view at a meet if needed
 - Google folder
 - will store all submitted entry files and reports by club, entry status, unique ID and time stamp
 - this is a backup as files will be sent directly to you
 - you may double check folder if question on file or submission
 - you may also click on links provided in submitted email

- check to see if team wrote message at bottom of online entry system form
 - visible on the email cover page you receive with the attached file

2. Reports

- format - send all reports as .pdf
 - save as pdf from MM or Word or download a free pdf writer
- develop standard email responses
 - include wording from meet announcement regarding
 - modification deadlines
 - payment and Summary of Entries
 - other pertinent information
- develop system of files for reference, i.e. swimteamAentry041414.pdf

3. Entry Procedures

- ***always*** delete any previous entry files from MM before you import the current file
 - you may hand enter team in MM as a reminder if they “declare intent to enter”
- import entry file into MM.
 - do not convert any times
 - do **allow** No Times - these will be resolved in exception reports
- **run Exceptions reports for each team**
 - Over entries
 - Entry Time Standards too slow (DIV, SR & AG)
 - note SRS has bonus events – so ask for confirmation of bonus events if not marked as such
 - Team Unify bonus tagged events will not import correctly – software licensing issue
 - Entry Time Standards too fast (DIV)
 - May use non-qualifying exceptions report, but sometimes glitches with non-conforming time/distance
 - Age/ Gender mismatch including relay check
 - ***Relays will not show-up on exception reports- MM doesn't check***
 - Must run psych to review these
 - Relays do not have to have all athletes listed at this point
- review reports - run psych
 - State relays
 - relay times on psych sheet are faster than appropriate time standards
 - 200 relays for SRS now have time standards
 - 11-12 200 stroke events for AGS - LCM are entered at 100 times
 - Divisional relays
 - only 2 relays per team per event
 - relay times on psych sheet are slower than state relay standard
 - NT is acceptable for relays
 - Relays entered above state time and not changed by modification deadline will be moved to NT for seeding
- **mandatory** send within 24 hours of receipt of initial team entry
 - an entry list report including relays
 - exceptions report
 - notes regarding
 - relays entered slower than time standard (AGS/ASRS)

- 11-12 200 stroke entries not entered at 100 time (AGS-LCM only)
 - more than 2 relays per event (DIV)
 - relays faster than state time (DIV)
 - may need to include wording about use of CUSTOM time for relays
- do not need to include over entries
 - may send a note about scratching down by deadlines
- **best practice send entry report and exception report for each subsequent submitted entry**
- best practice create an organizational system
 - i.e. a notebook alphabetical by team
 - print each online entry form each time a submission occurs
 - attach and flag exceptions to be addressed to submission form
 - remove flags as exceptions cleared
- **print any needed email correspondence for documentation and reference and bring to meet**
- remind team
 - **Summary of Entries page** with contact information
 - payment including late fees are due one hour prior first session in which a team/swimmer is competing
 - includes addition of any missed athletes, events, relay only athletes
 - if not attending must make other arrangements (see meet announcement)
 - entry are due 1 hour before the session in which they have a swimmer/team participating
 - proofs prior to appropriate scratch deadlines
- **WATCH AREAS** – newer coaches/entry chairs entry issues that may need to be addressed
 - Before teams run eligibility reports need to have boxes checked
 - enforce qualifying times (all meets)
 - than Q times in all courses (divisionals)
 - do not allow NT
 - uncheck to add bonus events and NT relays for Divisionals
 - Team Unify
 - bonus events will not transfer into MM as such – submitter will need to verify
 - licensing issue between Team Unify and Hy-tek
 - changes including any CUSTOM times **must be SAVED** otherwise they revert to time in database, this is for both relays and individual events
 - has to do with working in cloud storage and multiple users at one time
 - Team Manager
 - Divisional relays – to enter a time slower than “best”, check box for relay and enter CUSTOM time- permits slower than state standard
- Entry reports are now required with each submission, but only to be reviewed if discrepancy

4. After Modification Deadline - 11:59 pm Monday

- import all final entries **received by deadline**
- after entering files received by 11:59 pm - **NO ADDITIONAL CHANGES TO FILE**
- **send session reports to Meet Directors and Meet Referees**
 - Divisionals have some time sensitive decision to make regarding warm-ups and start times
- note any exceptions not addressed – notify meet referee and ISI – keep notes
 - ISI and Meet Referee will give direction in how to handle
- send by 9 am Tuesday (or day following modification deadline) Meet Manager backup to ISI

- email Meet Referee and ISI noting exceptions not addressed and swimmers that may need to be scratched
- send final entry report and fees back to each team
 - **do not send exception reports**
- print a psych sheet
 - Divisionals – all events
 - review for swimmers swimming up an age group (i.e. 10 yr old in 12 & U event)
 - review for 2 relays per team and listed slower than state qualifying time
 - SRS and AGS – relay events
 - review for relays still listed slower than qualifying time standard
 - 11-12 200 stroke events (AGS-LCM)
 - review for swimmers not with a 100 time
 - compile notes and send to ISI at ISI by Wednesday 8 am
 - and/or confirm numbers match those of ISI
- **any additional questions that arise must be conveyed to ISI and Meet Referee for response**
 - ISI or Meet Referee will address when and whether changes may be made and/or penalties that apply
- changes received after Monday(modification deadline), 11:59 are to be considered late
 - late fee system is spelled out in meet announcement
 - includes missed event
 - forgetting swimmer/relay
 - relay only swimmers
 - not addressing exception
 - no excuse - accuracy is entering team's responsibility to be accurate and review entry reports
 - reminder is in meet announcement
 - if team agrees to late fees - do not enter until given ok from Meet Referee

5. Participation Certificates (AGS ONLY)

- to be included in meet packet
- create spreadsheet of all **athlete names by team**
- send to Meet Director or designated person

6. Relay Cards

- include in meet packet prior to start of warm-ups on day one
- run relay cards either on card stock or labels depending on method to be used
- include 8 names

7. Summary of Entry (last page of meet announcement)

- have blank ones available for teams who forget to bring

8. Fees due

- print and have available Day 1 of meet
 - payment including late fees are due one hour prior first session in which a team/swimmer is competing
 - hold personal check until you receive Team check
 - deposits aren't made until Monday or Tuesday after the meet anyway
- include late fees
 - host team keeps the \$200 fee and the additional \$5 that is assessed per entry

- late entries are not subject to 8% either
- easiest way to know when team arrives is as follows
 - create spreadsheet
 - copy team names from MM
 - label spreadsheet columns session 1, session 2, etc.
 - create a session report in MM for each session - alphabetical listing
 - in spreadsheet – session 1 make an x in column for any team arriving during session 1
 - turn on filter- DATA/filter -looks like a funnel
 - session 1 column - right corner is filter
 - filter for blanks on first session
 - compare team names left to second session MM report
 - mark session 2 column with x for those arriving in session 2
 - filter session 2 column for blanks
 - repeat process until no teams remain
 - remove filters to have full spreadsheet

9. Team contacts

- Send link or download spreadsheet from Google Drive to send to meet directors and meet referees

10. Wednesday Deadlines

- **Note Senior State in summer starts Thursday. Although deadlines are not moved, please be aware that teams will be waiting on psych sheets, etc. to plan travel.**
- ISI will send changes required due to proofs to host and Meet Referee
 - Additional changes will come in and a “final” list sent of outstanding items Friday (Thursday am - LCM SRS) from ISI
- ISI will notify of changes due to swimmer entered in wrong age group (Spring DIV)
- **No later than noon notification of teams (DIV)-** Meet Referee and Meet Director, if approved, may request you contact teams regarding warm-up/start time changes
 - These changes would be due to removal of significant “dead” pool time or extenuating circumstances
- **Late Afternoon -** Send to Indiana Swimming
 - Most recent backup
 - Pre-Scratch Prelim and 10 & U session, session reports (do not include finals session)
 - Divisionals - if Meet Referee and Meet Director have received approval for a warm-up time change, then update the start times in the file prior to sending session reports
 - ISI will post on web-site
 - Timed Finals events psych sheets (**not including 10 & Under sessions**)
 - Do include
 - All 200-1650/1500 **timed final events**
 - All Relays - without names
 - ISI will post on web-site
- **Late Afternoon – (DIFFERENT THAN WHAT IS SENT TO ISI) Send to Coaches/team contacts, Meet Ref, Admin Ref along with this statement:** “Timelines that are posted are only approximations to be used only for general planning purposes. The actual meet session timelines may vary from what is posted. Athletes and coaches are responsible to adhere to all meet deadlines and competition/event starting times.”
 - **Full** psych sheet
 - **Link** to ISI web-site for session reports and timed final psych sheets listed above

- Awards Schedule (should also be placed in Coach Packets)
- Any other last minute reminders

11. Positive Check-in Events - late Thursday (**Wednesday for LCM Senior State**)

- Check with admin referee as they may choose to print instead
- print distance and relay event psych sheets
 - recommend print by event/age group/day and gender
 - may also do additional sort on relays by team
 - available for Clerk of Course before the meet starts

During the Meet:

12. Teams Check-in

- no fewer than 3 **people/lines to assist teams on Day 1**
- accept Summary of Entry forms and payments
 - have BLANK Summary of Entry forms available for them to complete with
 - coach contact information should be completed

13. Live Results and Meet Mobile

- If available set-up
- No availability post results by end of session
 - (.pdf is sufficient) following each session
 - Make note as such on host web-site

14. Time Standards

- Should be checked to show in event headers in your MM db
 - **SRS:** US Open or Nationals, Olympic Trials, JRs, Futures, Sectionals
 - **AGS:** Jrs, Sectionals, Futures, AAAA, Zone, AA.
 - **DIV:** AGS & SRS cuts

15. Records

- Should have a flag set for each record to show up in results

Post meet:

1. Send MM Backup AND TM exported results file

- ASAP - many teams are headed to the next level meet, and need results to prove or update times
- to ISI and Technical Chair
 - do not lock db for ISI
 - will post on ISI web-site
- all teams that participated
 - lock db prior to sending
 - may send pdf of results (publication order with splits)

2. Post a link on host website to ISI Championship page

- for final results files (.pdf in PUBLICATION ORDER, .zip and/or .CL2)