Meet Host Process for Proven Time Meets

Note: MACs, MRCs & the State Championships Meets are all proven times meets. The following is the process that you, as host teams, will need to follow:

Entry Chair Instructions:

1) Send a meet backup to the MNSI SWIMS/Times person. Currently, that is Michael Bougie, Bougieml@MSN.COM

2) You will receive, in return, 4 RTF files. Each will contain a list of meet entry times that are **not** in the SWIMS database. They will be sorted in published event order, and in event order by gender. The third will contain the same data, but it will be sorted by team name, which can be distributed to the team involved. The fourth will be sorted by team name with page breaks between teams. **These 4 files should be given to your Meet Referee and Admin Referee/Admin Official.**

Admin Referee/Official Instructions:

1) After each event is scored/listed, look at the output. There will be swims that did not achieve the meet standard (BRONZE, SILVER, CHAMP).

2) For each of the swims that did not achieve the entry standard, look at the file from step 2. If that swimmer is NOT shown in the report, the entry time was in SWIMS and no action is required. If the entry time IS shown, that means that the time is NOT in SWIMS and thus must be proven.

3) For each time NOT in SWIMS in step 4, the coach/athlete must prove the time. Actual meet results must be shown and may be done electronically (Athlete's times from team's Hy-Tek or Team Unify are not considered proof). High School/College/YMCA or YWCA meet times will be allowed.

4) For times that a team is unable to provide proof for, a fine should be issued and collected by the host team. Fines should be payable to MN Swimming and noted in the memo portion of the check that it is for a Proof of Time Fine. Use the attached form to submit the fine to MN Swimming.

If you have any questions, please contact
Michael Bougie (MN Times Coordinator) at: bougieml@msn.com