Procedures for conducting CMSL paper (virtual) meets for the 2021 Season

Meets conducted within the 2021 CMSL season will consist of dual meets and triple dual meets (meets with entries/results for three teams with defined dual pairings, e.g., A-B, A-C, B-C). Meets swum as triple duals will identify the meets to be contested/scored.

Procedures
Within the CMSL league, teams are using Meet Manager or Touchpad as their meet management software. After some analysis, it has been determined that these programs are not interoperable with respect to export/import of digital results to support paper meets. The league has developed a set of procedures (below) to outline the meet logistics and exchange of information. The general flow/timeline is depicted in figure 1 and the responsibilities by role are defined in the paragraphs that follow.
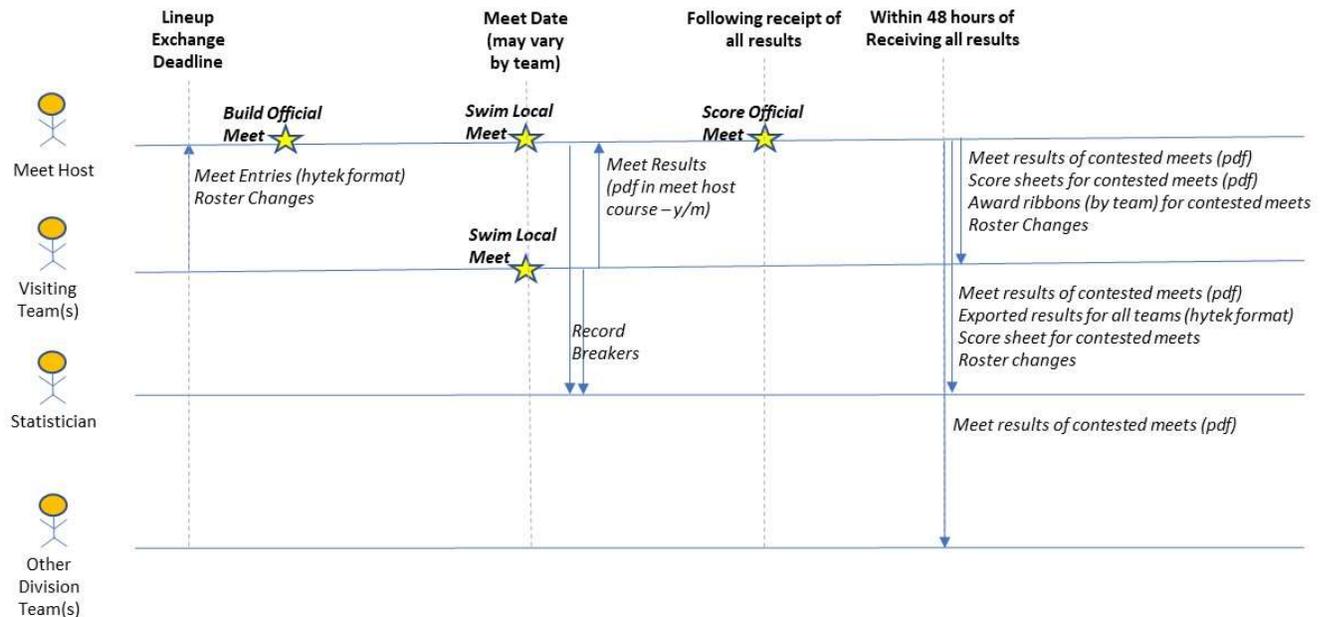

Figure 1 Meet Timeline

Meet Host
Pre-Meet
   1) Receive entries and roster additions from visiting team(s) by/prior to the Lineup Exchange Date.
   2) Create the Official Meet using the host team's meet software (e.g., Touchpad or MM). This will be the meet with all team entries that will be seeded and for which results will be entered and scored.
   3) Create a Local Meet to run the meet for your swimmers at your pool on the meet date. This meet will be setup to assign lanes and heat assignments for your entered swimmers.

Meet Date
   4) On the Meet Date, swim the Local Meet in your pool. Note that the Meet Date may be different for each competing team.
   5) Record host team meet results in the Official Meet. Note that host teams may want to enter results into the Official Meet as they swim or may want to merge results from the Local Meet to the Official Meet. Meet hosts can decide the best way to import/record their own results.
   6) If there are record breakers, print the record sheet and have it signed by the meet official.

Post-Meet
1) Send record forms (if any) to the league statistician.
2) Receive and enter meet results from visiting team(s). Meet results should be in pdf format and should be provided in the meet format (M/Y) of the host team. Results should be received within 24 hours of meet completion.
3) Score the Official Meet. Create pdf results for each pairing contested.
4) *Create awards by team for each pairing contested and deliver to visiting teams.**

Post-Meet (within 48 hours of receiving all results)
5) Send applicable meet results (pdf), score sheets (pdf), award labels (pdf), and roster changes to the visiting team(s).
6) Send applicable meet results (pdf) and roster changes to the rest of the division.
7) Send applicable meet results (pdf), score sheets (pdf), roster changes, and an export of the meet results for all teams (hytek format) to the league statistician.

Visiting Team(s)
Pre-Meet
1) Send entries and roster additions to the meet host by/prior to the Lineup Exchange Date.
2) Create a Local Meet to run the meet for your swimmers at your pool on the meet date. This meet will be setup to assign lanes and heat assignments for your entered swimmers.

Meet Date
3) On the Meet Date, swim the Local Meet in your pool.
4) Record Local Meet results
5) If there are record breakers, print the record sheet and have it signed by the meet official.

Post-Meet
6) Send record forms (if any) to the league statistician.
7) Create a pdf of the meet results in the host pool's course format (M/Y). The results should be exported in a single column (one result per line) format.
8) Send results to the meet host.
9) Receive applicable meet results (pdf), score sheets (pdf), award labels (pdf) or awards delivered by host team, and roster changes from the meet host.
10) Receive awards from host team and distribute to swimmers.*

* Note: The meet host will receive a box of ribbons for each contested meet it is hosting. For example, if a double dual meet consisting of teams 1-3-5 is hosted by team 1 and the contested meets are 1-3, 1-5, and 3-5, then team 1 will receive 3 boxes of ribbons and will have the responsibility of printing the awards for each of the three contested pairings and delivering the awards to teams 3 and 5. If desired, teams within a division can coordinate to exchange labels and print their own awards but if so, must ensure the availability of ribbons. This is a division responsibility and not a CMSL Awards responsibility.

Points of Contact:
The following points of contact have been identified to assist teams with questions they may have regarding implementing the procedures with their meet software. Templates for MM dual/triple dual meets are available from the CMSL web site.

TU/Touchpad POCs:
Jason Jackson, 410-461-5199 (h) / 703-282-5737 (c); nsjswimteam@gmail.com

TM/MM POCs:
Bill Protzman, 410-788-2081 (h) / 443-257-2542 (c); wprotzman@dcscorp.com