

Invitational Planning & Timeline

Updated January 2, 2012

April

- Meet with Y staff to identify appropriate dates for the meet.
- Set the date for the meet.
- Share the date with the Y League President (for May meeting).
- Select the Teams to participate (if appropriate)
- Contact with pool about rental agreement (if necessary).

May

- Attend League Meeting for team scheduling.

Meet Date Minus 60 Days

- Establish list of events. The easiest way is to copy the event database from the prior year. If this is a new meet, examine other meets. Sprint meets run the most number of swimmers through the pool in the shortest time. Running individual age groups will take more time. Meets like the SEEYA Invitational take the age groups and collapse them for the purpose of swimming events. But the results are by regular age groups. By collapsing the age groups into one swim, you maximize the number of lanes used per event.
- Setup the meet database with an ID format of OTHER. This will eliminate pesky messages about the ID format being correct. You can also temporarily change the setting to USS and edit out the LSC element of the team names. Then return to the OTHER format.
- When you generate the Event List for Team Manager, recognize if you have a qualifying time. If you don't get a screen like this (asking you if times can be converted), you don't have the qualifying times entered properly:



Alternate planning idea: Consider running the 9-10 events before the 8 & under events. The 9-10 relays would probably assemble quicker, and allow time for the 8 & unders to settle down.



Confirm the pool reservation. Make sure the timeframes are clear.



Confirm the gym reservation.



Invite the Referee, Starter and Meet Director.



Consider last year's timeline. Will there be more swimmers? Are there adjustments you need to make to start times? Should you adjust the entry count to make the timeline work. Having too many swimmers may seem like a benefit. But running late will be detrimental in the long run.



Start assembling the Meet Packets.

- Remember to include a statement about special needs swimmers. You can have swimmers that need to be closer to the starter and need to be seeded appropriately.
- Send along a diskette with the event list to reduce the risk of teams using the wrong event numbers – especially if there are any changes to the event sequence.
- Is there T-Shirt information to include?
- Are there declared false start procedures?
- How will excess entries be handled? What if the limit is two entries and the coach enters a swimmer into three (or more)?
- What if the meet allows a total of four swims. The swimmer is entered in three individual events and has to swim two relays. Do they need to DFS to swim the

second relay? Understand coaches can abuse this by entering EVERYONE in three individual events, and then picking the two best events based on the meet program. This leaves unused lanes in the pool, and extends the length of the meet. It's an advantage to the coach if other teams aren't taking the same approach.

- T-Shirt design completed and order forms posted to the web site. Is the design complete and a suitable image ready for the web page? Remember that high resolution images can take a long time to process on dial-up connections, so consider the size when putting your flyer together.
- Some teams provide a community service out of the event. Some ideas
 - Collect food for the local pantry
 - Raffle to contribute to the YMCA People Helping People campaign
 - Provide a discount for a heat sheet with each donation
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Meet Date Minus 45 Days

- Complete the review of the draft Meet Packets.
- T-Shirt information complete and ready to post.
- Confirm the Events List in the packet. Make sure every event you intend to have is included. Every age group represented?
- Recheck the event signup sheet to match the events list. Match up the event numbers and the age/stroke/distance information. If there are any changes, do we need to resend out the event list for Meet Manager?
- Order ribbons, medals and trophies. Meet Manager Version 2 will tell you the number of awards, by place, that you need to order. Make sure you order extras, because there are typically ties in a meet. If you have a preference (Jon does), insure the vendor will put the medals in plastic bags. It is more difficult to attach the award labels to the ribbon of a medal.
- Create and distribute the meet packets to teams. Submit it to the person working the league website.
- Set the due date and post the signups for Meet Program Cover Contest (if applicable).
- Set the prices and post the signup for event sponsor.
- Set the prices and post the advertising for meet program stuff.
- If Champs is to be "USA Approved" complete the application and mail the check and meet packet.

- Sprints: Order the cookies from Cheryl & Co as heat winners. The order form is in the Misc directory for Sprints. Contact at Cheryl's is Mary Eckenrode (614) 776-1535.



Meet Date Minus 30 Days

- Start work on position assignments. Remember to post assignment list for both morning and afternoon sessions.
- Post a signup to do devotions before the start of each session.
- Are the orders in for Cookies for heat winners?
- Consideration for meets: An Uninterruptible Power Supply to keep the timing console running should we have a power outage. Cost is under \$100 for a really good UPS. However, the Colorado System 5 timing console just uses 8 D cell batteries.
- Request the starting blocks for the far end of the pool for 8 & under relay exchanges? For SEOWV blocks, they are in a storage locker in Athens.
- Do we need any additional equipment? Extra touchpads and deck cables? Backup buttons for the far end of the pool?
- Do you need a PA system for any part of the facility? Make arrangements.
- Do you need radios for the officials? Can a team bring those?
- Do you need radios for the rest of the meet staff? Do you want to rent? At OU, to get to the Grover Gym you may need extra equipment to boost the signal.
- Could you use a webcam? Project an active image of the scoreboard onto the wall in the camp area? String a scoreboard line into the gym and display the heat and lane in the gym? Would a wireless scoreboard connection reach to the gym?
- Consider borrowing the 8 lane starting block speakers and cable from Lancaster to improve the sound from the starter (only need speakers for OU).
- Backup start box available for the meet? An extra speaker for 25 far end of the pool?
- Do we need a second Colorado Timing microphone for Champs. Available for other meets?
- Consider whether we'll be using one, two or three button backups. The 50 meter cable the league owns can handle three-button backups. It just takes a second deck

cable with the right number of lanes. North has a 10 lane cable donated to them with the stipulation that it be available for usage at Champs.

- All Star Certificates printed (Kenwel did in the past) to be available for Champs.

Meet Date Minus 14 Days

- Assign individuals to be responsible for each of the activities in the last 8 days of the workplan.
- Complete Divisional setup for Y Champs. Look for natural breaks in counts – it avoids any issues if a team finds they have a few less active swimmers. Post the divisions to the web page.
- Meet database setup should already be done. If not, copy the last year’s meet, particularly if the events are the same. Confirm all of the settings in the setup option in Meet Manager. Make sure meet title will fit on the 1x3 labels. When we used “Fourth Annual SEEEYA Invitational – 2003” the labels didn’t have enough space to print the final 3.
- Entry of Time Standards (zone and all-star) completed and reviewed.
 - Where your meet age ranges are different, there is an option in MM to capture the 10 & Under Time Standard into a 7-8 event. Make sure that blanks in your list of time standards matches what you would expect (e.g. no Zones time standards on 25 yard events, and no Zone time standards for 100 IM).
 - For SEOWV meets, you should probably end up with a STAR time for each and every event. Other standards will likely have events where there is no standard.
- Entry of Records completed and reviewed.
 - Note the item above about using different age groups to capture records into different age groups.

- Confirm the timeline.
 - Make sure the race interval is properly set – particularly where we include the heat start times on the meet program.
 - For meets early in the season where there will be more swimmers with NT times, insure the heat interval is longer than you might use at a meet that’s late in the season. For YMCA Champs, we can usually beat heat intervals of 25 seconds for the 11 & Overs and 30 seconds for the 10 & unders. For a meet early in the season, you might need to add 10 seconds to each heat interval to address NTs and potential delays for newer swimmers.
 - And if the timers need to switch between ends of the pool, put in a 2 minute additional time on the last 50-yard and the last 25-yard events. This setting is done under **Events** and then **Sessions** and is on the right side of the screen after you select the proper session. Consider adding COMMENTS to the first event of a new distance so the starter/referee sheets reflect the need for timers to move.
- Meet Program Cover selected and ready for printing?
- For Champs, do we need All Star Certificates? Get them printed for next week!
- Are there any road construction issues in the area that may alter the way teams need to travel to the meet? Consider posting the “highway headaches” from the paper or area road authority on the site related to the meet.
- T-shirt pre-orders should be in and orders in process at the apparel vendor.
- Confirm attendance by vendors and answer any questions. Be certain of where the vendors will be situated to provide a reasonable amount of athlete and spectator traffic.
- Are there sponsors for events that need to be in the meet program? Get those entered before entries start consuming your time!
- Are there event comments that you want to include in the meet program for the referee and officials? Enter those into the database now. For Zones, adding in the reference for the break is important!

Meet Date Minus 7 Days

- Entries due.
- Enter swimmers and events into the computer. Generally you should match on event numbers. For champs, make sure the NT times are not allowed during the import process.
- Collect entries from e-mail, FAX and postal mail.

- Confirm the Starter, Meet Director and Referee. Do they have questions?
- Notes to coaches for spelling errors and wrong entries (girls entered into boys events).
- Advertising from/for companies who provided freebies.
- Check athlete/event ages (see **Reports** and then **Exceptions Reports** and then click **Miscellaneous** and then select **Event/Athlete Sex/Age Mismatch**.
 - o You may need to confirm with coaches to see if the swimmers are entered into the wrong event or they intended an “swim up” situation.
 - o WHERE you have events such as 11 & Over event (example: with multi-age scoring) and the coach intentionally entered a 10-year-old, you need to go to the entries for the athlete and enter in the age group to use when scoring this swimmer. For example, to make this swimmer score within the 13-14 results on the Open 1000, the entry is a 13 in the particular column:

Evt #	Eligible Events		Entry Time	Heat/Lane	SCR	Alt	Exh	Bonus	Special	Event Age	Co
95	Girls Open 1000 Free	<input checked="" type="checkbox"/>	NT	1/1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		13	NT

- o Otherwise, the swimmer scores in the highest age group.
- Check that the athletes are not entered in too many events on the Exceptions Report screen. You may need to check each session and for the meet (example, SEOWV Champs).
- The meet program should be reviewed for accuracy. For champs where there is a minimum time input, insure minimum time doesn't print on the meet program (delete the time after entries and exceptions are processed).
- Review the Athlete Listing for names that are in all capitals. Jon has a program he can run that will lower case names back into Meet Manager (one at a time) – this eases having to retype and possibly misspell while retyping.
- Setup the real time results for the league meet. Remember to edit the html for the **Home** link created by MM to open “Target Frame” as “Whole Page.”
- Post the Psych Sheet. Either a PDF or through the real-time results.
- For the league meet, edit the OU.htm web link to point to the set of results in the current champs folder.
- Any issues with apparel vendors or t-shirt ordering to be addressed?
- Ready with the Coaches Notes? Reviewed by Referee and other appropriate parties?
- Complete the insert pages for the meet program.
- Send the athlete entry count to the team handling awards. They need to assemble the swimmer tokens, and need counts to bag the quantities for each team.

- For champs, send the “Warm-up Sheet” to the team arranging warm-ups. They need the count of swimmers for each session to setup the lane assignments for each team.

Meet Date Minus 6 Days (Sunday)

- Confirm the meet entries with coaches, if needed.
- Review the Psych Sheet. Just print all of the events, and look at the first 3 times. If the first couple of times are better than the record (or much better than National times), there may be a data entry error.
- Review the timeline. If an event is taking an abnormally long time, there may be time entry errors that are too high. One meet had entries of 29:00.00 instead of 29.00.
- If you have OPEN relays (or multi-age group relays), check the ages of the relays on the Relays screen. Relays with a W0 or M0 need to be adjusted to the age of the oldest swimmer – typically M14, W14 or M109 or W109.
- Do you need to make signs?
 - o No Swimmer Camp
 - o Heat Sheet Sales
 - o Directional Signs to the pool or swimmer camp
 - o No food/drink
 - o No flash photography
 - o Keep the aisle clear/stay back from the rail
 - o No entrance sign
 - o Deck pass required sign
 - o Time Trial entry box sign
 - o Deck Pass Recycle Bin sign
 - o Results / age group, boys/girls signs. For champs, consider a sign for the combined age group / long events (instead of posting under each age group).
 - o Signs to keep kids from under the bleachers at OU?

Meet Date Minus 5 Days (Monday)

- Adjust the time between the 500s and the first “main” event, to bring the timeline back to the scheduled start time. Make sure the race interval is properly set – particularly where we include the heat start times on the meet program. And if the timers need to switch between ends of the pool, put in a 2 minute additional time on the last 50-yard and the last 25-yard events.
- Confirm the timeline.** If the sessions are going to overlap, you need to take action to prevent a mass of people in the “gym.” Some alternatives you can consider:

- Remove any host team swimmers that create an extra heat. Especially in longer events.
- Combine longer events that have limited swimmer counts. Maybe combine the boys and girls 400 free relay – if possible. You need to be careful with deck entries since the deck entry lane looks open, but is occupied by the other event teams.
- Contact **all** of the teams and inform them that the second session will be starting at a later time. Give them updated timelines for comfort.



Remember to check for special needs swimmers. Seeding needs to be adjusted to handle any requests.



If the meet has short course and long course, be careful to reset the meet for each session, so the appropriate seed times print for the session!!!



Generate the Meet Program FOR SALE to the public. Typical settings:

- You can use the triple size if it makes more sense, but it's less user-friendly for those that are making notes.

- You need to add COMMENTS if you are using those as a sales item. Relay names are not typically printed in the meet program to save space.



Identify the number of swimmers to use for program sales. For Champs on Friday, the warm-up report will give you a good indication of the number of swimmers in **that session**. For other meets, you can run a listing of athletes and select an age range of “ ___ to 10 “ on the screen to get a count of swimmers. This method insures that you capture all of the swimmers in the age group – even if they are only swimming on a relay and aren't selected as a swimmer on the relay. The relay only swimmer is more prominent at Zones and Nationals, but could influence your counts.



Remember to check prior steps to insure you are at the final version of the meet program!!! Make sure everything is seeded. Print the final heat sheet and get it copied. Backup your database to insure you can get back to the “meet program version.” Maybe 55-60% of the swimmers entered, plus what you need for coaches

packets and officials. For Sprints 2003, we gave teams one for each session for each 50 swimmers they entered. For 2003 Sprints:

Session	Swimmers	Printed for Sale	Sold
Morning	187	120 (+25 coach)	88
Afternoon	136	90 (+25 coach)	65

- For large meets like Champs, the percentages need to be higher. We sold out at 65% in 2004. So look at 75% for Champs. A few leftovers is a better situation for the families than selling out and not having any for sale.
- Don't forget to add in quantities for the coaches, officials and the bullpen.
- If there is just one meet program for multiple sessions (Kickoff Classic), the order percentage doesn't have to be as high. The families with swimmers in both sessions eliminate the need for two programs. So probably 50% for sale for a meet like this (plus what you need for officials and the bullpen).
- One extra copy of the meet programs printed to hold with entries person to handle DECK ENTRIES.
 - The best version is one column with the option to "print empty lanes." You can use the empty lane space to input the swimmer information to reserve a lane.
 - If there are late entries, they record them on the deck entry sheet (pencil) and they have to be officially entered and paid at the day of the meet.
 - Some people want to be assured of a lane for a deck entry before coming to the meet. So this has to be ready early for additional entries.
- Especially for Deck Entries with events of multiple age groups – mark the entries that contain multiple age groups to remind the deck entry workers to pickup the swimmers age. Otherwise, you could mistakenly mark a swimmer as 18 in a 13/14 + 15 & Over event, when they might actually be 14. Or vice versa.
- Who is covering relay takeoff sheets or cards? The referee or the meet director? Setup the sheets in advance and note the event and heat numbers for each section? Doug likes to create a sheet for each position and highlight the lanes that individual has to do.
- Print the SPECIAL heat sheet (select **single column, heat start times, event comments [for breaks and timer switches] empty lanes** – if deck entries) for the Referee, Asst Referee, Starter and Meet Director.
 - For invitational events, print the blank lanes for deck entries. Blank lanes not needed for champs.
 - Bind them to make it easier to deal with the volume of pages? Or duplex on 11 x 17 paper?
 - Are the comments relevant to the referee (breaks at Zones)? Be sure to include those on this version if appropriate. You may want to highlight the breaks with a highlighter to insure they are taken at the appropriate time.
 - For Champs, highlight the exhibition swims on these copies, so it's clear when we have this situation.

- The Meet Director(s) copy is for making notes.
- For a multi-day meet like Zones, it's probably more appropriate to print single-session heat sheets for the OFFICIALS. Include race start times for their version. **And print event comments, so the BREAKS are listed.** That way they aren't capturing a heat sheet for the whole set, and are more likely to turn in their notes to the referee. If there are comments relevant to the officials, be sure to include those in the program copies.
- Print the relay entry cards. Make sure you print the sheets **one session at a time.** The coaches can't decide the afternoon session when the morning sheets are turned in.
 - Consider changing the name of the **meet** to "11 & Over Free Relay Cards" before printing session – this title prints at the top of each sheet of relay cards in the following choice. It should make it easier for coaches to figure out which set is which.
 - One good format appears to be using the **Entry Cards/Labels** option and then selecting the **Laser** choice of **3.5" x 8.5" (1x3)**. This prints 1/3 of a sheet for each relay, with plenty of room for coaches to make changes. The disadvantage to this format is that Hy-Tek does not break pages by teams, so the teams have to be cut apart. **HOWEVER**, you can print one team at a time (Jon – you have a WinMacro to help).
 - If you print full pages of slips, you should consider printing the free relay and medley relay as separate pages. Then the coach can complete the medley relays and submit that page. The free relay pages are available for later revisions.
 - Another format is the Entry List, sorted by team, with each team on a new page. There is less room to write on the sheet, but manual breakdown is eliminated and short pages aren't lost at the scoring table.
- Do you want to print an athlete listing for the coaches to submit scratches for the meet? It avoids no-shows getting inadvertent times in the results. Could assist when a swimmer misses a heat by identifying a future available lane.
- Complete volunteer list and concessions list (based on families entered) and distribute to the families.
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Meet Date Minus 4 Days (Tuesday)

- Do you want to recognize any birthdays at the meet? You can run a report of all of the athletes in Meet Manager. Then use the envelope icon to send the report to Excel. A couple of calculations to pull out the month and day of the birthdate field and you can quickly identify the birthdates for the day of the meet.
- For Y Champs, be sure to setup the divisions on the **Teams** selection.

Meet Date Minus 3 Days (Wednesday)

- Create deck passes for the meet.
- Fire up all of the laptops and the router for the meet. Are the anti-virus programs up-to-date?
- Plug the computers into the network and give them a chance to search for Windows updates. It's painful to watch that occur on Friday night.
- Do all of the shares work? Can the various computers "see" the folder to hold the master Meet Manager database?
- Are you using a wired router, wireless router or a peer-to-peer network? Are all the computers setup to see the same network?
- If you are doing Web Results, do you have a way to connect to the internet and still have your meet network secure?
- Do you have a plan for printers? At champs there is one printer attached to the main scoring laptop and one printer for labels. The other 2 computers have a "share" printer and default printer setup to point to the main scoring laptop.
- Do you have the appropriate default print setups on the computer? Maybe one computer definition for single sided results and another printer definition setup to pull from the second paper bin for labels?
- Reminder about the IST Timeware install. If the meet number is above a certain level (say 50), it's probably best to uninstall and reload Timeware from the install disk. When Timeware gets to some certain size, the computer seems to create problems (GYG had backup button times coming to the wrong lane, and SEEYA had the computer lockup about every 25 heats). When you reinstall, you will lose the event lists.
 - Import the events to the event list and setup a new meet. To export the event list BEST for Timeware, go to **Run** and then **Interfaces**, then **Timer (GNET)** and then **Download events to GNET** (then **Yes** and **OK**). This creates a **Generic.sch** file that imports VERY WELL to Timeware. When you do the **Import** on the events list, you just have to update the file type to **.sch** in the drop down list and locate the file in the directory used by Hy-Tek.
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Meet Date Minus 2 Days (Thursday)

- Heat sheets printed and assembled (by Friday).
- Lane Timer sheets printed

- 2 events per page, or run selected groups of events together (maybe 4) to better fill a page. **REMEMBER**, if you have just one button, you will need the times **much more frequently for the 10 & under swimmers**. You should probably only print two events per page to allow better turnaround.
- For a large meet, consider cutting the pages in half so that they are collected more frequently – allowing the scoring table to be more current in posting events.
- Or if you have an event or two with a large number of heats (think 50 free), print those events individually on a page so they can be collected and worked immediately after the last heat.
- Build a page for the scoring table that shows where the breaks are – so they know when to collect the sheets from the timers.

- Print the relay cards for coaches to complete with relay name changes. Jon has a spreadsheet macro that will help print full sheets of pages for each team. And if done properly (instructions included), you can run the medley relays as one set and the free relays as another set.
- For CHAMPS, run off the INITIAL entry fee report and send to the league treasurer. The teams recognize this amount from the meet entries they submitted.
- Deck entry cards printed. The green cards (110# weight paper) from Sprints Invitational were a good idea, they were a “go” to allow a swimmer on the blocks. They were also visible.
- Coaches packets created. Consider a couple of Tylenol in the coaches packet for their grief. Coaches packets have meet programs, coaches notes and the relay team pages.
- Referee, Asst Referee, Starter and Meet Director single column program printed.
- Pickup items needed for the meet. PA System, rental radios, etc.
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Meet Setup – Prior Evening

- Setup Lane Lines.
- Stage chairs for bullpen (or behind starting blocks).
- Stage tables to gym for concessions.
- Stage cafeteria tables to gym for eating.
- Post signs for teams to know where to “camp.” Get the warm-up counts from Meet Manager so you know the relative size of each team. Try not to put the large teams on top of each other in the camp areas.

- Setup the results boards. If we use push-pins into the plywood and then string to hang the boards, we need something along the top of the board to prevent them from curling. Or the push pins need to be near the outside edges of the boards. Having the push pins near the center tended to pull the outside corners toward the center, creating a curve.
- Trash cans in the gym (get more coated cardboard boxes from Kroger?)
- Copies made of Officials programs (1 column format – see Figure 1 -- Referee Format Printout Settings). The deck entries won't arrive until late, so it's not really worth waiting until the meet day to print these.
- Print a heat sheet with the start times for the bullpen.
- A heat sheet available for the announcer and timing console.
- Do you need extra copies of programs for officials?
- Is there change for the heat sheet sales available? Do you need change for deck entries?
- Lane Timer sheets assembled with clipboards. Add on the heat winner ribbons?
- Stopwatches assembled with clipboards. Stopwatches available for the backup timers?
- Have the vests for the backup timers available for distribution.
- Vests available for deck marshals.
- Heat Sheet for timing console and the announcer.
- Heat Sheets for officials.
- Heat Sheets for Bullpen.
- Heat sheets available for immediate sale.
- Assemble Coaches packets
 1. Name Tags
 2. Heat Sheets
 3. Coaches note sheet
 4. Evaluation Form
- It worked best with two printers. The scoring computer had control of their own printer for managing the switch between labels and the results pages. If not two printers, see if the Timing computer/console can plug into the one port on the printer and the Scoring computer use a USB port. Be careful with Timeware. It seemed to want to use Tray 1 at the 2005 SEEYA Invitational.

- If using Timeware or an alpha-numeric scoreboard for Colorado, generate the Startlist.slx file in Meet Manager. Use the **Run** screen and then **Interfaces** then **Scoreboard** and **Create Startlist file**. This creates the list of events, heats and lanes utilized during the meet. The file is only read when you start **Basic Timing** in Timeware.
- Check the setup on the Timing computer. The **Utilities** and **Setup Hardware** needs to point to the correct directory where the Hy-Tek database exists. Run a test race on the Timing computer. Make sure the **.gen** file from Timeware is written to the directory. Make sure you can see the first heat with the proper lanes turned on and the swimmer/relay names available in the appropriate lanes.
- Colorado Timing Console – replace the 8 D Cell batteries inside. This insures the meet timing will continue even if the power supply inadvertently gets interrupted. Even if you think the batteries are fine, would you want to mess up the times for the swimmers for their National qualifying times?
- Push the event list to the timing console.
- Do you have a UPS on critical elements of your system? Will you lose data if the power drops on a laptop in the middle of an operation? Would you want to lose your meet database do to a power spike?
- Backup your database, just to be sure. Consider having one off of the hard disk of the computer, just in case!
- Champs: All Star Certificates for Champs in hand (or in coaches packets)! If you have the results from all meets in Team Manager, you can run a report of achievers. Count the number of names on a team. Print the signature on the certificates, one team at a time, in the quantity needed for the team. Stuff the resulting printouts into the team envelopes.
- Setup Hy-Tek to print the right number of results when an event is scored. Copies for posting (how many locations) plus one for awards?
- Check Hy-Tek for the setup related to printing multi-age group events on individual pages. For Champs, it provides a separate posting page for 11-14 and 15&Over long distance events.
- For any meet, consider adding an event at the very end you can use for testing the pads and buttons. A 25 yard free, a 50 yard free and 100 yard free (long course meet) will allow you to time a race to full completion and test that you can read it in Meet Manager.
- Make sure the timing console is properly setup.
 - Proper course?
 - Touchpads at both ends?
 - Lanes properly set as matching the deck cable or is it reversed?

- Events loaded to the console?
- Set the pad delay interval shorter if you are doing a 25 yard pool with touchpads at both ends. Make it particularly long if you are doing a long course pool – swimmers tend to dawdle getting out of the pool on long course relays.



Test the communication between Meet Manager and the timing console/computer. There are typically multiple items that all have to match up for the connection to work properly.

- For Colorado:
 - The wire connecting the timing console to the computer.
 - A Serial to USB converter, if applicable.
 - The setup of the COM port on the MM computer.
 - The setting in Meet Manager to the correct COM Port.
- For Timeware
 - The network connection from the scoring computer to the router.
 - The network connection from the MM computer to the router.
 - If the computers can see each other, then the bulk of the work is over.
 - The Scoring computer needs to be able to SEE and WRITE to the folder holding the MDB file used by Meet Manager.
 - Is the Starlist.SLX file in that folder, so that Timeware knows the names of the swimmers, along with the lanes and number of heats for each event?
 - The setting in Timeware (Utilities, Setup Hardware) to identify the location of files to read and write for the meet. This is typically the C:\SWMEETS folder on the Scoring computer.
 - Setup the DEFAULT printer on the Timing Computer so that printouts will generate to the correct printer (and potentially the proper tray).



For Champs, we do have a 14.29 record the fastest 25 yard races. So you may want to choose no more than a 13 second pad activate time for 25s.



For Champs, the fastest league record for the 50 free 20.40, so you may want to choose a 19 second pad activate time for 50s.

Meet Day – Pre-Meet



Start Heat Sheet Sales.



Start coffee.



Backstroke Flags.



Lane Lines.



Bullpen/lane chairs behind starting blocks.



15-meter cones.

- Bleachers moved.
- Starter System Setup (and second speaker).
- Concessions Setup.
- Raffle Setup.
- Hospitality Setup.
- Officials programs and clipboards ready.
- Headsets available for officials (and spare batteries).
- Timer clipboards ready and distributed.
- Heat winner ribbons ready and shared with timers.
- Computers setup.
- Printer(s) ready.
- Awards at scorers table. If the medals are not in bags, consider going and buying “snack” size bags for the medals.
- Lap counters in place.
- Post the national sanction.
- Post the Food Permit when at OU – both in hospitality and in concessions.
- Check the settings on the Colorado system.
 - Proper pad/button setup?
 - If you are using pads at both ends AND you have 25 yard races, remember to turn OFF the far end splits during the 25 yard races.
 - Test starts for racing from the various ends of the pool – if necessary.
- Is the pool water temperature and air temperature appropriate? Consider draining some water from the pool and pumping in fresh to lower the water temperature. A lower water temperature will also impact the air temperature.

Meet Day – Pre-Start

- Process any scratches provided by coaches.
- Complete all of the deck entries into Meet Manager for the following step.



Print the one event per page heat sheet to collect information from the pool deck regarding no-shows and DQs. Print empty lanes, so they can note any swims in lanes for peculiar reasons.

Meet Day – Running

- Any opening ceremonies?
- Announcements to gym.
- Hourly refreshment run to scorers, officials and timers.
- Runner ready and aware when slips will be complete? Do they need to pick up anything from the timing console? If there are cards, can they sort the cards on the way back to the scorers table? It helps to put the timer sheets in lane number order.
- The scoring table should review the initial split for EVERY relay (review when the results are brought up). Where a time is way out of whack (under 30 seconds for any 10 & under initial split), delete the split time. The swimmers step on the pads and trigger an early initial split. Leaving it in the database means a bad time exported for Team Manager.
- When the single-event page returns from the deck, cross check the quantity of swims in the event to the number of places in the final results. Result Count **PLUS** No Shows **PLUS** DQs on the final results should equal the numbers from the pool count.
- Post event results for swimmers. Probably should be someone other than the awards person, because they get tied up doing the awards.
- Consider using stickers (smiley faces) for the results where swimmers achieve a zone or national time. It spruces up the results sheets on the wall!
- Between sessions – BACKUP your Hy-Tek database!
- Are there birthdays you want to announce?
- Are the heat winner awards ready to go?
 - How will they get more heat winner ribbons?
 - Are there combined events where we need to help the timers get multiple heat-winner awards out to the kids? For example, we shouldn't penalize the 13-14 girls in a combined-event run by only giving the heat winners to the 15-18 boys. This issue is not the same as when you run an event that is combined age groups – swimmers should expect that they may win their age group but not get a heat winner.

Multi-Day Meet

- Reprint results from the prior session so they are cleaned-up and posted nicely on the wall.
- Confirm the setup in Meet Manager is on the proper course. Important when the meet has sessions with different courses.
- For an event like Zones, print some “single day” meet programs (just a copier version would be good) for coaches who forget their heat sheet from the day before. Stash these at the scoring table so the coaches aren’t taking a complete program from the heat sheet sales table. Do the same for the Sunday sessions so there are copies available at a lower cost for coaches. For 2007 Zones, we just copied some heat sheets at the YMCA.
- Backup your database!
- Backup your database to a location off of the computer – disks crash!
-

Meet Day – Close of Meet

- Print Meet Scores (See **Figure 3 -- Report Scores for the Meet**, under Report/Results)
- Print High Point Scores (By event age – See **Figure 4 -- Report on High Point? Or by Swimmer Age Groups?**)
- Do we need additional High Point trophies?
- Distribute Trophies
- Backup Meet Manager database. Consider to an alternate medium (to Diskette or to a flash drive in case the disk drive fails).
- Post Meet Results in Observation Room (for host team).
- Signed copy by referee (as official results).
- Remove Lane Lines.
- Return bleachers and chairs.
- Breakdown concessions.
- Cleanup gym.
- Breakdown scoring / *save* extra ribbons and medals.
-

Meet Day – Plus One

- Mail signed results to coaches.
- Mail signed results to league President (or Secretary). Submit results export to the league representatives.
- Generate printed PDF for posting to the league website under Meet Results. Possibly post the all-teams results to the league website for import by teams.
- For Champs, mail meet results to Zone representative. For Champs, send a copy of results to Glenda Pae (or representative noted on Sanction form). PDF posted is typically suitable if you forward a link.
- If USA Sanctioned, mail the meet database to the USA representative.
- Mail (or post) Meet Manager results (electronic) to coaches.

- If not distributed earlier, mail meet evaluation form to coaches.
- For CHAMPS, run off the FINAL entry fee report and send to the league treasurer. The difference is the cost of Time Trial entries, and should be noted as such in their league statement.
- Review the financial statement?
 - Have all the teams paid for their entries?
 - Deposits made for Concessions, Deck Entries, Heat Sheet sales.
- Are there vendors to pay?
 - Tom Warrick for online entry processing.
 - Heat Sheet printing
 - Ribbons and Medals
 - Trophies
- Are there vendors to collect rebates from?
 - Photographer?
 - Swim Equipment (Kast-A-Way, Greenhouse, etc)
 - T-Shirt team
 - Heat Sheet processing team.
- Is there anything the team should do for the YMCA hosting the meet?

Supplies For Consideration:

- Clipboards for timers and officials.
- Pencils.
- Extra Pencils.
- Pencil Sharpener.
- Paper for printer.
- Label sheets for awards.
- Masking tape to post results (low tack tape).
- Extension cord for computer.
- Power strip for computer (at least three plugs).
- Extension cords for concessions.
- Power strips for concessions.
- Paper bags to hold awards.
- Paper Clips.
- Stapler.
- Staples.
- DQ Slips.
- Relay Takeoff Sheets.
- Rubber Bands.
- Gun/horn for 500 bell lap.
- Lap Counter.
- Headsets.
- Zip Ties to hold things in place – consider a zip tie tool to make it tight.
- Extra batteries for headsets.
- 8 D-Size Batteries to refresh Colorado Timing Console
- Deck Cable extensions for timing the far end
- 50 Meter Deck cable extension for long course
- B/C cable for additional backup buttons
- Extra Velcro in case the pads or brackets need repairs
- Hats (Referee/Meet Director, etc)

Staff List:

- Meet Director _____
- Starter _____
- Meet Referee _____
- Deck Referee _____
- Chief Judge _____
- Admin Referee _____
- Head Timer _____
- 12 Timers per half _____
- Relief Timers _____
- Chief Scorer / Data Entry _____
- Scoring Calculation / Data Entry _____
- Timing Console Operator _____
- Time Verifier (check scored sheets against cards) _____
- Deck Entries Collection / pass out entry card _____
- Young Swimmers Bullpen Workers _____
- Runner (need extra for 25s?) _____
- Concessions _____
- Announcer (events in gym) _____
- Raffle Table _____
- T-Shirt Sales _____
- Heat Sheet Sales _____
- Cleanup help _____

Meet Entry Cross-Check for Champs

- Compare athlete names to those that swam **one** meet by the cutoff date. May need to use the report of meets attended, since swimmer names appear if the NS to every meet. Do a second check to insure the swimmer has the requisite two/three meets in to participate in Champs.
- Check for names in all caps. Jon has a capitalization spreadsheet with some formulas to help.
- For the A meets, compare to the meet eligibility report.
 - In Team Manager:
 - Update SEOWV A event list so the 10 & Under events are 9-10. Otherwise, names appear multiple times.
 - Export the results to Excel.
 - Copy in the Macro from the prior spreadsheet.
 - Copy the calculation down.
 - In Meet Manager
 - Generate a list of athletes.
 - Export the results to Excel.
 - Check each name from MM against the count of meets from TM. There may be swimmers with more than three – just check to insure they are relay only entries.

Meet Configuration Considerations



How many sessions do you want?

- Additional sessions create additional breaks.
- Each session is preceded by a warm-up, so do more sessions increase your overall warm-up times?
- Are there enough heats of the 500 free to warrant a separate session? A 500 free with a few heats in the middle of the meet may be less of an issue than a separate session for the 500 free. The long event can be a welcome break for officials and timers.



The timeline of a meet. There are limited opportunities to shorten a meet.

- Increase the number of lanes. How many does the pool have, and how many can the timing equipment (and touchpads) accommodate?
- Decrease the length of the events. Run shorter events instead of longer events.
- Scratch swimmers (host team most appropriate to do first) when one or two additional swimmer(s) creates an extra heat – most useful for long events.
- Manage the number of swimmers in the meet. You can:
 - Limit the number of events allowed.
 - Set a minimum qualifying time to limit the number of entries.
 - Set a cutoff for the number of swimmers (and shut out those afterward).
 - Limit the teams invited to the meet.
 - Speed up the timeline. Can you do fly-over starts? Do you have meet personnel that can handle a faster pace of a meet? Do you have to plan for recall false starts (no recall rules allow for the DQ at the end of the race instead of recalling swimmers)?
 - Combinations of the items above.



How do you break-up the age groups?

- Officials are least available with the 8 & under age group. It takes a few years of a child swimming to get an official into the program.
- Consider combining the 13 & over age group into a single event, but score the 13-14 age group and 15 & over age groups independently. You are more likely to fill all the lanes with them combined, and reduce the chances of having multiple three-swimmer heats (and therefore have fewer unused lanes).



What events to run?

- The sprint events (100 yards or less) take less time than longer events. You can put through more short events in the same time window and increase the income to the meet.
- Swimmers tend to sign up for the shorter events anyhow. You are more likely to have a full heat of the 50 free than the 1000 free.



How many lanes to run for a session?

- More lanes mean more swimmers put through in the same timeframe.
- Extra lanes require additional work by a bullpen.
- More lanes mean more officials for the meet.

- More lanes mean more timers are required.
- Consider copying the meet from last year and adjusting the events in each session. Modify the heat interval to see whether you can fit the events into a suitable session. Would moving one age group make a session too long? Will reducing the age groups involved mean that swimmers may have very fast turnarounds from one event to the next (look at the timeline of the last heat of girls 50 free to the first heat of the next girls event).
- When running a meet, note the actual start of the session. Also note any major delays in the session. Using Meet Manager, you can figure out the average heat interval by adjusting the start time and heat interval to get to the actual ending time. Is that time too long? What caused the delays?
- Can you take actions to insure a session starts on time? Are the timers setup in advance? Is there an adequate break for the officials to take a moment between sessions? Or are things so close together that people will be delayed getting back to the pool to start the next session?
- Remember, most of the people helping at the meet are volunteers.
- Finally, remember that for most meets where these considerations are being utilized, the swimmers are paying guests to your institution. How would you want to be treated if your children were in the water? Would the setup of the meet create a positive experience that the teams, coaches, and swimmers would want to come back next year? Or would they be driven away from swimming altogether?
-

Meet Program

SESSION LIST

Day	Start Time	Session #	Course	Session Title
All		All	Y	All Events
1	07:30 AM	1	Y	Final

Age Range
 to

Sex
 Female
 Male
 Both

Rounds
 All Rounds
 Prelims Only
 Finals Only
 Round 1 Only

Preferences

Select All
De-Select All
Create Report
Close

EVENT LIST for Meet Program

Evt #	Rnd	Status	Format	Event Name	Heats	
<input checked="" type="checkbox"/>	1	F	Scored	Heats	Girls Open 500 Yard Freestyle	2
<input checked="" type="checkbox"/>	2	F	Scored	Heats	Boys Open 500 Yard Freestyle	1
<input checked="" type="checkbox"/>	3	F	Scored	Heats	Girls 10 & Under 200 Yard Freestyle	1
<input checked="" type="checkbox"/>	4	F	Scored	Heats	Boys 10 & Under 200 Yard Freestyle	1
<input checked="" type="checkbox"/>	5	F	Scored	Heats	Girls 11-12 200 Yard Freestyle	1
<input checked="" type="checkbox"/>	6	F	Scored	Heats	Boys 11-12 200 Yard Freestyle	1
<input checked="" type="checkbox"/>	7	F	Scored	Heats	Girls Open 200 Yard Freestyle	1
<input checked="" type="checkbox"/>	8	F	Scored	Heats	Boys Open 200 Yard Freestyle	1
<input checked="" type="checkbox"/>	9	F	Scored	Heats	Girls 10 & Under 100 Yard IM	3
<input checked="" type="checkbox"/>	10	F	Scored	Heats	Boys 10 & Under 100 Yard IM	1
<input checked="" type="checkbox"/>	11	F	Scored	Heats	Girls 11-12 100 Yard IM	4
<input checked="" type="checkbox"/>	12	F	Scored	Heats	Boys 11-12 100 Yard IM	2
<input checked="" type="checkbox"/>	13	F	Scored	Heats	Girls Open 200 Yard IM	1
<input checked="" type="checkbox"/>	14	F	Scored	Heats	Boys Open 200 Yard IM	1
<input checked="" type="checkbox"/>	15	F	Scored	Heats	Girls 10 & Under 50 Yard Freestyle	2

Columns
 Single
 Double
 Triple

Athlete ID
 None
 Reg ID#
 Comp#

Include in Meet Program
 Heat Start Times
 Records
 Time Standards
 Entry Qualifying Time
 Event Comments
 Entry Times
 Relay Athlete Names (0-8) :

Line For Results
 Events With No Entries
 Prior Round Results
 Round 1 Alternates
 Empty Lanes
 Separate A/B Finals

Time Stamp
 Date and Time
 Date Only
 None

Format
 1 Event Per Page
 Referee Format
 Flat HTML Export
 Ignore Psych

Figure 1 -- Referee Format Printout Settings

Results

Team

Age Range

Sex

Female
 Male
 Both

Rounds

All Rounds
 Prelims Only
 Finals Only
 Round 1 Only

Preferences

SESSION LIST

Day	Start Time	Session #	Course	Session Title
All		All	Y	All Events
1	07:30 AM	1	Y	Final

EVENT LIST

Evt #	Rnd	Status	Event Name	Heats	
<input checked="" type="checkbox"/>	1	F	Scored	Girls Open 500 Yard Freestyle	2
<input checked="" type="checkbox"/>	2	F	Scored	Boys Open 500 Yard Freestyle	1
<input checked="" type="checkbox"/>	3	F	Scored	Girls 10 & Under 200 Yard Freestyle	1
<input checked="" type="checkbox"/>	4	F	Scored	Boys 10 & Under 200 Yard Freestyle	1
<input checked="" type="checkbox"/>	5	F	Scored	Girls 11-12 200 Yard Freestyle	1
<input checked="" type="checkbox"/>	6	F	Scored	Boys 11-12 200 Yard Freestyle	1
<input checked="" type="checkbox"/>	7	F	Scored	Girls Open 200 Yard Freestyle	1
<input checked="" type="checkbox"/>	8	F	Scored	Boys Open 200 Yard Freestyle	1
<input checked="" type="checkbox"/>	9	F	Scored	Girls 10 & Under 100 Yard IM	3
<input checked="" type="checkbox"/>	10	F	Scored	Boys 10 & Under 100 Yard IM	1
<input checked="" type="checkbox"/>	11	F	Scored	Girls 11-12 100 Yard IM	4
<input checked="" type="checkbox"/>	12	F	Scored	Boys 11-12 100 Yard IM	2
<input checked="" type="checkbox"/>	13	F	Scored	Girls Open 200 Yard IM	1
<input checked="" type="checkbox"/>	14	F	Scored	Boys Open 200 Yard IM	1
<input checked="" type="checkbox"/>	15	F	Scored	Girls 10 & Under 50 Yard Freestyle	2

Select All

De-Select All

Create Report

Close

Columns

Single
 Double
 Triple

Export File

AP News
 Flat HTML
 UK-ASA

Include in Results

Records
 Time Standards
 Entry Qualifying Time
 Event Comments
 Entry Times
 Time Trial Events
 Scratches
 No Shows
 Prior Results (1 col only)

Splits

None
 Cumulative
 Subtracted
 Legal Only

Top How Many :

Relay Names (0-8) :

Team Points

Format

Event # Order
 Session Order
 Publication Order
 1 Event Per Page
 Results by Heat

Athlete ID

None
 Reg ID#
 Comp#

Time Stamp

Date/Time
 Date Only
 None

Figure 2 -- Meet Results Printout

Scores

EVENT LIST			
	Evt #	Status	Event Name
<input checked="" type="checkbox"/>	1	Scored	Girls Open 500 Yard Freestyle
<input checked="" type="checkbox"/>	2	Scored	Boys Open 500 Yard Freestyle
<input checked="" type="checkbox"/>	3	Scored	Girls 10 & Under 200 Yard Freestyle
<input checked="" type="checkbox"/>	4	Scored	Boys 10 & Under 200 Yard Freestyle
<input checked="" type="checkbox"/>	5	Scored	Girls 11-12 200 Yard Freestyle
<input checked="" type="checkbox"/>	6	Scored	Boys 11-12 200 Yard Freestyle
<input checked="" type="checkbox"/>	7	Scored	Girls Open 200 Yard Freestyle
<input checked="" type="checkbox"/>	8	Scored	Boys Open 200 Yard Freestyle
<input checked="" type="checkbox"/>	9	Scored	Girls 10 & Under 100 Yard IM
<input checked="" type="checkbox"/>	10	Scored	Boys 10 & Under 100 Yard IM
<input checked="" type="checkbox"/>	11	Scored	Girls 11-12 100 Yard IM
<input checked="" type="checkbox"/>	12	Scored	Boys 11-12 100 Yard IM
<input checked="" type="checkbox"/>	13	Scored	Girls Open 200 Yard IM
<input checked="" type="checkbox"/>	14	Scored	Boys Open 200 Yard IM
<input checked="" type="checkbox"/>	15	Scored	Girls 10 & Under 50 Yard Freestyle
<input checked="" type="checkbox"/>	16	Scored	Boys 10 & Under 50 Yard Freestyle
<input checked="" type="checkbox"/>	17	Scored	Girls 11-12 50 Yard Freestyle
<input checked="" type="checkbox"/>	18	Scored	Boys 11-12 50 Yard Freestyle
<input checked="" type="checkbox"/>	19	Scored	Girls Open 50 Yard Freestyle
<input checked="" type="checkbox"/>	20	Scored	Boys Open 50 Yard Freestyle
<input checked="" type="checkbox"/>	21	Scored	Girls 10 & Under 50 Yard Butterfly

Event Age Filter <input type="text"/> to <input type="text"/> Select All De-Select All Create Report Close	Gender Choices <input type="checkbox"/> Male <input type="checkbox"/> Female <input checked="" type="checkbox"/> Combined <input type="checkbox"/> Combined if both score <input type="checkbox"/> Separate pages	Athlete Criteria <input checked="" type="radio"/> No age criteria <input type="radio"/> Use athlete age <input type="radio"/> Event Age Age Criteria
	Report Type <input checked="" type="radio"/> Team <input type="radio"/> Individual Top How Many : <input type="text"/>	Grouping <input checked="" type="radio"/> Normal <input type="radio"/> By Region <input type="radio"/> By Division

Figure 3 -- Report Scores for the Meet

Scores [X]

EVENT LIST

	Evt #	Status	Event Name
<input checked="" type="checkbox"/>	1	Scored	Girls Open 500 Yard Freestyle
<input checked="" type="checkbox"/>	2	Scored	Boys Open 500 Yard Freestyle
<input checked="" type="checkbox"/>	3	Scored	Girls 10 & Under 200 Yard Freestyle
<input checked="" type="checkbox"/>	4	Scored	Boys 10 & Under 200 Yard Freestyle
<input checked="" type="checkbox"/>	5	Scored	Girls 11-12 200 Yard Freestyle
<input checked="" type="checkbox"/>	6	Scored	Boys 11-12 200 Yard Freestyle
<input checked="" type="checkbox"/>	7	Scored	Girls Open 200 Yard Freestyle
<input checked="" type="checkbox"/>	8	Scored	Boys Open 200 Yard Freestyle
<input checked="" type="checkbox"/>	9	Scored	Girls 10 & Under 100 Yard IM
<input checked="" type="checkbox"/>	10	Scored	Boys 10 & Under 100 Yard IM
<input checked="" type="checkbox"/>	11	Scored	Girls 11-12 100 Yard IM
<input checked="" type="checkbox"/>	12	Scored	Boys 11-12 100 Yard IM
<input checked="" type="checkbox"/>	13	Scored	Girls Open 200 Yard IM
<input checked="" type="checkbox"/>	14	Scored	Boys Open 200 Yard IM
<input checked="" type="checkbox"/>	15	Scored	Girls 10 & Under 50 Yard Freestyle
<input checked="" type="checkbox"/>	16	Scored	Boys 10 & Under 50 Yard Freestyle
<input checked="" type="checkbox"/>	17	Scored	Girls 11-12 50 Yard Freestyle
<input checked="" type="checkbox"/>	18	Scored	Boys 11-12 50 Yard Freestyle
<input checked="" type="checkbox"/>	19	Scored	Girls Open 50 Yard Freestyle
<input checked="" type="checkbox"/>	20	Scored	Boys Open 50 Yard Freestyle
<input checked="" type="checkbox"/>	21	Scored	Girls 10 & Under 50 Yard Butterfly

Event Age Filter <input type="text"/> to <input type="text"/> Select All De-Select All Create Report Close	Gender Choices <input checked="" type="checkbox"/> Male <input checked="" type="checkbox"/> Female <input type="checkbox"/> Combined <input type="checkbox"/> Combined if both score <input type="checkbox"/> Separate pages	Athlete Criteria <input type="radio"/> No age criteria <input type="radio"/> Use athlete age <input checked="" type="radio"/> Event Age Age Criteria
	Report Type <input type="radio"/> Team <input checked="" type="radio"/> Individual Top How Many : <input type="text" value="3"/>	Grouping <input checked="" type="radio"/> Normal <input type="radio"/> By Region <input type="radio"/> By Division

Figure 4 -- Report on High Point

Age Criteria

Standard A Standard B U.S. 5 Year FINA 5 Year

AGE RANGES

	Low Age	High Age	
1	0	6	
2	7	8	
3	9	10	
4	11	12	
5	13	14	
6	15	109	
7	0	0	
8	0	0	
9	0	0	
10	0	0	
11	0	0	
12	0	0	
13	0	0	

Include swim-up events and senior events

- Enter up to 24 Age Group ranges to provide a separate scoring report for each age group.
 - The highest age permitted is 109.
 - To include points for athletes who swim up an age group, check the box above. For example, by checking the box, an 11 year old for the 11-12 group will get points for swimming in an Open event or a 13 and over event.

OK Cancel

Timer Notes for Invitational

- Quality of results should be an underlying theme in your work today. We are hosting this event with guests participating in our meet. We want them to want to return to this meet in the future.
- Pay attention to the announcement for the event and heat number. Know the distance of the event being swum and what lap the swimmer is on so that you can be ready to stop your watch when they complete that distance.
- Verify the names of the swimmers against the lane timer sheet on the clipboard. This is particularly important for the 25-yard races. If you have a problem raise your hand for an official or the head timer to assist. We can reassign a swimmer to the correct lane for the race, but we have to know who swam in each heat. Make notes on your lane timer sheet if needed.
- If you have a name for the particular race and no swimmer, call out the swimmers name behind the block. Write down “No Show” or NS on the race results line.
- You may have a deck entry with a card. Write in the name on the proper heat.
- Wave your arms if you aren’t ready when the race is about to begin.
- Face the start box to watch for the strobe when the swimmers are preparing to race.
- Start the watch with the strobe (or horn if the strobe fails). As the swimmers dive in, check to see that your watch is running. There is a backup timer to assist if needed. Wave your arms to get their attention to allow you to trade for a watch properly started.
- ACCURATE watch times and backup button times are VERY important, even with the electronic timer. The official time often needs to be determined by comparison of pad time, backup button time and watch time. We also occasionally suffer a pad or button malfunction.
- As the race is ending, stand DIRECTLY over the end of the lane and look vertically down the end wall for the finish – but be careful not to step on the touchpad. Stop your watch and/or backup button at the instant any part of the swimmer's body PHYSICALLY touches the timing pad. Do not concern yourself with the legality of the finish. The officials will take care of that.
- There are two buttons at block end of the pool and one button at the shallow end of the pool to record finishes. Please press the button at the same time you stop your watch. The button is not necessary at the start of the race.
- Record both watch times, even if you are aware a swimmer may be disqualified. Do not worry about the time from the scoreboard.
- Please help control the noise behind the blocks when the starter requests quiet.

Scoring Table Notes for Invitational (Meet Manager)

- Quality of results should be an underlying theme in your work today. We are hosting this event with guests participating in our meet. We want them to want to return to this meet in the future.
- There is a pad and one buttons for the 25-yard races, so this should be typical to a normal meet.
- There is a pad and are two buttons for the 50-yard and longer races. If the two backup buttons are within the 0.30 tolerances, you can delete the pad time without reference to the stopwatch times. The primary rule is where we have two electronic times that support each other, we're set to use the electronic times and drop the third time.
- If you see a pattern of results where a particular lane is missing a backup button, please notify the appropriate official to investigate. We could have a timer failing to press the button, or we could have a button that needs to be replaced.
- On the 100-yard relay races, press F9 (splits) after each race and clear the 25-yard split times. Because the swimmers are jumping in at the shallow end and could be hanging on the pads, the 25-yard splits are never official times. Deleting the splits prevents the time from interfering with the time improvements of individual swimmers when the results are delivered.
- Be careful recording DQs to insure you click the appropriate heat and lane.
- You may be asked to cross-check counts from a sheet from the pool. This primarily insures that No-Shows and DQs are recorded accurately for final results. Your count of results should match the net of swimmers, less no-shows and less DQs from the pool count.
- Relay cards will come in from coaches to get the proper names in relays. They have to adjust relays for swimmers that don't appear in a meet. Don't worry about scratched relays if a coach makes that note. Where you have a 13-14 A relay and a 15 & Over A relay, make sure you change the correct relay (see next item).
- Relay races with multiple age groups (something like 13 & Over) need careful review when posting results. Check the ages of the swimmers in both relay pages of results before posting. If all the swimmers are 14 & under on the 15 & Over page, change the "Age" column on the relay names screen and score the event again. If any swimmer is 15 & over on the 13-14 results, they need to have the age updated to 109. This results from having two "A" relays in the same event, and is particularly difficult to do on the Relays screen when addressing relay cards.
- Understand who prints award labels. Results should be posted for 30 minutes before generating labels (it is very difficult to reach back into the awards bin to redo an event).
- Print full sheets of award labels to conserve labels. Generate ALL labels for the session, and print the appropriate pages. Keep track of which pages were printed. Not printing a page is very bad because swimmers go away without awards. Printing an individual page twice wastes the awards.

Bullpen Notes for Invitational

- Quality of results should be an underlying theme in your work today. We are hosting this event with guests participating in our meet. We want them to want to return to this meet in the future.
- It's not appropriate to use the PA system to locate individual swimmers. Making a regular announcement of the event in the bullpen and a "final call" for an event is all that is required.
- When swimmers arrive to the bullpen well after final call, it is not the responsibility of the bullpen to personally escort an individual swimmer to the blocks.
- Make sure the bulletin board of the event in the bullpen is current. (Are there opportunities to display the event on a scoreboard in the swimmer camp?)
- The goal is to keep two heats behind the blocks. But when the 25 free races are rolling, this can be particularly difficult.
- It is not appropriate to be calling heats so early that swimmers have a long wait around the bullpen. This adds to their stress level and standing impairs the quality of their competition.

Awards Notes for Invitational

- Quality of results should be an underlying theme in your work today. We are hosting this event with guests participating in our meet. We want them to want to return to this meet in the future.
- You may be assigned to print labels for awards.
- Keep track of which events are printed/completed for awards, so you don't do the same event twice. You may have to keep track of the event and place you completed. If you are missing a big block of labels, investigate with the scoring table.
- Be careful in putting awards in bags. Most issues with awards come from one team getting awards from another team. Refer to the first bullet in case you have questions. When we make mistakes with awards, the team ends up sending out additional award medals at the cost of the award plus mailing.

Notes for Invitational

- Quality of results should be an underlying theme in your work today. We are hosting this event with guests participating in our meet. We want them to want to return to this meet in the future.
- While training officials is a regular job, consider the situation when assigning officials. An invitational is not the best situation to put a green official as a relay takeoff judge. Use the newer officials in appropriate roles. Consider the level of the official in the roles they work.
- Where we have swimmers violating the rules, the call is important to the other swimmers competing in the race. We need to be fair to the swimmers competing legally, and less concerned with the feelings of those competitors that happened to be observed violating a rule.
- While the pace of the meet is important, is not to be a driving factor to degrading the quality of the meet.

Announcer Notes

- The following is the typical set of instructions.
 - At the short whistles and the first heat of the event, announce the event name listed on the meet program. You may want to indicate there are “three heats” and then announce this is “heat one.”
 - For the second heat, and after the short whistles, you announce, “heat two.” No more, as it adds to the timeline of the meet (unless instructed otherwise).
 - For the final heat, you may announce “heat eight, final heat.” This is a clue to the next set of swimmers that heat one will be following.
- You will likely be called on to announce quiet for the start.
- You will likely be called on to make an announcement regarding flash photography at the start of the race. This is an issue with swimmers taking off on the flash, and the potential for their disqualification. Let’s be fair to the swimmers.
- Be alert for record breaking swims (typically in the last heat) and make announcements as appropriate for any swimmer breaking the record.
- At Y Champs, the announcer will also import the results to MM, and post them to the web site. F3 to get times, F11 to post the race results, and F5 to go to the next heat. They may have to click to the next event at the appropriate time.