
SUBURBAN SWIM LEAGUE

POLICY: 301-1-200 SSL Dual Meet Computer Ops

REVISION HISTORY

1. May 18, 2008: Policy adopted by Executive Board
2. April 7, 2010:
 - Amended to require one swimmer of each gender in 6&U coed relay
 - Revised software versions
3. May 15, 2011: Revised to separate dual meet ops from Champs
4. March 7th, 2012:
 - Amended to revise dual meet entry rules
 - Amended to consolidate dual meet age groups to 15-18

POLICY PROVISIONS

Authority
Meet Entries and Eligibility
Dual Meet Preparation
Dual Meet Computer Operations
Post Meet Operations
Records

101. AUTHORITY

This policy statement is provided by the Suburban Swim League Executive Board under SSL Bylaws Part 3, Section 301 (Executive Board and Authority), Sub-paragraph 13 (League Championship and Dual Meet Procedures).

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PART I – AUTHORITY

101. AUTHORITY

This policy statement is provided by the Suburban Swim League Executive Board under SSL Bylaws Part 3, Section 301 (Executive Board and Authority), Sub-paragraph 13 (League Championship and Dual Meet Procedures).

PART II – MEET ENTRIES AND ELIGIBILITY

201. ELIGIBILITY:

An athlete is eligible to compete in an SSL dual meet if the athlete conforms to SSL Bylaws Paragraphs 503 and 504, and was listed on the official member club roster no later than midnight of the Saturday of the prior to the dual meet (SSL Bylaws 404).

202. AGE GROUPS

Section 1. Age groups for competition are thus established:

- (1) 6 and Under
- (2) 7-8
- (3) 9-10
- (4) 11-12
- (5) 13-14
- (6) 15-18

Section 2. A swimmer's age group of participation shall be defined by the age group in which the swimmer appears on the Final Roster or Amended Roster for the Member Club filed with the Commissioner of Records.

Section 3. A swimmer may NEVER swim in an Event in an age group younger than the swimmer's normal age group.

Section 4. A swimmer may participate in Events in the next higher age group subject to the following conditions:

- (a) The swimup may only occur in the Medley Relay and Freestyle Relay events
- (b) All swimmers participating in the meet in the higher age group must be entered in the relay event
- (c) The swimmer being elevated may only be used to complete a relay team entry. For purposes of clarity, a team may not elevate four swimmers to comprise a complete relay team in the next higher age group.

203. EVENTS AND ORDER OF PARTICIPATION

Section 1. Within each age group, girls shall swim first, followed by boys.

Section 2. 6&Under Co-ed Relay

- (a) Notwithstanding Section 1, above, the 6 and Under age group will participate in relay events as a single, co-ed event.
- (b) Each entered 6&Under co-ed relay must contain a minimum of one (1) male and one (1) female swimmer.

Section 3. Within each event series, the order shall proceed from the youngest age group through the oldest.

Section 4. The order of events for SSL dual meets appears at Appendix A

Section 5: The host team may elect to conduct additional heats of Event 9, 6&U Co-ed Free Relay in order to allow more swimmers to participate. Relays in Heat 2 and subsequent heats are not eligible to score points. Heat 1 remains the officially scored heat and is subject to normal entry rules.

Section 6: All dual meet events are to be conducted as timed finals. All non-exhibition entries in individual events are eligible to score points regardless of the heat in which they participate.

Section 7: Event scoring in dual meets is as follows:

(1) Individual events are scored as follows:

- a. 1st place – 5 points
- b. 2nd place – 3 points
- c. 3rd place – 1 point

(2) Relay events are scored as follows:

- a. 1st place – 7 points
- b. 2nd place – 3 points
- c. 3rd place – 1 point

204. LIMITATIONS

Section 1. During dual meets, teams may enter per heat up to five (5) swimmers and three (3) relay teams in pools with ten (10) lanes, up to four (4) swimmers and three (3) relay teams in pools that have eight (8) lanes, and up to three (3) swimmers and three (3) relay teams in pools with six (6) lanes.

Section 2. The home team is designated to occupy even numbered lanes. The visiting team is designated to occupy odd numbered lanes. A team is always entitled to fill its designated lanes. A team may not occupy lanes designated for its opponent unless those lanes would otherwise be left vacant.

Section 3. Relay team swimmers may swim in any order without penalty provided that the team performs the event in the proper stroke order.

Section 4. A swimmer may NOT swim:

- (1) More than one (1) Event in each of the five (5) individual stroke series (IM, Freestyle, Backstroke, Breaststroke, and Butterfly)
- (2) More than one (1) of the two (2) distances of the Freestyle stroke series (Short Freestyle and Long Freestyle)

Section 5. In dual-meet competition, a swimmer may enter a maximum of three (3) individual events and two (2) relay events. Subject to these rules and Referee approval, a swimmer may enter additional individual events as an Exhibition participant in order to obtain an official time at a stroke and distance.

Section 5. A swimmer may swim an Event as an exhibition swim only upon advance mutual agreement by both teams, which must be obtained not later than 6 PM, two (2) days prior to the scheduled meet (Thursday for a Saturday meet), and only if adding such exhibition swim does not increase the number of heats in such Event. Notwithstanding the above, exhibition swims may be added after the scratch session on the day of the Dual Meet upon referee approval and mutual agreement of both teams, and with both teams having equal access to available lanes for exhibition swims. Exhibition swim times may be used for the purposes of qualifying times for Championships, provided that the requirements of USA Swimming Rule 102.16.4 are met

205. SUBSTITUTIONS

Section 1. In dual-meet competition substitutions are allowable as follows:

- (1) Prior to meet during Coach's scratch session.
- (2) At the time of the event, substitutions may be made in cases of illness. However, those swimmers replaced will not be re-entered during that Meet.
- (3) Relay entries may have two (2) alternative swimmers listed on pre-seeded heat sheets, or listed during scratch session. Alternate swimmers can also come from any of the relay teams entered. There may be up to a total of four alternate swimmers.

Section 2. Substitutions are not allowable for "No Show" swimmers.

206. SELF ELIMINATION

Section 1. In dual-meet competition, any swimmer failing to compete in an individual event shall not be penalized (SSC Rule 223.4).

207. ELIMINATION FOR CAUSE

Section 1. Swimmers eliminated for cause, i.e. misconduct, horseplay, disobedience to Officials, arguing with Officials, etc. will not be permitted to compete for the remainder of that Meet.

Section 2. The Meet Referee is the sole authority during the dual meet to eliminate a swimmer for cause.

Section 3. A Referee's decision to eliminate a swimmer for cause is subject to protest by the affected Member Club. If the SSL Executive Board upholds the Meet Referees' decision, the athlete may be suspended for the following meet at the discretion of the Executive Bboard.

PART III – DUAL MEET PREPARATION

301. MEET ENTRY FILES

Section 1. Each team will create a Meet Entries file in the Team Manager setup screen.

Section 2. The SSL standard for Meet Entries files is: VTA at HTA where VTA is the two or three-letter, visiting team abbreviation and HTA is the two or three-letter host team abbreviation. Abbreviations are written in upper case characters while the word “at” appears in lower case. For example, the dual meet in which El Dorado Hills visits Park Terrace is written EDH at PT. *Failure to comply with this standard will cause errors when importing meet results.*

Section 3. Standard Member Club team abbreviations are:

Abbr	Member Club
BB	Broadstone
CG	College Greens
EDH	El Dorado Hills
FSO	Folsom
GB	Granite Bay
LBD	Loomis Basis
PT	Park Terrace
SS	Sierra

302. MEET ENTRIES PROCESS

Section 1. The Head Coach of each team is responsible for ensuring that the team’s meet entries conform to existing SSL Bylaws and published meet policies and procedures for meet and event eligibility.

Section 2. The Head Coach or his/her designated representative should create the meet entries for the designated meet using the following steps:

- (1) In Team Manager, use the Team Entries option to enter swimmer information
- (2) Run whatever reports are deemed appropriate to verify that the entries are correct and conform with published eligibility requirements. Teams should run an Exceptions report to identify swimmers entered into more than 3 individual events and more than 2 relays.
- (3) In Team Manager, create a “Roster Only” data file. The Roster file is used by the host team during the meet to add eligible swimmers who did not originally sign up for the meet.
- (4) In Team Manager, create a “Meet Entries” data file.
- (5) Create a “Records” data file.

303. PRE-MEET COORDINATION

Section 1. The representative of the visiting team should contact the representative of the host team the Tuesday prior to the Saturday meet to discuss any questions, formats, or general issues.

Section 2. The visiting team transmits via e-mail the following files NLT 6:00 PM on the Thursday prior to the Saturday meet:

- (1) Team Manager Roster File
- (2) Team Manager Meet Entries file
- (3) Meet Manager records file

Section 3. Team Manager files have a naming structure CLDATAxx.CL2. The e-mail should specify which file is the Roster file, and which file is the Meet Entries file. Files may be zipped prior to transmission via e-mail.

Section 4. The host team imports the CL2 files into Meet Manager via the File/Import option. The Records file is imported from the Events/Records option in Meet Manager. The order of file import is:

- (1) Roster File
- (2) Meet Entries File
- (3) Records file

Section 5. The host team seeds the meet in Meet Manager. All events will be seeded fastest to slowest with dual meet lane assignments enforced in the fastest heat. The host team then prints a meet program (Reports). The host team performs a visual verification of the seeded meet using the following points of emphasis:

(1) No team may fill more than its assigned lanes in the fastest heat of each event unless the opponent has fewer entries than half the number of total lanes.

(2) Heats where there are empty lanes: This normally occurs when one team has more swimmers entered into an event than its opponent. Host team computer operators may assign swimmers to previous heats with open lanes.

Section 6. The host team runs an Exceptions Report to determine if any swimmers are entered in more than 3 individual events or more than 2 relay events. The host team should notify the visiting team of any exceptions on the report. If necessary, the visiting team must provide an updated Meet Entries file that corrects improper entries.

Section 7. Upon completion and verification of corrections, the home team computer operator makes a Meet Manager Backup File and transmits the backup file the visiting team. This must be completed by 8:00 AM Friday morning prior to the Saturday meet.

Section 8. The host team prints the **Master Meet Program**. This version of the program will be used at the pre-meet scratch session. Any changes to be entered into Meet Manager on the morning of the meet must be reflected on this version of the Meet Program.

- (1) Use single column output
- (2) Leave blank spaces for unfilled lanes
- (3) Print the Master Meet Program on goldenrod paper

Section 9. The host team prints out two copies of the Meet Program in 3-column format. These copies should be posted first thing on Saturday morning. These copies allow both teams to know the schedule of meet entries for that day.

(1) Host team is encouraged to announce over the PA the location of the posting so swimmers and families know where to look.

(2) The programs should be printed on blue paper to indicate that the Meet Program is preliminary.

Section 10. The host and visiting teams are responsible for printing their own "blue slips". Blue slips are not mandatory and are not required for meet operations. Teams can print them at their own convenience.

304. PRE-MEET SCRATCH SESSION

Section 1. No later than 45 minutes prior to the scheduled meet start time, both teams perform the following functions known as the "Scratch Session."

(1) Identify from Check-in the names of all swimmers who have not checked in for the current meet. These swimmers names are logged on a "scratch" list, which is given to the Computer Operator.

(2) Review the Meet Program (goldenrod copy) and makes scratches as appropriate. Scratches are written on the Master Meet Program.

(3) Teams are directed to fill in empty lanes in all heats.

Section 2. The Individual Medley portion of the Master Meet Program must be given to Computer Operations NLT 30 minutes prior to the scheduled start time of the meet.

Section 3. Computer Operations processes results from Scratch Session using the following guidelines:

(1) Swimmers to be scratched from the entire meet are scratched through the Athlete or Relay Entry screens. This option removes them from all events in which they were entered and leaves blank entries in those places.

(2) Individual changes may be made through the Run screen by double-clicking an athlete to remove that athlete from that heat. Operators can also use the Adjust menu in the Run screen. Through this option, the individual swimmer can be located by event/heat/lane and the entry modified.

305. FINAL MEET PROGRAM AND REPORTING

Section 1. Computer Operations updates the Master Meet Program (goldenrod) in Meet Manager. The updated meet program is known as the Final Meet Program. It is printed on white paper. Computer Operations prints and distributes the following copies of the Final Meet Program in 3-column format

- (1) 1 copy to Meet Announcer
- (2) 1 copy to Meet Referee
- (3) 4 copies to Stroke and Turn
- (4) 1 copy to visiting team Head Coach
- (5) 1 copy to home team Head Coach
- (6) 2 copies for general posting in team areas
- (7) 2 copies to Clerk of the Course
- (8) 1 copy to visiting team Ready Bench
- (9) 1 copy to home team Ready Bench
- (10) 1 copy to Colorado

Section 2. The SSL recommends the "best practice" of printing reports for each stroke series as that series is updated with changes from Scratch Session.

Section 3. The host team Computer Operator MUST RETAIN the Master Meet Program (goldenrod). Any discrepancies found on the Final Meet Program will be compared against the Master Meet Program.

PART IV – DUAL MEET COMPUTER OPERATIONS

401. DUAL MEET OPERATIONS

Section 1. The Computer Table is the hub of non-swimming operations during a swim meet. It is important that the Computer Operator(s) be free to focus on their activities and avoid distractions. Distractions and interruptions can cause delays that impact the meet schedule.

Section 2. As races are completed, the Lane/Timer Sheets are brought to the scoring table by runners or clerks and reviewed by the Scorekeeper prior to processing by Computer Operations. The review consists of the following checks:

- (1) Verify that Lane/Timer Sheets are for the correct events and heats
- (2) Ensure all hand-written entries contain the new swimmer's name
- (3) Organizing slips into ascending order by lanes
- (4) Check for DQ slips and validate the DQ slip if present. It must have
 - (a) Event number
 - (b) Lane number
 - (c) Specified infraction
 - (d) Signed by stroke and turn judge
 - (e) Missing or incorrect information must be returned to the Meet

Referee

- (5) Write "DQ" is written in the Official Time section of the Lane/Timer sheet
- (6) DQ slips are retained and may be attached to the appropriate lane time

sheet

- (7) If the meet is being manually timed, ensure that the MIDDLE time is written in the official time section of the Lane/Timer Sheet.
- (8) If the meet is being electronically timed with a Colorado system, ensure that the times provided by the Colorado align with the times on the Lane/Timer Sheets
 - (a) Blank lanes in Colorado are also blank on Lane/Timer Sheets
 - (b) Times are approximate in both CTS and Lane/Timer Sheets

Section 3. The Computer Operator scores the meet as follows:

- (1) In Run mode, select the desired event heat
- (2) If the meet is being manually timed, type the times for each swimmer into Meet Manager.
- (3) If the meet is being electronically timed using a Colorado Timing System (CTS), obtain the heat times from CTS using the Get Times button (F3). Ensure that the displayed Race Number matches the number written on the Final Meet Program by CTS.
- (4) Computer Operators must be cognizant of new team or SSL records, which are displayed in Meet Manager when times are entered. In these cases, refer to the section in this policy on Records (below).
- (5) Certified Team or SSL Records should be given to the Meet Announcer
- (6) When times are entered or imported, score the heat using the Score button.

Section 4. Upon completion of each event, Computer Operations prints a Results report. Results should be printed on white paper and posted in a conspicuous area so that athletes and families can review them.

Section 5. Ribbons

(1) If 1-column labels are used, ribbon award labels are printed at the end of each event.

(2) If 3-column labels are used (normally the case for laser printers), ribbon award labels are generally printed at a time when a full sheet can be used.

(3) Award labels are printed by heat

(4) Award labels are provided to each Member Club's Ribbons Clerk.

Section 6. Computer Operations bundles Lane/Timer Sheets, DQ slips, and Results reports. The SSL recommends the Best Practice of 3-hole punching materials for placement into a binder for safe keeping. The host team must retain all records for a period of 1 year.

Section 7. Upon completion of each stroke, a Scores report is generated in Meet Manager and provided to the Meet Announcer.

Section 8. Upon completion of each stroke, the Computer Operator should create a Meet Manager backup file.

402. MEET COMPLETION

Upon completion of the meet and prior to shutting down the computer system, the Computer Operator makes a Meet Manager Backup file. One copy of the Backup file is given to the visiting team. One copy is retained by the host team.

PART V – POST MEET OPERATIONS

501. MEET RESULTS EXPORT FILE

Section 1. Shortly after completion of the meet, the host team Computer Operator creates an Export Results file from Meet Manager. This file contains the results for each team. Each file must be transmitted to the SSL Commissioner of Records for incorporation into the SSL database.

Section 2. As part of the e-mail containing the Export Results file, the e-mail must identify any SSL records established at the meet.

Section 3. The text of the e-mail should indicate the meet name using the correct standard (EDH at PT) and the final score.

Section 4. The e-mail transmission must occur by midnight of the Sunday following the meet.

502. TEAM RESULTS

The Computer Operations teams for the host and visiting teams will use their backup copies of the meet to create an Export Results file. These results can be loaded into the team's Team Manager database.

503. RETENTION OF RECORDS

Section 1. The host team is required to retain all physical records for a period of 1 year.

Section 2. Physical records to be retained include:

- | | |
|----------|---|
| Session) | (1) Lane/Timer Sheets |
| | (2) DQ slips |
| | (3) CTS printouts (if created) |
| | (4) Master Meet Program (goldenrod, inclusive of changes from Scratch |
| | (5) Printed copy of the Meet Results |
| | (5) Printed copy of the final meet score |

PART VI – LEAGUE RECORDS

601. PROCEDURES FOR CERTIFYING AND RECOGNIZING LEAGUE RECORDS

Section 1. Meet Manager software used to run all dual and league championship meets will identify new SSL records when reports for each race are generated. In this way, the host team's computer operator is generally the first person to identify new SSL records.

Section 2. The host team's computer operator will print a POP Form (Reports menu → Record/POP Form) and present it to the Meet Referee for validation and signature.

Section 3. The Meet Referee must verify the time and attest to the time by signing the POP form.

Section 4. If the manual time is used as part of the determination of the swimmer's official time, the Head Timer should attest the time by signing the Lane/Timer sheet.

Section 5. The host team computer operator will generate an Event Results Report in Meet Manager for the event in which the record was established. The host team's Head Scorer and visiting team's Head Scorer must sign the report to verify the record. If either Head Scorer is not available, each club's SSL League Representative may sign the Event Results Report.

Section 6. Following the completion of the dual meet, the home team scorekeeper or computer operator e-mails the Meet Results to the SSL Commissioner of Records. The e-mail must include an indication of any League Records that were set.

Section 7. The host team scorekeeper or computer operator must mail the signed Event Results Report to the Commissioner of Records within 7 days of completion of the meet.

APPENDIX A – DUAL MEET ORDER OF EVENTS

EVENT NUMBER	AGE GROUP	Gender	EVENT	DISTANCE (Yds)	EVENT NUMBER	AGE GROUP	Gender	EVENT	DISTANCE (Yds)
1	9-10	Girls	INDIVIDUAL MEDLEY	100	42	6 & Under	Girls	BACKSTROKE	25
2	9-10	Boys	INDIVIDUAL MEDLEY	100	43	6 & Under	Boys	BACKSTROKE	25
3	11-12	Girls	INDIVIDUAL MEDLEY	100	44	7-8	Girls	BACKSTROKE	25
4	11-12	Boys	INDIVIDUAL MEDLEY	100	45	7-8	Boys	BACKSTROKE	25
5	13-14	Girls	INDIVIDUAL MEDLEY	100	46	9-10	Girls	BACKSTROKE	25
6	13-14	Boys	INDIVIDUAL MEDLEY	100	47	9-10	Boys	BACKSTROKE	25
7	15-18	Girls	INDIVIDUAL MEDLEY	100	48	11-12	Girls	BACKSTROKE	50
8	15-18	Boys	INDIVIDUAL MEDLEY	100	49	11-12	Boys	BACKSTROKE	50
9	6 & Under	Coed	FREE RELAY **	100	50	13-14	Girls	BACKSTROKE	50
10	7-8	Girls	MEDLEY RELAY	100	51	13-14	Boys	BACKSTROKE	50
11	7-8	Boys	MEDLEY RELAY	100	52	15-18	Girls	BACKSTROKE	100
12	9-10	Girls	MEDLEY RELAY	100	53	15-18	Boys	BACKSTROKE	100
13	9-10	Boys	MEDLEY RELAY	100	54	7-8	Girls	BREASTSTROKE	25
14	11-12	Girls	MEDLEY RELAY	200	55	7-8	Boys	BREASTSTROKE	25
15	11-12	Boys	MEDLEY RELAY	200	56	9-10	Girls	BREASTSTROKE	25
16	13-14	Girls	MEDLEY RELAY	200	57	9-10	Boys	BREASTSTROKE	25
17	13-14	Boys	MEDLEY RELAY	200	58	11-12	Girls	BREASTSTROKE	50
18	15-18	Girls	MEDLEY RELAY	200	59	11-12	Boys	BREASTSTROKE	50
19	15-18	Boys	MEDLEY RELAY	200	60	13-14	Girls	BREASTSTROKE	50
20	6 & Under	Girls	FREESTYLE	25	61	13-14	Boys	BREASTSTROKE	50
21	6 & Under	Boys	FREESTYLE	25	62	15-18	Girls	BREASTSTROKE	100
22	7-8	Girls	FREESTYLE	25	63	15-18	Boys	BREASTSTROKE	100
23	7-8	Boys	FREESTYLE	25	64	7-8	Girls	BUTTERFLY	25
24	9-10	Girls	FREESTYLE	25	65	7-8	Boys	BUTTERFLY	25
25	9-10	Boys	FREESTYLE	25	66	9-10	Girls	BUTTERFLY	25
26	11-12	Girls	FREESTYLE	50	67	9-10	Boys	BUTTERFLY	25
27	11-12	Boys	FREESTYLE	50	68	11-12	Girls	BUTTERFLY	50
28	13-14	Girls	FREESTYLE	50	69	11-12	Boys	BUTTERFLY	50
29	13-14	Boys	FREESTYLE	50	70	13-14	Girls	BUTTERFLY	50
30	15-18	Girls	FREESTYLE	50	71	13-14	Boys	BUTTERFLY	50
31	15-18	Boys	FREESTYLE	50	72	15-18	Girls	BUTTERFLY	50
32	7-8	Girls	LONG FREESTYLE	50	73	15-18	Boys	BUTTERFLY	50
33	7-8	Boys	LONG FREESTYLE	50	74	7-8	Girls	FREE RELAY	100
34	9-10	Girls	LONG FREESTYLE	50	75	7-8	Boys	FREE RELAY	100
35	9-10	Boys	LONG FREESTYLE	50	76	9-10	Girls	FREE RELAY	200
36	11-12	Girls	LONG FREESTYLE	100	77	9-10	Boys	FREE RELAY	200
37	11-12	Boys	LONG FREESTYLE	100	78	11-12	Girls	FREE RELAY	200
38	13-14	Girls	LONG FREESTYLE	100	79	11-12	Boys	FREE RELAY	200
39	13-14	Boys	LONG FREESTYLE	100	80	13-14	Girls	FREE RELAY	200
40	15-18	Girls	LONG FREESTYLE	100	81	13-14	Boys	FREE RELAY	200
41	15-18	Boys	LONG FREESTYLE	100	82	15-18	Girls	FREE RELAY	200
					83	15-18	Boys	FREE RELAY	200