

MAGSA SWIM MEET SETUP AND BREAKDOWN

PRE-MEET

0. Get agreement on date, venue, events (MAGSA meet schedule). The meet director and meet referee need to be the actual persons.
1. Meet Notice and MM/TM shells.
 - a. Create Meet Manager shell. Export Team Manager events zip file.
 - b. Create meet notice; submit with payment & TM zip events file to LSC Age Group Chair.
 - c. Post the notice and events file (MAGSA webpage).
2. Teams create entries using Team Manager. Export TM-entries file and email to person defined in the meet notice by the due date.
3. Person ID'd in meet notice builds meet
 - a. Import entries into shell. Send confirmation of receipt and/or errors.
 - b. When all entries imported, send (ASAP) to HI Swimming registrar to verify swimmer registration status. Rq'd for MAGSA meets Wed nite before Sat meet. (If problems from registrar, update MM as needed, notify referee, meet director and teams that need to make changes.)
 - c. Print and/or Send pre-meet documents to coach & officials e-list including Timeline, Relay Cards, Scratch Sheets, Psych Sheets, & MM Backup.
 - d. Load the MM backup on the CoC computer ... and email a backup to at least one 2nd person familiar with CoC and/or Timing procedures.

SETUP

1. Host team brings ream of paper for meet.
2. Set up timer tarps if needed.
3. Get out infinities ... make sure charged (Lahaina uses Championship Start System, use long starter cable for 50m meets and age group 25's).
4. Put in touch pads, verify buttons in place. Plug into harness (Touch pad goes in "Primary", One button in A, one in B (2nd harness)
5. Verify Pool length (steel tape or laser measure) if bulkhead will be one end of pool. (If records set ... also after meet.)
6. Verify backstroke flags (5yds or meters; 7 ft high), 15m markers, recall rope in place.
7. Check 15m markers on lane lines.
8. ELECTRONICS & COMPUTERS

- a. Install CTS5, Computer & Printer. Connect to Primary & Backup cables, scoreboard, power, computer.
- b. Set up CoC table in CoC room. Connect CoC computer and printer.
- c. Connect Microphone.
- d. Make sure the scoreboard is on and working.

9. COMPUTER & CONSOLE

- a. Connect Meet Computer via Serial port to CTS5, and to printer.
- b. Restore meet backup from CoC. Print heat sheets as needed. Download meet to CST5.

MEET/Warmup begin

The meet director opens the pools for warm-ups. Certified Coaches only must be supervising warm-ups of their swimmers.

BREAK DOWN

1. Take down and fold TARPS.
2. LANE LINES (Kihei only) move the outside 2 lane lines in beside the lane lines dividing lanes 7&8 and 1&2. There are special spots on the wall & bulkhead for this connection.
3. STOPWATCHES – Make sure the stopwatches are off and give back to head timer to put in stopwatch box.
4. HANDICAPPED HYDRAULIC LIFT – reinstall. (Lifeguards can help if unfamiliar with operation). Heavy.
5. BACKSTROKE FLAGS – remove heavy ones & replace with flags for normal operation.
6. RECALL ROPE – remove poles and put away rope.
7. TABLES & CHAIRS – Put tables and chairs away where directed by Lifeguards.
8. STARTING BLOCKS
 - a. Sakamoto: Remove and store (i) shallow end blocks in storage lockers by shallow end gates; (ii) deep end blocks on carts rolled under storage area by CoC room. Leave blocks 6-7-8 in.
 - b. Kihei: Generally left in place.
 - c. Lahaina: Requires tools ... lifeguards generally leave in place.
9. GENERAL CLEAN-UP
 - a. Empty trash cans around the facility; replace with new trash bags (LG to supply). Put trash (use cart if available) in dumpster as directed by Lifeguards.

- b. Empty recycling containers around the facility. Caps off, liquid drained. Hi5 Separated. \$ goes to whichever team empties and takes to the recycling center.
- c. Make sure all bleachers (on and under) and pool area is clean of trash.

10.ELECTRONICS

- a. TOUCH PADS – Hang on cart starting from bottom. Cables should be hung lengthwise over the top of the touch pad cart to minimize stressing the cables.
- b. BUTTONS – remove buttons. Buttons are marked with colors. Keep colors together then either (a) loosely coil together and store in cable box, or (b) keep colors together and hang on appropriate hooks in storage area.
- c. CTS5 to be put away by Console Operator. Remove Batteries.
- d. Scoreboard power off.

11.COMPUTERS

- a. Print copies for interested coaches. For MIL, print copy of meet with scores for Referee to review and sign.
- b. Make Backup of meet. Save to memory stick, or send to self and ... Malcolm Cooper <malcolmwhy@yahoo.com>; Fred Tester <grandpainhawaii@hawaii.rr.com>; Dean Schmaltz <deanschmaltz@hawaii.rr.com>; Keith Arakaki <hsc@flex.com>;
- c. “Print” Top 5 results (First name first, last name last) with no records, comments, standards ... nada ... to .html format and send to Jeff King j.king@mauitvnews.com, Brad Sherman bradesherman@hotmail.com, and sports@mauinews.com.
- d. For MIL, send Adobe print of results to Natalie Webb webb@hhsaa.org.

12.Certified Coaches are responsible to oversee all swimmers until all that teams' swimmers have left the facility.