

MEET MANAGEMENT

Pre-Meet Concerns

1. Your meet must be named following the required format:
Year LSC Team Meet Name
Example: 2010 ST XYZ Best Swim Meet
2. The Meet Entry Deadlines should be established to ensure there is a *minimum* of eleven (11) days between the entry deadline and the start date of the meet in question. This lead time is necessary in order to ensure there is adequate time to reconcile (Recon) the meet entries with the Registration (SWIMS) Database.
3. If the meet information has been posted less than 45 days prior to a meet, the host must accept late/deck entries, or be liable for \$50.00 fine.
4. The Meet Host *must* electronically forward the meet entry file, in the proper HY-TEK Format, to the STSI Executive Secretary within the 24 hours following the meet entry deadline for the pre-meet Recon. A pre-meet recon catches the unregistered swimmers, incorrect IDs and club affiliation problems BEFORE the meet starts.

ST-3/04 Athlete Registrations MUST be received by the South Texas Swimming Office Prior to entering a meet.

"All athletes must be registered with the South Texas Swimming Office before the meet entry deadline.

Late entries, if allowed in the meet information must bring proof of registration to the meet host before they can enter the meet. The Club/Team person signing the meet entry form will be required to verify that all athletes entered are members of USA Swimming. The meet host will forward the meet entries file electronically to the South Texas Swimming Office within twenty four (24) hours of the meet entry deadline in the proper HyTek format for pre meet RECON."

5. The South Texas Executive Secretary runs the recon and sends a copy of the report to the meet host detailing registration errors.
6. The Host Team is responsible for notifying attending teams of any registration issues.
7. Teams are responsible for correcting id problems and club affiliation problems in their Team Manager database.

*(ST6-10) "A fine of up to \$100 per athlete **may** be imposed by South Texas Swimming to a Club /Team that continues to have the same athlete record errors in future meet entries after they are notified by the Registration & Membership Chair Or Meet Host ."*

8. Host Teams are responsible for correcting id problems and club affiliation problems in the Meet Manager software prior to the start of the meet. Times, for swimmers with registration issues, will NOT upload into SWIMS because SWIMS cannot associate the times with a registered swimmer. For this reason, it is extremely important that the Host Team make any necessary id and team affiliation corrections PRIOR to the submission of the meet results.
9. Any swimmer may request to swim any meet they choose as an UN (unattached) swimmer even if they are currently attached to a club. Prior to the start or during the course of the meet any swimmer may declare them self to the Meet Referee as "Unattached", meaning they have no specific club affiliation. This affiliation change must appear in all final results. This request may not be refused.

Should a different team affiliation be shown in the registration record on a meet recon, PRIOR TO CHANGING the team affiliation for any unattached swimmer to a team affiliation, you should check with the entering team.

10. Swimmers, who show as unregistered on the Pre-Meet Recon should be removed from the meet and the team notified. If the swimmer becomes registered by the meet start date, they may be allowed to “Deck Enter” if lanes are available. Teams may request an e-mail be sent to the meet host from the STSI Office confirming valid registration or they may present a valid roster from their Club Portal as proof of registration for a meet. The Meet Director should accept this as proof of membership.
11. Per **ST-3/04**, Late entries if allowed in the meet information must bring proof of registration to the meet host before they can enter the meet. The Meet Host is responsible for ensuring that the correct athlete information for late entries is properly entered in the Meet Manager database.

Fines will be imposed per the South Texas Swimming Inc. Standing Rules for any swimmer whose times do not upload into SWIMS. ***“If an athlete is allowed to swim in a sanctioned meet without a USA-S number, i.e., unregistered; a fine of \$100.00 will be levied and split equally between the host and athlete’s teams. If the USA-S is on the entry but is invalid, the swimmer’s team is responsible for the \$100.00 fine.”***

Credentials Responsibility

1. The team is responsible for making sure that all of its swimmers and officials are members of USA Swimming. No prior notice will be sent by STSI to each team in regards to their own coaches. Unregistered coaches must accomplish registration at least 48 hours prior to the start of the meet. For coaches executing late submission of current certifications, if requested, the Executive Secretary will send a copy of an e-mail to both the coach and the meet director, stating that the coach has become current since the list was generated and may be allowed on deck. The e-mail will serve as proof of registration. Any team may request a current report of their coaches and coaching status by sending an e-mail to admin@stswim.org at any time.
2. The Meet Director is responsible for making sure that all swimmers, coaches and officials attending a meet are members of USA Swimming. All Meet Directors may request an updated listing of Currently Certified Coaches up until 24 prior to the start of a meet by sending an e-mail to admin@stswim.org.

Meet Director Instructions For Checking Coach Credentials:

A report of Certification for Coach Members is run out of SWIMS to identify coaches with existing expirations of all, and any, Safety and Education Requirements. Inclusive of these requirements are the First Year Education Requirement and Background Screens. This report is run at least once a month and posted on the STSI website. Each time the report is run, it is used to switch the coach status of the members found with expired certifications to “Other”, thereby giving them Non-Coach Membership Status.

Meet Directors should look for clubs attending their meets in the report listed above. **IF** a team has a coach in attendance at the meet and their names are not on the report they are **NOT** currently registered. Any coach with any expired credential, who cannot show proof of renewal at the meet, should be barred deck access and actively coaching during the meet inclusive of warm ups.

Running The Meet

Required Officials:

According to USA Swimming rules for all swimming meets or time trials except dual meets there should not be fewer than the following officiating positions filled or approved by STSI. Officials other than the Referee may act in more than one officiating capacity only when sufficient qualified officials are not available, but no one may simultaneously time and judge the order of finish.

1 Referee

1 Starter

3 Timers per lane (one minimum if automatic equipment with touchpads is used)

1 Clerk of Course (if applicable)

1 Place Judge (2 are preferred)

2 Stroke Judges and 2 Turn Judges or 2 Stroke & Turn Judges

Relay Take-off Judges (if applicable)

1 Administrative Official/Referee

1 Recorder

1 Timing Judge

1 Announcer

Timing Equipment Operators (as needed)

Marshal(s) (number determined by the LSC)

Timing Systems:

It is the Meet Director's responsibility to provide the proper timing systems so that swimmers can expect to achieve official times that will satisfy the USA Swimming timing requirements. Timing systems shall be designated in the order in which results are used as follows:

- A **Primary System** — The primary system shall determine the official time of each swimmer unless a comparison of the primary with secondary and/or tertiary system times indicates a malfunction of the primary system. A primary system shall always be in place and shall consist of one of the following, listed in their preferred order of use:
 - (1) Automatic Timing.
 - (2) Semi-Automatic, with three (3) or two (2) buttons per lane, each operated by a separate timer.
 - (3) Manual, with three (3) or two (2) watches per lane, each operated by a separate timer.

- B **Secondary System** — If manually operated watches are not the primary system, a secondary system of precedence equal to or lower than the primary system must be used. The secondary system may be:
 - (1) Stationary overhead video Back-up timing cameras recording a minimum of 100 images per second. The cameras must be fully integrated with the primary timing system.
 - (2) Semi-Automatic with one (1), two (2), or three (3) buttons, each operated by a separate timer.
 - (3) Manual with one (1), two (2) or three (3) watches per lane, each operated by a separate timer.

- C **Tertiary System** — Unless the primary system consists of manual watches or the secondary system is a fully integrated video system or includes at least one (1) manual watch per lane, a tertiary system of at least one (1) manual watch per lane shall be provided.

Except when the primary system consists of three watches, backup timing shall be provided for all competitors. No swimmer shall be required to re-swim a race due to equipment failure which results in unrecorded or inaccurate time or place.

Those of us who officiate in the real, somewhat less-than-perfect world... know that both secondary and a tertiary systems are needed at all swim meets. In the real world a time recorded for a swimmer may be not only. . . correct or incorrect. . . but also “relatively correct”, and it is the responsibility of computer operator to notify the Administrative Referee or the Meet Referee to figure it all out and be sure each swimmer gets fair treatment and an accurate time.

If all systems work properly, three different systems measure each swimmer’s time. As swimmers race, the Timing Console prints splits and final times from the touch pads. When the race is finished, the Timing Console also prints times from the buttons clicked manually by timers. In addition to pad times and button times, timers record times from their watches on Lane/Timer Sheets.

In most cases, the pads produce a swimmer's most accurate time, but problems arise when the electronic system misfires or the swimmers miss the pads.

Two of these timing systems are generally considered to produce “apparently correct” times. Both the primary pad time and the secondary button time(s) have an automatic start and times produced by each typically are reasonably close. However, the decision about whether a time is “apparently correct” depends on its agreement with other information.

According to USA Swimming rules:

Primary Timing System Malfunction — A malfunction may have occurred if:

- (1) The difference between the time obtained by the primary system and the back-up system(s) is more than .30 second; or
- (2) It is reported the swimmer missed the pad or had a soft touch.

Under current USA Swimming rules, the objective when a primary time is either missing or considered incorrect is to estimate what the primary time would have been if it had been measured correctly. *The best possible estimate of the correct primary time is the fairest time to give to a swimmer for whom an accurate primary time is not available.* Sometimes calculation of the “best possible estimate” appears impractical because of the amount of work involved, but that extra work is the only fair way to resolve a problem.

Adjustment for the Timing System Difference — When it is determined that there is a malfunction of the primary timing system, the back-up time(s) shall be adjusted for the timing system difference prior to integrating them with accurate primary times in establishing the official times and determining results.

When a lane has a bad pad touch and backup buttons are being used, **Meet Manager** alerts you by highlighting lanes whenever any Pad Time is .31 or more seconds different from the Official Backup Time. The Official Backup Time is the middle button time if there are 3 buttons, the average if there are 2 buttons and equal to the button time if there is only one button. Anytime a lane is highlighted, you need to review and enter additional data into Meet Manager.

In MM 3.0, go to Preferences, Run Screen, Show Backup Times Columns to display backup columns.

The screenshot shows the 'Run the Meet' application window. The top menu bar includes 'Events', 'Athletes', 'Relays', 'Seeding', 'Web', 'Re-Score', 'Combine', 'Reports', 'Labels', 'Preferences', 'Interfaces', 'HY-WIRE', and 'Help'. The main window displays an 'EVENT LIST - All Events - LC Meters - (Session not selected)'. Below this is a table with columns for 'Evt #', 'Rnd', 'Status', 'Event Name', and 'Heats'. The bottom section shows 'Heat 1 of 6 == Preliminaries == Event 1 Girls 11-12 100 LC Meter Backstroke'. The race results table has columns for 'Lane', 'Athlete Name', 'Age', 'Team', 'Seed Time', 'React', 'Prelim Time', 'DQ', 'Exh', 'DQcode', 'Backup 1', 'Backup 2', 'Backup 3', 'HPL', and 'PL'. A yellow arrow points to the 'Backup 1', 'Backup 2', and 'Backup 3' columns, with the word 'Times' written inside the arrow.

| Feature | What It Does |
|-----------------------|--|
| Prelims or Final Time | Displays pad time from timing system for each race when times are brought in from system. |
| Backup 1 | Time from first backup button |
| Backup 2 | Time from second backup button or first watch time |
| Backup 3 | Time from third backup button or second watch time |
| Highlighted row | A highlighted row signifies a discrepancy between a pad and button times greater than 0.3 sec. Clicking on highlighted row will open adjustment pop up box |
| Pink Highlight | Time is more than .30 different from the pad time. |

A **yellow highlight** indicates the Official Backup Time is 0.31 seconds or more “*faster than*” the pad time. This indicates there may have been a late touch. Watch times need to be checked and entered into Backup Columns 2 and/or 3.

A **blue highlight** indicates the Official Backup Time is 0.31 or more “*slower than*” the pad time (a potential step on a pad by the timer) or that there is a pad time but no Official Backup Time. Watch times need to be checked and entered into Backup Columns 2 and/or 3. These lanes default to being unchecked for use since these sometimes will not be adjusted.

A **green highlight** indicates that there are two backup times and one is within 0.30 seconds of the pad time and one is more than 0.30 seconds from the pad time, and the Official Backup Time (the average of the two) is more than 0.30 from the pad time. Watch times need to be checked and entered into Backup Columns 2 and/or 3. These lanes default to being unchecked for use since these times usually will not be adjusted due to the inaccuracy of the two button times.

If you click Calculate or Control K, the Time Adjustment screen appears, floating over the Run screen, showing the primary-secondary Difference in addition to the Primary and button times for each lane. Invalid lanes (with difference greater than +0.30 or less than -0.30 second) or a missing primary or secondary time are highlighted. The “Adjusted” time in the last column is either the touchpad time or the adjusted time. If a box is unchecked, you can check the box to see what the time will be should it be adjusted.

Time Adjustment Window - Click the **Calc** button, press **Ctrl-K**, or click on the "b", "y", or "g".
sample table is shown below.

YELLOW – Lane 2:

Time that is 0.31 or more "faster" than a pad time

GREEN – Lane 1:

Two backup times and one within 0.30 seconds of the pad time,
one more than 0.30 seconds from the pad

The screenshot shows a window titled "Time Adjustment - #4 Boys 200 LC Meter Freestyle - Heat 1". It contains a table with columns: Use, Lane, Primary, Button 1, Button 2, Button 3, Backup Calc, Difference, and Adjusted. The rows are color-coded: Lane 2 is yellow, Lane 1 is green, Lane 5 is blue, and Lanes 1, 2, 5, and 8 are pink. A yellow arrow points to the 'Use' checkbox for Lane 2. A green arrow points to the 'Backup Calc' cell for Lane 1. A blue arrow points to the 'Adjusted' cell for Lane 5. A pink arrow points to the 'Use' checkbox for Lane 1. Below the table, there is a legend explaining the color coding and a summary of pad and backup differentials.

| Use | Lane | Primary | Button 1 | Button 2 | Button 3 | Backup Calc | Difference | | Adjusted |
|-------------------------------------|------|---------|----------|----------|----------|-------------|------------|---|----------|
| <input type="checkbox"/> | 1 | 2:00.78 | 2:00.75 | 2:00.12 | | | 0 | g | 2:00.78 |
| <input checked="" type="checkbox"/> | 2 | 2:07.34 | 2:05.12 | 2:05.34 | | 2:05.23 | 2.11 | y | 2:05.19 |
| <input checked="" type="checkbox"/> | 3 | 2:00.07 | 2:00.00 | 2:00.20 | | 2:00.10 | -0.03 | | 2:00.07 |
| <input checked="" type="checkbox"/> | 4 | 1:57.69 | 1:57.80 | 1:57.70 | | 1:57.75 | -0.06 | | 1:57.69 |
| <input type="checkbox"/> | 5 | 2:02.20 | 2:02.90 | 2:02.70 | | | 0 | b | 2:02.20 |
| <input checked="" type="checkbox"/> | 6 | 1:58.35 | 1:58.40 | 1:58.30 | | 1:58.35 | 0.00 | | 1:58.35 |
| <input checked="" type="checkbox"/> | 7 | 2:00.48 | 2:00.50 | 2:00.61 | | 2:00.55 | -0.07 | | 2:00.48 |
| <input checked="" type="checkbox"/> | 8 | 2:07.72 | 2:07.74 | 2:07.82 | | 2:07.78 | -0.06 | | 2:07.72 |

If there is more than .30 seconds between the middle backup time and the primary time (or in the case of two buttons, the average backup time and the primary time), calculate the average difference between the pad and intermediate times of the other lanes. Add this difference to the valid backup time of the problem lane(s).
 Yellow = Calculated backup time is more than .30 faster than the pad time.
 Blue = Calculated backup time is more than .30 slower than the pad time.
 Green = Only two backups: the average is more than .30 from the pad time, but one backup is within .30 of the pad time.
 Dark Pink for any backup time means it is more than .30 from the pad time.

Pad and Backup Differentials: Total = -0.22 and Average = -0.04.

Buttons: Accept Adjusted, Reject Adjusted

PINK – L1, B2; L 2, B1,2; L5, B1, 2

Any backup time that is more than .30 different from the pad time

BLUE - Lane 5:

Backup time that is 0.31 or more "slower" than a pad time

If you determine the pad time for a given lane is good, uncheck the "Use" box for that lane. If you want to use the adjusted backup, then click on the **Use** column for a given lane and MM will display the adjusted time.

By clicking the **Accept Adjusted** button, the Adjusted time will instantly replace the Pad Time for all lanes where an adjustment was required. Click on the **Reject Adjusted** and Meet Manager will not alter the previously entered time for the lane.

Points to Remember:

1. It is the responsibility of the computer operator or the Administrative Referee to alert the Meet Referee or Head Timer if you have a lane which is consistently showing as highlighted. The timer may need some additional instruction or the button or the pad may be malfunctioning and need to be changed. The sooner the problem is identified the less time reconciliations you will encounter.
2. Before moving from one heat to another, review the Timing Console printout. Make sure that you have brought over the correct times from the Timing Console by comparing the event and heat numbers in the run screen with the event and heat number on the printout.
3. All questionable times need to be reconciled prior to posting results. Communication between the operators of the console and the computer needs to be in place to verify that lanes showing as NS were indeed empty.
4. Order of finish from the Place Judge may be required to determine times with missing data.

- If relays are offered, you need to check the lead-off split times. In MM 3.0, go to Preferences, Run Screen, Show Splits. If you observe a problem with the splits, you can click on splits and make the changes needed.

Official Splits:

If a swimmer request an official split on the lead off length of an individual event, please create a new event to record this split. Add a 1 in front of the event number that represents the distance of the split request. Enter the split time that is recorded by the pad in the finals column as well as the three watch times in the Backup 1, 2, and 3 columns.

Post Meet Responsibilities

- A HY-TEK Meet Manager SwmmBkup File must be provided to the STSI Executive Secretary, the STSI Webmaster, and the regional SWIMS User within 72 hours of the meet conclusion.
- All other required report submissions must be postmarked within seven (7) days of a meet’s conclusion to avoid fines and penalties.
 - * Meet Summary Report (HY-TEK or comparable) must be provided to the STSI Executive Secretary.
 - *The Splash Fee check must be “snail mailed” to the STSI Executive Secretary.
 - *A Meet Referee’s Report must be provided to the STSI Executive Secretary : admin@stswim.org
the Official’s Chair : stsiofficials@satx.rr.com
- When conducting an “Approved” meet that includes swimmers Other than USA Swimmers, the official results submitted to the Webmaster and the Executive Secretary shall only include results For the swimmers with USA Swimming registration numbers.
- A Meet Summary Report must be submitted with your splash fees. The Meet Summary Report is located under the **Reports Tab**. Select “**All**” events, “**Summary Totals**” and “**By Athlete**”. Click on **Create Report** and print it out. Multiply the number of splashes shown on the report by the \$1.25 fee/splash and write the total amount on the report along with the check number.

