

PROCESSING MEET ENTRIES IN THE SWIMS 3.0 ERA

Confirm that you are using a current, legal copy of Hy-Tek's Meet Manager program and that your MM file accurately reflects the sanctioned meet announcement.

There are two meet set-up screens whose formatting affects communications with SWIMS.
Additional information follows.

Ask your Meet Referee for an appropriate interval between heats for each session. Be reasonable: if expecting inexperienced swimmers or multiple heats of NT ("no time") entries, do not rush the session. Allowing deck entries, requiring distance swimmers to provide their own timers, and using backstroke ledges will slow things down.

In the Sessions window, include breaks to move timers before/after any 25-yard events, to allow time for relay line-ups, or to clear the starting area between relay and individual events.

MM 8.0 allows you to set intervals between heats on an event-by-event basis as well as on a session-by-session basis, worth considering for relay events.

Delete the UN team listing. All unattached swimmers must be identified either by the club through which they are registered or, if not registered through a member club, then by the LSC through which they are registered.

A swimmer competing as unattached due to the 60-day transfer window must be identified as UN-XX, where XX is the first two letters of the swimmer's new club code.

A PNS swimmer not affiliated with any club must be identified as UN-PN.

Process entries as promptly as possible, but don't forget to include your own team's entries.

Run a Psych Sheet for each team's entry to catch any obvious entry errors, such as a world record 100Y freestyle by an 8&U swimmer.

Email the Entry Report back to each entering team as a "reply-all," asking for any corrections or changes within a reasonable (but not overly-lengthy) time window.

As entries come in, keep an eye on estimated session timelines.

If yours is a special meet, whether an intrasquad, an invitational, or an open, the four-hour rule applies. As any session with 12&U events reaches the four-hour limit, pause. If any subsequent entries will violate that rule or any 13&O or "open" session will run over your allowable pool time, time-stamp those entries. You may ask those teams if they would be willing to split their entry, allowing entries only for sessions not yet full.

If yours is a meet for which Technical Planning sets the events and assigns club, notify Program Operations (programops@pns.org) should any 12&U session be estimated to run more than four hours or any 13&O session be estimated to run more than five hours.

THE RULE (205.3.1.F) With the exception of championship and open water meets, the program in all other age group competition shall be planned to allow the events for swimmers twelve (12) years and younger to be completed in four (4) hours or less per session (prelims, finals, timed finals). Events for the same 12 & under swimmers shall be limited to one session per day, except for prelim/finals meets where events for 12 & under swimmers may be offered in both prelims and finals.

WHAT THIS MEANS: The four hour clock starts at the beginning of the session, even if the first event is not a 12&U event, and ends when the last 12&U toe leaves the water.

You may have more than one 12&U session per day by age group, gender, time standards, and/or offered events, but unless it's a prelim/finals meet, each individual 12&U swimmer may only enter events in one session per day.

"Open" competition not defined by age group is exempt. Any awards or scoring by age group negates this exemption.

The key is planning: system crashes are not considered planned.

Review possible adjustments with your Meet Referee: Do you anticipate scratches in your positive check-in events? Might staging help? Are there events that could be combined by age group and/or gender? Could you have a second set of timers at the “turn” end of the pool rather than move the same set of timers before and after all 25-yard events? Does your Meet Announcement allow you to delete relay events? You may not delete individual events. You may not require those who entered prior to the meet’s filling to limit their entries. Be sure that your own club’s entries have been processed!

Email the MM backup to Melissa Stiner (office@pns.org) for the registration check no later than noon the Monday of the meet week. Do not accept any late entries after this time as your doing so will require her to run another registration check.

Follow-up on all registration issues. Contact each team whose swimmers are flagged on that report as all registration issues must be resolved prior to the first day of the meet. To protect your club from being fined for allowing an unregistered swimmer in your meet, require proof that the issue has been resolved.

REGISTRATION IN THE 3.0 ERA

With parents registering swimmers, discrepancies between the SWIMS database and club team management software database are very common and must be resolved so that each swimmer’s results from your meet can be imported into SWIMS.

If the swimmer is not registered, it is the entering team’s responsibility to provide proof of registration prior to the first day of the meet. *If not, the swimmer may not participate in the meet – not even in warm-up or as a deck-entry.* If the swimmer is age 18 or older, APT proof is also required.

If the swimmer has a Flex membership but has already participated in two sanctioned meets, it is the entering team’s responsibility to provide proof of Premium or Outreach membership prior to the first day of the meet. *If not, the swimmer may not participate in the meet – not even in warm-up or as a deck-entry.* If the swimmer is age 18 or older, APT proof is also required.

If the swimmer’s name or date of birth as entered into your meet does not quite match SWIMS, notify the entering team asking them which version is correct. That team must then either correct its team management software or ensure that the swimmer’s parent corrects SWIMS, but must let you know whether or not the swimmer’s name should be changed in the meet file.

The SWIMS registration report prioritizes registration issues, but will not list all affecting each individual swimmer. For example, it prioritizes APT-absence for an 18-year-old, but will not also flag a name or date of birth discrepancy. If you ask the entering club to provide a screen shot of the swimmer’s card showing completed APT, you can confirm that the name and date of birth match your meet file.

Set-up/Meet Set-up

Meet Name:

YYYY = year

PN = except for Speedo Sectionals, Age Group Regionals, Zones

XXX = host club's club code except for Challenge/AGI/Divisional/Showdown/Champs

Full name of the meet from the Meet Announcement, including Division # if applicable

Meet name examples:

2023 PN UPAC 2nd Annual February Fly-In Invitational

2023 PN CSC Senior Seattle Open

2022 PN October Challenge, Division 3

2022 PN 14&U Short Course Championships

2022 PN Washington State Senior Short Course Championships

Venue – use the name from your meet announcement and in your report header. If using more than one venue, list the one used on the first session.

Age-up date = first day of the meet (205.2.2), unless weather or other factors cause the meet to be postponed more than 14 days from the original date (102.7.4B).

Include the sanction number on this screen and in your report header.

All PNS-sanctioned meets will either be “Age Group” or “Senior/Open.” Some closed YMCA meets may be PNS-approved.

The default for “Meet Type” and “Meet Style” is “Standard.” If using any other parameters, be sure you understand how MM defines and uses them.

Use the newest-dated USA Swimming DQ codes and the FINA timing system adjustment. (DQ code dates and FINA's name change to World Aquatics may be reflected in MM updates.)

Set-Up/Report Preferences/Report Headers

Line 1: Venue – use the same name as in your primary set-up screen

Line 2: “Hosted by” followed by the name of the host club

Add the sanction number and toggle-on including the sanction number on reports

Meet Set-up

* Meet Name : YYYY PN XXX Name of the Meet

* Facility Name : Venue

Address : |

Address : |

* City : City

* State / Province : WA

* Country : USA

* Postal Code : 00000

Sanction # : Sanction #

Start Date : 01/01/00

End Date : 01/01/00

Age-Up Date : 01/01/00

Entry Open Date : 01/01/00

Entry Deadline : 01/01/00

Meet Type

- Standard
- Divisions -
- By Event
- By Team
- By Entry
- Fighted
- Time Standards
- Div by Time Std

Meet Style

- Standard
- 2 Team Dual
- 3+ Team Dbl Dual

* Course

- LC Meters
- SC Meters
- Yards

DQ Codes

USA-S DQ Codes Nov 2013

Time Adjustment Method

- FINA rules
- USA Swimming rules prior to 1 May 2016

ID Format

- USAS - USA Swimming
- SNZ - Swimming New Zealand
- SSA - Swimming South Africa
- AUS - Australian Swimming
- BS - British Swimming
- BCSSA - Canadian League
- USMS - US Masters
- Other

* Host LSC : PN

Base Country : USA

Altitude in Feet : |

Default Touch Pads at both ends :

Class

- Age Group
- Senior / Open
- High School
- College
- YMCA
- Masters
- Para Swimming

Timers Connected to this Computer

- One timer Two timers

Timer 1 Name

Pool 1

Timer 2 Name

Pool 2

Age-Up Athletes

OK

Cancel

Be-Convert Entries

Report Preferences



Report Formats | **Report Headers** | Punctuation | Footer | Printer Options

Header 1 :

Header 2 :

Sanction # :

Show Report Headers Only - i.e. exclude Meet Name listed in Meet Set-up

Include Sanction # with Header 1

US Masters Meet ID :

OK

Cancel