

## Meet Submission Policy

This policy is a further description of what is in the current Policies and Procedures.

All meet results shall be e-mailed to Linda Seckinger at [lseckinger@aol.com](mailto:lseckinger@aol.com). The file must be a **Meet Manager Backup File ONLY**. In the opening screen of Meet Manager click on file then backup and send that file for processing. **DO NOT** send a results for Team Manager export file as these will not be accepted.

In the Meet Setup the meet name must start with the current year followed by the LSC Code (CO) and the meet name. The Location must be the City, State. The start date, end date, age up date and elevation must also be entered.

Example:        2009 CO CSI LC State Championships  
                    Fort Collins, Colorado  
                    07/25/09                      07/29/09  
                    07/25/09                      4984

In Meet Set up the next item will be Report Preferences. Under Teams check "Show 2<sup>nd</sup> club with primary team." Click on Report Headers and fill in the information for each header that is listed. Header 1: This will be the same as the meet name exactly as shown in the beginning set up screen.

Header 2: This must be the name of the pool and the meet referee.

Sanction #: This is where the sanction number for your meet goes. Please make sure that the correct sanction number for your meet is entered here.

Example:        2009 CO CSI LC State Championships  
                    EPIC Pool – Meet Referee Name  
                    2009-000

Under the Teams tab you will need to add a team for the Unattached swimmers if there are any in your meet. Do not use the default UNAT that is already there. There shall be a Team with a code of UN and the appropriate LSC Code for unattached athletes one for each LSC represented at the meet.

Example:        Team Abbr: UN  
                    Full Team Name: Unattached Colorado  
                    LSC – CO  
  
                    Team Abbr: UN  
                    Full Team Name: Unattached Wyoming  
                    LSC – WY

All unattached athletes will be moved to the appropriate unattached club and their 2<sup>nd</sup> club shall show the team they are swimming with if they are going to be attaching to another team. Example: In the athlete browser an athlete entered as USTARS shall be moved to UN-CO and the 2<sup>nd</sup> club will be entered as STAR. Remember to check the box for this when you set up your meet or you will not be able to enter the 2<sup>nd</sup> club in this screen.

Relays: All relays must be declared. There will be no exceptions. Relays that do not have the swimmers declared will be deleted from the final database before posting.

During the Meet (Run Mode): There shall be no blue, green or yellow flags in the final database. These flags designate that the appropriate rule book correction be applied using the built in calculator or action from the Meet Referee. Copying times into the Finals Times is not permissible by typing a time into that field. Where watch times only are used all of the watch times must be entered in Watch 1, Watch 2 and Watch 3 fields then use the built in calculator to calculate the official time for that swim. This is done by clicking on the calc: button in the tool bar of the Run Mode. For all Swim Offs and Time Trial events an event must be set up in Meet Manager and designated as Swim Off or Time Trial and electronic times and splits shall be received from the timing consul.

Any swims that are marked as Exhibition will be deleted from the database as Colorado Swimming does not recognize exhibition swims. Make sure that there are no checks in the exhibition box in the run screen of Meet Manager when you send in the results for processing.