

REMINDERS to MEET ENTRY Chairs:

- **Meet Format Changes that need approval from Technical Chair**
 - Please only ask the Technical Chair for approval to make changes to the meet format. For example
 - Combining sessions
 - Adding an event
 - Changing anything in the “MEET FORMAT” section of the announcement
 - You do not need to ask permission to change the session start times
 - When you do ask for approval, please keep it as brief as is possible, and try and give a reason for the change.
 - Make sure you cc the NE Swim Office.
 - Once you get you get approval, you’ll need to officially notify The NE Office of the change so it can be updated and send her information in a WORD DOC to post on the website
- **Correctly naming your Meet**
 - Too many are not naming the meet correctly, causing extra work before the meet can be loaded into SWIMS. Going forward, meets that aren’t named correctly won’t be processed until they are. This is the correct format to use. You change the Yellow highlighted to your meet, but the 2016 NE or (2017 NE) has to be there. Don’t get too wordy as SWIMS truncates if the name is too long. You need to put your Sanction # in the box.

Meet Set-up

* Meet Name :	2016 NE CCSC Single Age Scoring Meet
* Facility Name :	Mass Maritime Academy
Address :	100 Academy Drive
Address :	
* City :	Buzzards Bay
* State / Province :	MA
* Postal Code :	02532
* Country :	USA
Sanction # :	NE16-1111-CCSC TT
Start Date :	11/11/16
End Date :	11/13/16
Age-Up Date :	11/11/16
Entry Open Date :	10/11/16
Entry Deadline :	11/07/16

- You can name the database file anything you want. ‘Our December meet’ is OK if that’s what you want. That’s just for your info but please put your club initials in the name.
- When you create the Meet Events file, it uses the Meet Name as shown here. So this Meet events file will be named so
 - “Meet Events-2016 NE CCSC Single Age Scoring Meet-11Nov2016-001.zip”
- Meet Mobile pulls from the Meet Name here and if you name it incorrectly to start, it won’t show up in Meet Mobile once the name is corrected to import into SWIMS.

- Make sure you enter the Sanction #. **It also has to appear on all your reports.** You have to check the box. See the next image. If you enter your Sanction # as above, it automatically appears here. The 2 Sanction # boxes are linked and each always shows the same. Delete it here it will disappear on the other

Report Preferences

Report Formats | **Report Headers** | Punctuation | Footer Logos | Printer Options

Header 1 : CCSC Single Age Event Scoring

Header 2 :

Sanction # : NE16-1111-CCSC TT

Show Report Headers Only - i.e. exclude Meet Name listed in Meet Set-up

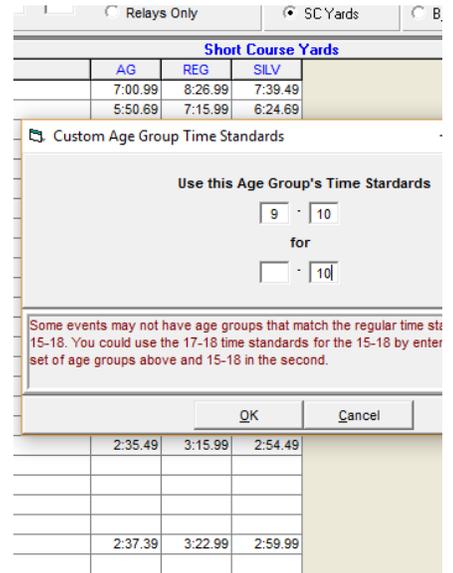
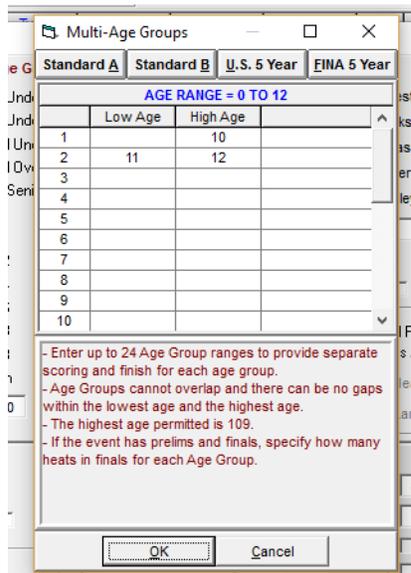
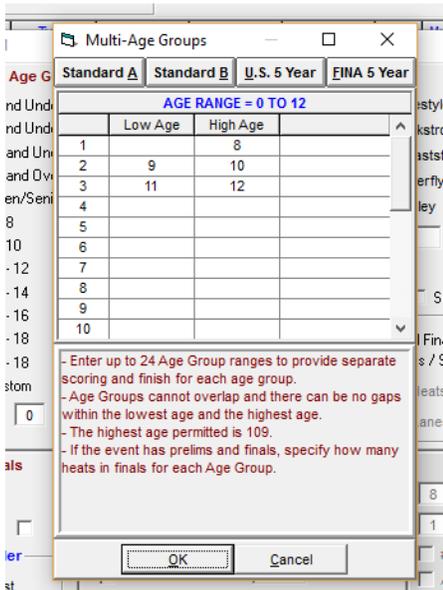
Include Sanction # with Header 1

US Masters Meet ID :

- Copy your Sanction # exactly. In 2017, they will all start with NE17 and you have to include that.
- **Sending regular Meet Status updates to The NE Office**
 - Always send The NE Office info if your meet is full within 24 hours of it filling up
 - You can also send her “12&U sessions are full” or
 - Distance session has room or
 - Distance session is full.
 - Always advise The NE Office AND attending teams of session warmup changes etc. For example:
 - Saturday warmup now at 8:30am
 - Sunday Distance warmup delayed til 5 pm etc
- **Send your Backup the Monday before the meet to The NE Office**
 - An up to date non-registered report will be generated that includes out of LSC teams. Run your Meet Registration file thru the Registration tool at least a week before the meet and email the coaches with the reports re their swimmers. The earlier you do this the better!
 - The Meet Announcement states that:
 - “All swimmers must be registered (includes proof of age and payment) with USA Swimming before **5:00 PM on the Thursday** before the start of the meet”
 - This date will be enforced, or at the least involve a penalty to correct registrations from the deadline on.
 - Last-minute registrations of swimmers who should have been registered within 30 days of trying out for the team is

becoming a nightmare to administer for the host clubs and the the NE Office.

- **Acknowledge the entries you receive**
 - within 48 hours of receiving them, whether it be to state that they are accepted, or to state that you will let them know if they are accepted.
- **Insert the time standards into the meet database**
 - to print on programs and results. If you do not know how to do this, check in with The NE Office for instructions.
 - Files with all 3 AG/SIL/REG time standards are available to use as an import file to make things easier. They are posted on the website under Time Standards.
 - For example, a 12&U 100IM has Regional cuts for 8&U, 9-10 and 11-12. So the Multi age has to look like on the left
 - If it is a 200 or 500Fr where the 8&U have the same cut as the 9-10 then the Multi age can look like in the middle, but you would need to do Custom age groups like on the right



- **Clean up all UN swimmers**
 - Before running the meet , use the registration tool results and make any swimmer Unattached as indicated.
 - Be careful if you allowed an UN to swim in a relay. That relay will be a DQ
 - It is important to have the correct team designation in your results and on Meet Mobile, **especially the Unattached status.**
- **Your post meets reports will be getting enhanced scrutiny.**
 - Many post meet reports are being hastily put together without accuracy
 - These reports are **mandated by USA Swimming** and are a valuable tool to determine the pricing of events, surcharges and subsidies to meet hosting teams. If the facility rental or some bills aren't yet known put in the best guess based on previous years or the quoted amount of the facility.

- Some teams state they charged \$3 for admissions, but declare \$0 income at the door.....?
- **No Camera Zone signs**
 - Print them off the website and display them prominently and frequently around the areas behind the blocks.
 - There is a general consensus that where the stands overlap the starting blocks it is difficult to police unless egregious behavior is evident.