

Guide to Running Meets  
In Meet Manager  
Part 1

Ronald C Murphy  
ronaldc\_mur@msn.com

4/24/2010

## Guide to Running Meets In Meet Management

Meet Checklist .....	3
Before the Meet.....	3
Running the Meet on a Laptop.....	3
Load Meet Manager .....	3
Appropriate Print Drivers .....	4
Meet Manager to Timing Console Communications.....	4
Meet Setup at the Facility .....	4
Meet Information Review .....	5
What is the Start Date and End Date of the Meet? .....	5
What is the location of the Meet? .....	5
What is the Sanction number for the Meet?.....	5
How Many Lanes in the Pool/ Places to Score? .....	5
How Many Sessions in Meet and the Start Times? .....	5
What are the Entry Limitations? .....	5
What is the Course? .....	5
What are the Award / Scoring Categories for the Meet? .....	6
Individual .....	6
Relay .....	6
What are the Team Region (MN – Team Standings) Assignments.....	6
What are the Fees for the Meet? .....	6
What are the Events in the Meet? .....	7
What are the Time Standards to be used?.....	7
What is the Senior Events Time Standard for the Meet?.....	7
What are the Qualifying Times (Criteria) for the Meet? .....	7
How are Distance Events Contested? .....	8
Minnesota Legislation 6-17-2008.....	8

## Meet Checklist

### ***Before the Meet***

1. Create Meet Information and Order of Events (OOE).
2. Meet Information and OOE are Approved and Sanction # given.
3. Conduct a Meet Information Review.
4. Setup Meet in Meet Manager.
5. Generate a Meet Backup.
6. Generate a Team Manager Events Files and email to webmaster.
7. Import Team Entries as they arrive.
  - a. Delete Team
  - b. Import Team
    - When importing host club , uncheck **“Enforce Meet Qualification Times”**
  - c. Assign Team to Region
  - d. Seed the Meet – All Sessions
  - e. Generate a Session Report and review for 4 hr rule violation.
    - i. Contact Meet Referee if violation.
  - f. Generate a Team Entry List (PDF) and Email to Team for Review.
  - g. Create a Meet Backup
8. After 90% of teams imported, generate a USA-S Registration File and Email file to MSI
9. After Entries Deadline
  - a. Import Teams not already imported.
    - i. Generate USA-S Registration File and Email to MSI
  - b. Seed the Meet – All Sessions
  - c. Generate a Session Report for All Sessions and review.
  - d. Combine Distance Events according to meet information.
  - e. Seed the Meet – All Sessions.
  - f. Generate a Session Report for All Sessions and review.
  - g. Based on Session Report, work with meet referee to resolve timeline issues.
10. Generate Meet Program for Printer.
  - a. Seed the Meet – All Sessions – Final Seeding. **DO NOT SEED MEET AGAIN.**
  - b. Print a Meet Program for each session.
  - c. Send Program to Printer.
  - d. Generate Meet Backup and email to Referee.
11. Update Athlete Data based on USA-S recon file from MSI.
12. Generate a Meet Backup.
13. Create Max Entries exception report.
  - a. Create Max Entries exception report.
  - b. Notify team of exceptions first day of meet.

### ***Running the Meet on a Laptop***

#### **Load Meet Manager**

1. Load Meet Manager on the Laptop,
2. Hook the laptop to the Internet and update to the latest version of Meet Manager.

### **Appropriate Print Drivers**

1. Make sure that the print drivers needed for meet printers are available.
2. They may be on flash drive or stored in a directory on the laptop.

### **Meet Manager to Timing Console Communications**

1. The typical laptop does not have a serial connection. Purchase a good quality USB-Serial cable.
2. Make sure the laptop recognizes the USB-Serial cable. It may take some time to get the driver loaded and the laptop to recognize the cable.
3. Identify the USB Port connecting the laptop and USB-Serial cable. I placed a yellow sticker next to the USB port on my laptop. I also wrote the serial port on the sticker. The USB-Serial cable must be plugged into the same USB port when used for communications.

### ***Meet Setup at the Facility***

1. Setup/Checkout timing equipment.
2. Verify Timing Console setting for meet.
3. Test Meet Manager / Timing Console communications. **DO NOT WAIT UNTIL START OF FIRST SESSION.**
4. Download events into timing console.
5. Save the setups in the timing console.

## Meet Information Review

### ***What is the Start Date and End Date of the Meet?***

- Start Date \_\_\_\_\_
- End Date \_\_\_\_\_

### ***What is the location of the Meet?***

Found in the **Pool Location** section of Meet Information.

- \_\_\_\_\_

### ***What is the Sanction number for the Meet?***

- Sanction Number \_\_\_\_\_

### ***How Many Lanes in the Pool/ Places to Score?***

Found in the **Facility** section of the Meet Information.

- Lanes in Pool \_\_\_\_\_ = **Places to Score**

### ***How Many Sessions in Meet and the Start Times?***

Found in the **Time Schedule** section of the Meet Information.

Session	Day	Start Time
1		
2		
3		
4		
5		
6		
7		

### ***What are the Entry Limitations?***

Found in the **Entry Limitations** section of the Meet Information.

	Individual	Relay	Total
Meet			
Session			

### ***What is the Course?***

Found in **Facility** section of Meet Information.

Y	Yards
L	Long Course Meters
S	Short Course Meters
Course Order	

**What are the Award / Scoring Categories for the Meet?**

Found in the **Meet Type and Awards** section of the Meet Information.

**Individual**

Category	Time Standard Tag	Award Places	Scoring Places

- Are Pre-C swimmers allowed to Compete? \_\_\_\_\_
- Category Pre-C swimmers compete with? \_\_\_\_\_

**If there is only one category for awards/scoring, this is a Standard Meet.**

**If there is more than one category for awards/scoring, this is a Time Standard Meet.**

- **Meet Type:**
  - **Standard**
  - **Time Standard**

**Relay**

Category	Time Standard Tag	Award Places	Scoring Places
N/A	N/A		

**What are the Team Region (MN – Team Standings) Assignments**

Download from Minnesota Swimming Website.

- Competition/2008-09/Team Standings

**Only Needed if Meet is Scored**

**What are the Fees for the Meet?**

Found in **Fees** section of the Meet Information.

Individual Event	Fee
Relay Event	
Athlete(Entrant) Surcharge	
Team Surcharge	
Facility Surcharge	

### ***What are the Events in the Meet?***

Found in the Order of Events (**OOE**) section of the Meet Information.

Event number, Gender, Event Type, Age Group, Distance and Stroke are as described in the OOE except for SENIOR Events. Senior event Age Groups are changed based on the meet information.

### ***What are the Time Standards to be used?***

Found in the **Time Standards** section of the Meet Information.

- \_\_\_\_\_
- Downloaded from MSI Website.

### ***What is the Senior Events Time Standard for the Meet?***

Found in the **Time Standards** section of the Meet Information.

Age Group	Time Standard	MM Age Group
Senior Boys		
Senior Girls		

For Example if the **Time Standards** section of the meet information reads:

**2005-2008 Minnesota Time Standards, revised May 2006, will be used.**

**Senior boys events will use the 15-16 age group time standards to qualify. Senior girls events will use the 13-14 age group time standards to qualify.**

Age Group	Time Standards	MM Age Group
Senior Boys	15-16	15 & Over
Senior Girls	13-14	13 & Over

**This means that the Age Group used for Senior Events in Meet Manager will be:**

- **Senior Boys 15 & Over**
- **Senior Girls 13 & Over**

**Senior Events are open to anyone wishing to swim the event as long as they meet the qualifying time. Senior events are entered as 15&Over and 13&Over in Meet Manager so that time standards are imported correctly. But they must be viewed as Senior Events by the referee.**

### ***What are the Qualifying Times (Criteria) for the Meet?***

Found in the **Meet Type** section of the Meet Information.

***How are Distance Events Contested?***

Found in the **Distance Event** section of the Meet Information.

**Minnesota Legislation 6-17-2008**

All individual events 400Y/400 M and longer will be seeded and run fastest to slowest, all age groups (within the session) combined, women alternating with men, separated for score/awards by age group offered at the particular meet.

This will apply to ALL meets and ALL age groups, with the exception of Invitational Meets, so long as the slow to fast order is delineated in the meet information.

Also excepted will be 12 & Under 500Y/400 M freestyles at the LSC State Championship.