Hy-Tek Meet Manager Template
Quality Control Checklist

Have meet announcement available.

Checklist

Set-up

☐ Meet name, address, sanction #, etc. are correct according to the meet announcement
Example: **2021 MN ALEX 46th Annual Lake Swim and Pool Sprints**

☐ Meet type (standard or time standard)

☐ DQ Codes – USA Swimming (usually Nov 2013)

☐ Course (LCM or SCY)

☐ Entry deadlines & age-up date

☐ # of timers connected to computer

☐ Time Adjustment Method (FINA rules)

☐ ID Format (USAS with Host LSC)

Athlete Relay Preferences

☐ "A" relays only (yes or no)

Seeding Preferences

☐ Non-conforming times are check-marked as seeded last so that meets which accept non-conforming times do not convert the entry times

☐ Seeding parameters are correct (i.e. course order, exhibition swims in championship)

☐ If championship meet – circle seeding set correctly

Report Preferences

☐ Report Headers (hosted by club name, sanction number)

☐ Over-achievers are flagged with "+"

☐ Punctuation (Open Events as Senior or Open)

Entry / Scoring Preferences

☐ The number of scorers for individual events, relays, and labels are set according to the meet announcement

☐ Warn if times are out of range enabled

☐ Properly set the entries must have been performed date according to the announcement

☐ Entry limits for the meet are set according to the announcement and warn if entry limits exceed

☐ Time Stds Meet: Points awarded based on ____ time is set properly and "point and awards given to over and under achievers checked

Scoring Set-Up

☐ Check that scores are correct OR zero out scores if meet is not scored

Entry Fee Surcharges

☐ Set Correctly (Team and Facility Surcharge charge once per team)

Events

☐ Event numbering matches OOE in meet announcement

☐ Event descriptions are correct (i.e. gender, distance, stroke)

☐ Entry fees (individual events per meet announcement, 4x times the individual event fee amount relays)

☐ Seeding of events (i.e. distance events are fastest to slowest)

☐ Multi-Age Group scoring events are properly set according to the meet announcement

☐ Time trial events are listed after events in the order with fees set correctly

Events / Standards

☐ All progression time categories are properly listed (i.e. "CH", "A" and so on)

☐ "Standards", "Qualifying", and "Scoring" boxes properly checked

☐ "Equal to or faster" OR "slower than" radio buttons are enabled correctly

☐ Senior event standards are correct for both genders (i.e. 13-14 or 15-16)

☐ 10&U and 9-10 event standards are correct

☐ If non-conforming times are accepted, the alternate course times should be updated for each distance event to prevent and/or flag non-qualifying entries

Alternate course event standards in a short course meet	Enter standards from
LCM 500 Freestyle	LCM 400 Freestyle
LCM 1000 Freestyle	LCM 800 Freestyle
LCM 1650 Freestyle	LCM 1500 Freestyle

Alternate course event standards in a long course meet	Enter standards from
SCY 400 Freestyle	SCY 500 Freestyle
SCY 800 Freestyle	SCY 1000 Freestyle
SCY 1500 Freestyle	SCY 1650 Freestyle

Events / Sessions

☐ Heat intervals for each session intervals are accurately listed

☐ Couse for each session is correct (Y or L)

☐ Events are within the appropriate session number and in proper sequence

☐ Breaks are listed according to the meet announcement

☐ The number of individual and relay entries for the "day"