

# NJ YMCA Swimming - Dual Meets and Computer Operations

## Program Setup

1. Templates
  - a. 1<sup>st</sup> half v 2<sup>nd</sup> half...boys v girls
  - b. Teams to coordinate before issuing Events File
  - c. Programming
2. Setup
  - a. Setup => Meet Setup
  - b. Setup => Seeding Preferences...Dual Meet
  - c. Setup => Timing Console
3. Events
  - a. Events => 6 or 8 lane pool
  - b. Run
  - c. Run => Preferences - Team Scores
4. Reports
  - a. Reports => Results => Include in Results...Time Standards
  - b. Reports => Scores

## Pre-Meet Procedures

1. Submissions
  - a. TM Events File to Coaches by Tues before Meet
  - b. Coaches Submission due back by Thursday before Meet
2. Entires
  - a. Roster of Team (date and name are critical)
  - b. Submit Heat Sheets on Friday to Coaches
    - i. Become Check-In/Scratch Sheets at Meet
3. Entry Processing
  - a. Upload Roster and Entries
  - b. Setup => Seeding => Dual Meets
  - c. Assign Lanes to Teams
  - d. Confirm checked off boxes (Strict Assignment is Fastest Heat and Use Lane Assignment)
  - e. Home Team is lanes 1-3-5, Visitor 2-4-6
  - f. Seed Meet, run report and e-mail Heat Sheets (without entry times) to Coaches

## At the Meet

1. Run => Interface => Timer => confirm communications, download meet
2. Changes allowed up to point when Event is called to the Blocks
3. Request all changes in writing for audit trail
4. Optional – lane timer sheets (if used 2-4 events per page)
5. Score tallies on screen – no cut-off at 105 in program
6. Finalize Meet
  - a. Score Sheet – have Referee, both coaches and computer operator sign final score sheet
  - b. File => Export => Results for Team Manager
  - c. E-mail results file to Coaches

## Templates

7. Published on league website