

Week 3 News

Guess what week it is? guess what week it is? We should have had the GEICO camel handle this one for us, but we are at the midway point of the season. It was a bit of a soggy week, but many teams waited it out and got their meets in. Our meets are no longer disorganized chaos, they are now highly organized chaos. Most of the kinks have been worked out and we have had some great meets, let's keep the fun going. I have been really impressed with how quickly most meets are being completed. Teams are doing a great job of communicating and working together to make meets run quickly. Thanks again for calling in your scores as soon as your meets end and for your feedback throughout the season.

Nice work by teams calmly dealing with the less than stellar weather recently. One quick reminder though with regard to safety in the case of thunder OR lightning; if you see lightning or hear thunder it should be an automatic 30 minute stop of the meet. There is no difference between either thunder or lightning, and I don't care if Glen Burns himself said that after 20 minutes the heavy stuff looks like it is past us, wait the full 30 minutes before you allow anyone in or near the pool. These are clearly established safety guidelines recommended by just about every aquatic safety expert on the planet.

A quick request from everyone, CALL ME if you have a rules question or problem during the season, I am here to help, at any time of day or night or even late dark. We have had several cases where teams had rules questions and instead of looking at the rule book or calling me for help they called everyone but me, and in several cases got the wrong interpretation of the rules. One coach who was struggling with a Hy Tek issue finally caved and called me after struggling for 12 hours with a Hy Tek issue. When I asked why they didn't call sooner their reply was that they knew how busy I was this time of year. This is why I am busy, I am helping teams with questions and issues. I am never too busy for any team and always want you to feel free to call or e mail me any time you need help, just don't ask me to be the anchor for your relay, as I will sink like an anchor.

We had another great week of good deeds from ASA teams. We want to highlight Mountaire in particular for hosting a Swim Across America event this past week. They collected \$5 donations from team members for a Weekday Funday practice with games and fun relays for the team. That little engine that could at \$5 a person raised over \$800. The Mountaire Pool Board decided to match their donation, The efforts of one fun day of practice resulted in over \$1600 being raised for children's cancer research. Great job Mountaire! Also a big shout out to the Redfield Sun Devils for really embracing the summer league spirit of ASA. They have factored a little NASCAR into their meets with drawings during their meet to have a Hot Heat that the winner of receives a Golden Sno Cone cup and spoon for the entire season. Also, weekly contests for their 6 year olds to be the team mascot (which they have created a costume for) for the meet. Great ideas of keeping things fun. Teams, please keep us updated on the things you are doing for the community, we love highlighting this great work.

ASA Championship Update

Meet Info on <https://asa.swimtopia.com/championship> – Entries Due – SUNDAY, JUNE 13 at 6 pm This info includes general meet info, team/session assignments, a seating chart of the Georgia Tech Aquatic Center, a map to the pool and surrounding area, and a download of the meet entry file for Team Manager. Team session assignments will be posted by Monday, June 14 and the worker and warm-up info will be posted by Wednesday, June 16.

TRAFFIC AND PARKING DURING DIVISIONALS

We are awaiting the full parking plan for the meet and will communicate it as soon as we have it. Coaches and team vehicles will NOT receive free parking passes. If recent meets are an indication, parking will likely be available in the W02 parking deck that is across the street from the front entrance of the CRC. This lot is located at 355 Ferst Drive, Atlanta, GA 30318. This is NOT the deck attached to the building. It is a short walk to the building from there. A map of the area can be found at [Georgia Tech General Parking Map](#) and [ASA Parking Diagram and Map](#). Prepaid parking passes are not going to be available this year, as they have been in the past. Parking in that deck is usually the type where you push a button and get a ticket and pay upon exit with a credit card. The cost is usually \$2/hour with a \$15/day maximum. Please plan accordingly.

ASA Championship Merchandise

ASA is proud to continue our partnership with Fine Designs Apparel. They will be providing ASA Championship t shirts and a much broader line of specially designed items for this year's big meet. This will be a much broader offering than we have had in years past, so we hope you will support their offerings. They will be setting up an online shop for this year's meet, and you can get a look at all of the products they have to offer. The link for the online store is <https://store.finedesigns.com/southerngreatlakes/2021-asa-championship.html>. This is a great addition as it allows everyone on your team to purchase souvenirs from the meet, even if they can't make the big meet, or they can make purchases even after the meet. Additionally, Fine Designs will be on site during the meet as well.

ASA Fall League

The Atlanta Swim Association (ASA) will be offering a "fall" season in 2021. This season is targeted (but not limited to) swimmer's age 8-14 and will have 5 meets will be on Saturday mornings and are tentatively scheduled to begin Saturday, August 21 – Saturday September 25. Age groups will be 8 & Under, 9-10, 11-12, 13 and over. The purpose of this season is to offer swimmers a few more chances to swim in meets without the full bore commitment to year round swimming. Additionally, this season will provide a great chance for kids who will be swimming for their school teams to stay in shape. If you would like more info or want to have a team please e mail Franke Marsden.

Important Dates

Sunday, June 13	Entry Deadline for ASA Championship (6:00 pm)
Saturday, June 19	Mandatory ASA Championship Orientation and Coaches Meeting via Zoom at 1:00 pm (A coach or rep from each team must be present)
Sunday, June 20	Team Packet Pickup for ASA Championship at Marist Pool (3790 Ashford Dunwoody Rd., Atlanta GA 30319) from 10 am to 6 pm.
June 23-26	ASA Championship

Rules Reminders –

Remember, the rules are our friends, not just silly reminders of what to do at the swim meet. Follow them and you will go far. Play nice and play fair.

Sportsmanship and Safety

Older swimmers like to have fun in meets just like all of the kids. However, sometimes their idea of fun is what you would expect from a teenager, not a bright idea. We had a situation at a recent meet where the swimmers thought it would be entertaining to take a running start for their relays. This is wrong on so many levels, the least of which is it is incredibly dangerous and a quick way to a head injury or worse. It also sets a terrible example for younger swimmers and just isn't what our sport is about. I am all about kids enjoying themselves at a meet, it is supposed to be

fun. However, we all need to recognize the difference between fun and reckless.

Meet Consolidation

Some teams are still struggling with the concept of how to minimize the number of heats in their meets. This results in meets taking far longer than they have to. Meet Maestro will take care of this automatically during the merge process of putting a meet together. In Meet Manager, it has to be done manually, but is a quick process that can shave 30-60 minutes off of any meet. If you are the home team, please be sure to go through the consolidation process and use ALL lanes in heat 2 and beyond. There is no reason to stick to a strict odd even lane assignment in these heats unless they are already full during the initial import phase of setting up the meet. For steps on how to do this in Meet Manager go to <https://www.youtube.com/watch?v=dXCTZ9eho8c>

Lineup Exchange

I have heard from several teams that they have struggled with the lineup exchange process and uncooperative teams that are not prepared to exchange lineups the day before the meet. This process is not a pop quiz or surprise, it's a simple deadline that ensures the home team has adequate time to consolidate the meet and get a backup of the meet to the visiting team the night before the meet. This allows both teams to walk into practice the day of the meet with all of the heat and lane assignments for their swimmers and the ability to send that information to their families. Doing this significantly increases the odds that everyone will have an idea of what is going on at the meet and that the meet will run smoothly.

If you are unable to exchange lineups with your opponent within 30 minutes of the agreed upon time, please call or e mail me to ensure this gets taken care of. I understand that unanticipated challenges may come up from time to time, but short of being hit by a bus, there are not a lot of reasons teams can't meet this deadline. There is NO REASON for a team to exchange lineups with their opponent the day of a meet, that is a recipe for a chaotic mess of a swim meet and a lot of unhappy and frustrated parents and swimmers.

Additionally, the home team should consolidate the meet and send a backup of the meet to the visiting team by 10 pm the NIGHT BEFORE the meet. The import and consolidation process in meet manager takes about 30 minutes, get this done, so both teams can print the needed paperwork for their meet workers, bullpens and swimmers. **Teams, please remember, when you are consolidating the meet you should NEVER move heat 1 swimmers out of their assigned spots.** These swimmers are scoring swimmers, if you move them out of heat 1 or into a non-scoring lane in a 5 lane pool you prevent them from scoring points. If you are having trouble securing a backup from the home team by that time, call or e mail me so I can ensure each team can walk into practice the day of the meet with that backup in hand.

Place Judges

Please remember that the place judges are the sole determiner of the places of the swimmers. Each team provides 1 judge and the home team provides a judges recorder who has no say in the order of finish. With this in mind, your place judges need to be experienced and even keeled for the job. The judges should write their order of finish in writing on a meet program and then compare notes after they have recorded the order of finish. If the judges disagree, the starter-referee should break the tie. They should then communicate the order of finish to the Judges Recorder, who records the order of finish in the Place column of the UK judges placing form. Times should not be used to determine the order of finish. **The judges recorder does not have a say in the placement of swimmers at any time and should keep their opinions on races to themselves.** The only exception to this process is if teams are using electronic timing, with 2 buttons or Dolphin watches per lane.

5 Lane Pools

If your meet is swimming in a 5 lane pool, one of the lanes (lane 5 or lane 1) is an exhibition (non-scoring lane). The home team should communicate which lane will be the non-scoring lane prior to teams doing their lineups. To avoid confusion and scoring errors, we suggest keeping that lane empty in heat 1 only. The only situation you should have a swimmer in that lane in heat 1 is if there it will require a swimmer to swim alone in the last heat. If that does have to happen, please be sure to check the exh box in Meet Manager when the meet is being consolidated. Teams will need to uncheck the exh box during the meet when the labels are being created for that event. Once the labels have been created, be sure to re-check the exh box to prevent a swimmer from scoring in an exhibition lane.

Substitutions

Each team struggles each week with those swimmers who leave you high and dry by not showing. Teams may substitute swimmers into those holes in individual events created by these situations. Teams have 3 options to fill these holes

- Move swimmers up from the exhibition heats
- Enter swimmers who are not entered in the maximum number of events
- Enter swimmers who unexpectedly showed up and are not in the lineup.
- The only thing you can't do though is remove a swimmer from an existing scoring event and move them into another scoring event.

Teams must complete these individual event substitutions **NO LATER THAN 30 minutes** before the start of the meet, and communicate them with the computer operator of the other team. **After this window closes teams may not make any further substitutions in individual events.**

Make sure your deck manager, swimmers and assistant coaches fully understand this rule and don't try to change things after the cutoff for substitutions. The urge may be there to just throw someone into a lane just because it is open, but that is against the rules. The only exception to the 30 minute deadline is for situations where a swimmer is injured or becomes ill during the meet. For relays coaches may make changes at any time up to and during the meet. Teams are encouraged to exchange substitutions via phone or e mail after practice the morning of the meet as well as prior to leaving to go to the pool to allow the computer people to get paperwork printed and the meet started at 5:30 (or 6:00) sharp.

Away Teams Bring Your Computers

I mentioned this earlier this week, but it bears repeating. Sometimes bad thing happen to their Hy Tek computer. This can be a computer crash or an errant splash that doom the computer. If there is not a backup computer on hand, it is back to the stone age of pencil and paper and an abacus. Don't forget, both teams should try to bring their computer and printer to each meet, just in case something bad happens to the home team's stuff.

Paperwork, Printers, and Printing

The home team is tasked with printing a small forest worth of forms and heat sheets prior to the meet. The visiting team should not add to that burden by strolling in at 5 pm as asking for the home team to print and extra 25 copies of the heat sheet and some additional bullpen forms for their team. Each team should have a backup of the meet once the meet has been consolidated the night before the meet. This allows each team to print all of the heat sheets the need at any time. Additionally, I strongly advise the visiting team bring their computer and printer to away meets. This helps in several areas; it provides a backup if something goes wrong with the home team's equipment; it cuts in half the amount of time needed to print revised paperwork before the meet starts, and it allows the visiting team to print everything they need when they need it.

Use of Timing Equipment to Determine Order of Finish

More and more teams are using electronic timing equipment for their meets. Please remember, that this will take precedence over the place judges to determine the order of finish during meets. In the event that this equipment is used an experienced operator must operate it. **Teams using automatic timing systems for their meets should have one timer from each team, timing in each lane, instead of 2 timers from the same team.** Teams using this equipment must use an average of 2 buttons or Dolphin wireless stopwatches for the official order of finish. Place judges are still needed for these meets, but only serve as a backup in the event of equipment malfunctions as described below. Teams are required to have one stopwatch per lane as a backup in the event of equipment or operator error. This includes teams using the Dolphin system, even though Dolphin is a wireless stopwatch it is not independent of the timing system, a regular stopwatch must be in use in each lane as a backup. Times from the electronic equipment should be transmitted directly to Hy Tek Meet Manager software at the end of each race.

In a heat 1 race if there is more than a 0.3 second differential between the two button times then the place judges will be consulted to determine the official order of finish for that lane where the differential occurred. In this case the times should NOT be averaged, as they are invalid. For all other heats the timing equipment will be used to determine the order of finish.

Use of this equipment eliminates the need for Judges Recorders and Master Recorders for the meet. It is advised that the home team provide at least one runner to get backup times/places for the timing operator when needed. It is advisable for teams to still have one place judge from each team in place for a backup. If the equipment does not work during the meet, teams should return to the old system of place judges and recorders for the meet.

Combining Events

In many cases, teams can shave more time off of their meets by combining events. For example, if there are only 2 swimmers in the 13-14 girls 50 free and only 2 13-14 boys in the 50 free there are enough lanes to allow those swimmers to swim in the same race. To make this work teams need to do the following during the meet consolidation when the meet is being merged.

1. Leave the swimmers in their original events in Hy Tek, do not try to make a mixed gender event, Hy Tek won't score the event properly.
2. Move the swimmers (via Adjust in the Run Menu of Meet Manager) into the lanes you want them to swim in. Move the girls to lanes 2 and 3 and the boys to lanes 4 and 5.
3. Notify the coaches of each team, the bullpen folks for each team, the referee and the place judges that this will be a combined event.
4. Have the place judges put the places (places 1-2) for the boys events on the boys event in their heat sheet and the girl's places (places 1-2) on the girls event on their heat sheet. The same applies for the judges recorder.
5. It will then make its way to the computer operator in a manageable format.

Remember, play nice and play fair.

Inclement Weather

Please be sure to familiarize yourself with the league rules regarding what to do in the event of bad weather during a meet. **Each team should have an action plan in place for how to safely and quickly clear your deck to get everyone to safety in the event of bad weather.** This should be clearly communicated with your visiting team, as well as your official during the pre-meet discussions days in advance of the meets. Don't forget the National Lightning Safety Council and American Red Cross policy state to stay out of the water for 30 minutes for each occurrence of thunder OR lightning. The clock resets with each occurrence. If you meet has to be

rescheduled please try to avoid Tuesday or Thursday due to the difficulty of arranging an official for those nights.

Rule 15 of the ASA rulebook states:

Every effort must be made to swim each meet as scheduled. In the event of inclement weather, each team must show up at the pool on time. If at 5:30 the weather still precludes the meet from starting, the two team representatives, two head coaches, and starter/referee will meet and decide whether to postpone or reschedule the meet. **Care for the safety of the swimmers and spectators should be of the utmost importance in deciding whether or not to continue competition.**

IF the meet is delayed more than 30 minutes due to Inclement Weather AND half the events have been completed (43 events) AND there is a decisive winner (40 point lead or more), THEN, the meet will be called and the leader takes the win.

IF the meet is delayed more than 30 minutes due to Inclement Weather AND less than half the events have been completed (less than 43 events) OR if there is no decisive lead (less than a 40 point spread), THEN, one Parent Rep and one Coach from each team should:

Agree to continue the delay for an additional 15 minutes, OR
Agree to reschedule (if there is sufficient time remaining in the season), OR
Agree to a tie and both teams will be credited with a win.

If the meet is at or past Event 66 (end of 15-18 boys breaststroke) and a team is ahead by 30 points or more and the meet can't continue due to inclement weather that the meet will be called and the leader wins the meet.

NOTE: If no agreement can be reached, then the Parent Rep of the leading team makes the decision to either reschedule or take the tie. The option to continue the delay must be agreed to by both teams.

If a meet is to be rescheduled, teams should make all efforts possible to swim the meet within one week of the postponed meet. The home team should notify the league office of a rescheduled meet and the need, if any, for a replacement starter/referee. Any rescheduled meet will require each team to repeat the original procedures for a dual meet, this includes the exchange of revised lineups for each team. Teams may change their lineups to deal with the rescheduled date. The postponed meet does not impact the participation of swimmers in the rescheduled meet.

End of Season Awards Team Sportsmanship

If you have had a particularly positive experience with another team that exhibited what ASA embraces, good sportsmanship, please send a nominating e mail. This award will be presented at the league championship.

Coach of the Year

Teams wishing to nominate their coach for the Coach of the Year Award must submit nominating letters by June 18 . Please submit ONE nominating letter to Franke Marsden via e mail. Teams can also e mail their nominating letter. Please include as much detail as possible as to why you think your coach deserves the award. The award will be handed out during the League Championship Meet.

League Scholarship Programs

ASA is pleased to announce the creation of two \$500 scholarships to be awarded to an eligible graduating senior, male and female, planning to continue their education after high school. Our goal is to encourage our swimmers, help promote the positive benefits of swimming, the importance of community involvement and offer educational support.

Eligibility will be based on the following selection criteria:

1. Must be a graduating Senior and registered in the ASA swim league
2. A written Letter of Recommendation must be submitted to the league for the swimmer to be considered. Please submit ONE nominating letter to Franke Marsden (fmarsden@atlantaswimming.com) by June 19 .

The scholarship will be based on the combination of the above criteria and will be presented at the conclusion of the ASA Championship meet.

Hy Tek/Meet Maestro Reminders

Meet Maestro Can Now Merge and Import Hy Tek Result Files to Score Virtual Meets

Big news from Swimtopia and Meet Maestro, they have added functionality to their Meet Maestro software that can now take a Hy Tek results file and merge those into an virtual meet that has been run with Meet Maestro. Their process is much faster than the current method of merging virtual meet results in Hy Tek's Meet Manager and can even handle situations where a metric pool swims against a yards pool. For full details on how this process works, see the steps below.

This feature enables users to (a) turn a normal, single-session meet into a virtual meet and then (b) import a result file to create new sessions and score the meet.

This has several use cases however the most common and in demand is to support a Maestro team competing in a virtual meet against a non-Maestro team. That use case will be outlined here.

How to Use

Note: If the non-Maestro team has finished their session prior to the start of the Maestro session, then the non-Maestro team results can be imported before running the Maestro session (complete step 3 before step 2). This will give the Maestro operator and mobile app users the opportunity to see the final places and scores as the meet runs (event by event) rather than waiting until the end.

Pre-Meet Prep

Ensure all participating teams are using the exact same event schedule. This can be achieved by sharing ev3 event files for the creation of the meet schedule in SwimTopia or Hy-Tek.

Differences in the event schedule will cause undesired behavior when scoring the meet in Maestro.

INTERNAL NOTE: We will eventually add tools to help users detect and address mismatches.

1. Create a 'Normal' Single-Session Meet

In SwimTopia create a ‘normal’ meet with a single session. This meet can have multiple participating teams (linked or via entry upload on the merge screen). **When merging the meet DO NOT select virtual meet.**

Merge Meet

Lane Assignment

Individual Events based on entry time

Relay Events based on entry time

Build as Virtual Meet (session per team)

Pool Configuration

Course (pool length) S - Short Course Meters (25m)

Lane count 6

Cancel Merge

2. Run the Maestro Meet

Run your session in Maestro like a normal meet.

3. Import Results as a New Session

3A. Turn the Meet into a Virtual Meet

- Visit Settings -> Meet Setup
- Select ‘Enable Virtual Meet’
- Once saved as a virtual meet, this cannot be changed as it has big impacts on how the meet is scored. Therefore a helpful note will pop in after the user checks the box



Enable Virtual Meet

Note: The virtual meet setting cannot disabled once enabled.

Virtual Meet Jun 9, 2021

Reports
Athletes
Meet Setup
Seeding
Timing Setup
Benchmarks
Mobile App
Finish & Export

Current User
Chris Bonser
CHANGE MEET
SIGN OUT
Version 5.25.0

Meet Setup

Meet Name:

Meet Dates: to

Start Time:

Location:

Time Zone: (GMT-06:00) Central Time (US & Canada)

POOL CONFIGURATION

Lanes: Course (Pool Length):

Non-standard length?

START TIME ESTIMATION

Estimate the time interval (in seconds) for each item below.
Per Heat: Per Backstroke Start:

VIRTUAL MEET CONFIGURATION

Events are scored together, across sessions. The official meet course is set above.
To edit your pool's course, go to [Sessions](#).

Enable Virtual Meet

UPDATE

After saving as a virtual meet, the navigation will now show 'Sessions'.

3B. Create a new Session from a File

Visit Sessions and press 'New Session'

Virtual Meet Jun 9, 2021

Reports
Athletes
Meet Setup
Sessions
Seeding
Timing Setup
Benchmarks
Mobile App
Finish & Export

Sessions

This is a Virtual Meet
Events will be scored together across sessions. The official meet course is **Short Course Meters (25m)**.
Update the session pool configuration below to ensure times are converted correctly. [Learn more.](#)

START	SESSION / LOCATION	POOL	EST. INTERVALS	
5:00 PM June 9, 2021	Virtual with external team	6 Lanes SCM - 25m	Per Heat: 30 sec Back Start: 15 sec	<input type="button" value="EDIT"/>

Select a **hy3 file** or a zip file containing an hy3 file and press create.

The file must be a 'Results' file (a merge results file will not import correctly).

INTERNAL NOTE: sd3 files will import without errors. However DQ's do not import properly.

This will be fixed soon but encourage users to stick with hy3 until then.

Virtual Meet Jun 9, 2021

Reports Athletes Meet Setup **Sessions** Seeding Timing Setup Benchmarks Mobile App Finish & Export

Sessions > New CLOSE X

Creating a New Session

Creating a new session from a results file will:

- Create a new session and events
- Create new teams and athletes (for non-matching teams and athletes)
- Import results
- Rescore the meet

Event Schedules Must Match

Virtual meet scoring relies on the events in each session to match exactly. If the events do not match scoring may not work as expected.

Select a Results File (hy3 or zip)

Choose File No file chosen


CANCEL CREATE

Example of import in progress...

Sessions > Import CLOSE X

Importing data from meet_results_valid.hy3

Working... data validator running



The importer may ask questions along the way if the meet data in the file doesn't match up with the maestro meet.

Sessions > Import CLOSE X

Importing data from meet_results_valid.hy3

The uploaded file contains a meet whose date does not match the dates of your meet.

Meet Name: dolphins vs orcas
Start Date: 2019-07-13
End Date: 2019-07-14
Course: Short Course Yards (SCY)

Would you like to continue?


CANCEL CONTINUE

The importer may sit on 'import running' for a couple of minutes. Don't worry there is just a lot of work to do. Maestro is creating a new session with events, matching or creating teams and athletes, adding results, and then rescoring the meet.

Sessions > Import

Importing data from meet_results_valid.hy3

Working... import running



Once finished you will see this. Be sure to press 'Finish' as this will reload the app for you.

Reload any other instances of Maestro you might have running.

Sessions > **Import**

Importing data from meet_results_valid.hy3

Success!

Press 'Finish' to reload Maestro and view the results. Please reload any other instances of Maestro as well.

Finish

The sessions page will now show your imported session. The pool course should match what was in the file and the number of lanes is a guess based on the data in the file. Adjust using edit of our guess was wrong.

Virtual Meet Jun 9, 2021

Reports Athletes Meet Setup **Sessions** Seeding Timing Setup Benchmarks Mobile App Finish & Export

Sessions CLOSE X

This is a Virtual Meet
Events will be scored together across sessions. The official meet course is **Short Course Meters (25m)** .
Update the session pool configuration below to ensure times are converted correctly. Learn more.

START	SESSION / LOCATION	POOL	EST. INTERVALS	
5:00 PM May 7, 2023	dolphins vs orcas	6 Lanes SCY - 25yd	Per Heat: 30 sec Back Start: 15 sec	EDIT
5:00 PM June 9, 2021	Virtual Meet	6 Lanes SCM - 25m	Per Heat: 30 sec Back Start: 15 sec	EDIT

+ New Session

Lineup Exchange Reminders -

Done by both teams day before the meet by 3 pm, or agreed upon time with other team. Should not be any later than 6 pm.

You should send 3 files, listed below.

1. Meet Entries Spreadsheet - Reports - Meet Reports - Meet Entries Spreadsheet. Make sure the box for include heat and lane is checked. Once you generate the report convert it into a pdf so it can be read by the other team.

2. Export of Meet Entries - File - Export - Meet Entries . Be sure the correct meet and team are selected from the pull down boxes and make sure the box for Do Not Show Entry Times is NOT checked. This file will be named CRC-GA-Entries...zip.

3. Export of Full Team Roster - File - Export - Athletes/Teams. Again, make sure you select your team and then create the file.

4. **Be sure to check your opponent's lineup via their meet entries spreadsheet.** Clear up and correct any lineup infractions the night before the meet, instead of having those mistakes appear in the heat sheet. This is an avoidable problem.

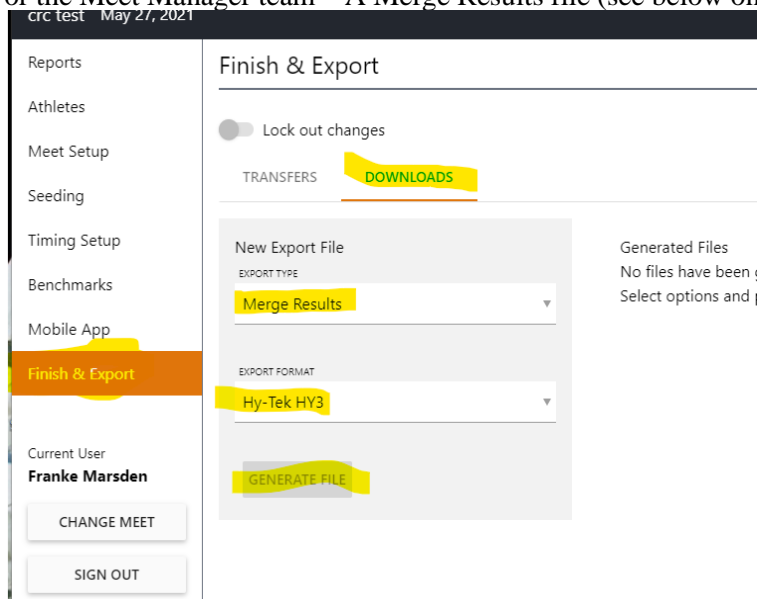
Post Meet Files

If both teams are using Meet Manager each team should get the following post meet at the pool that night.

1. A backup of the full meet database File – Meet – Backup.
2. An export of results for use in their Team Management software (File – Export – Results for SWIMS, Swim Manager etc...)
3. A pdf version or hard copy of the full meet results.

If one team uses Meet Maestro and one team uses Meet Manager, the home team must provide the following files.

1. For the Meet Manager team – A Merge Results file (see below on how to create)



2. For the Meet Maestro and Meet Maestro team – An export of results for use in their Team Management software
 1. From Meet Manager go to File – Export – Results for SWIMS, Swim Manager etc...)
 2. From Meet Maestro Go to Finish and Export (see above) the only change is under Export File (it should be just Results not Merge Results)
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At this point Meet Maestro cannot import a full meet with results, but that functionality is forthcoming hopefully before the next meet. Teams however CAN import their meet results into Swimtopia for use on their end.

Post Meet Files

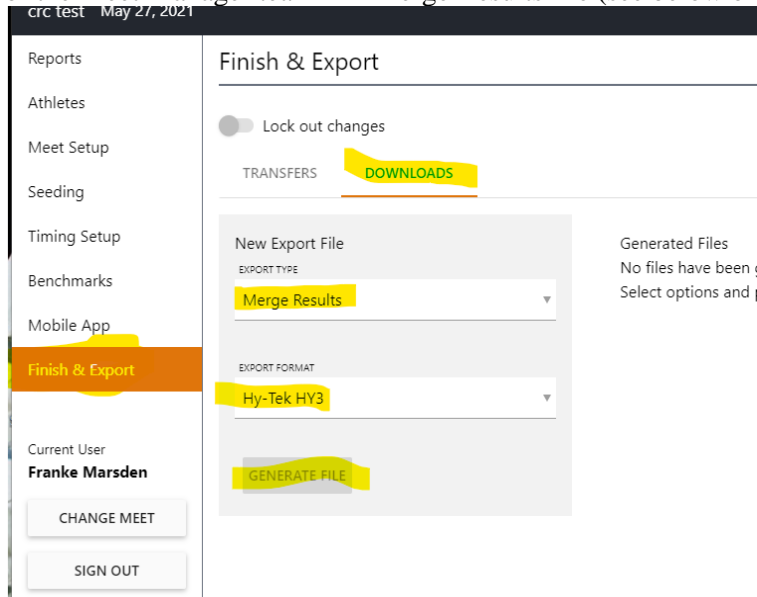
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Relay Heat and Lane

Several teams still forget to input heat and lane assignments for their relay entries. This creates extra work for the home team during the consolidation process. Please double check and make sure you have included the heat and lane assignments for your relays.

Exhibition Swimmers

You only need to mark lanes as Exh if you are in a 5 lane pool and lane 5 is used by an exhibition swimmer in the FIRST HEAT only, or if you are in an 8 lane pool and the outside lanes are used for exhibition in the FIRST HEAT only. Once the event has been scored you will need to remove the check mark in the Exh box to make the ribbons come out correctly. The computer will not score swimmers in heat 2 and beyond because it is instructed to only look at Heat 1 for scoring purposes. It is still suggested not to use lane 5 in the scoring heat unless it is to avoid a swimmer from swimming alone.

Judges Decision

When using the JD feature make sure to click Score Event again from the Run Menu in order to

make the scoring changes take place.

To correct the placement of a swimmer in the first heat only, the place needs to be corrected in BOTH the JDPl Column and the JDHeatPl Column. This will correct the points and the ribbons.

Award Labels

If you are having trouble and not getting all of your ribbons to print for races, make sure you have selected Award Type "by heat" and sorted "by team" from the Label screen. This will allow teams to print ribbons for the exhibition heats and allows each team to have their own labels of each event. If they are sorted "by event", then both team's ribbon groups will have to share the same page and coordinate it accordingly (which can work but may be confusing).

The home team prints ALL labels for BOTH teams for each meet.

VIRTUAL MEET NOTES

Lineup/Result Exchange

Since some virtual meets involve teams swimming on different, or multiple days, a traditional lineup swap is not needed for a virtual meet. However, if both teams are using Meet Maestro you need to have both teams in the system to make the meet work optimally (more details on this will be sent to Swimtopia/Meet Maestro teams shortly). However, most virtual meets will not involve teams exchanging lineups prior to swimming, just an exchange of results post meet. Each team will do their lineups and load that info into their meet management software and run their meet, print out any needed paperwork and then input results when they swim. Once both teams are done swimming they will exchange backups and an export of their meet results to combine and score the meet.

Ribbons

Ribbons will be done based on what each team does at their own pool in the virtual meet. They will not be done based on the merged results. Do not wait until you have merged results with the other team to do your ribbons.

Participation

The participation rules are the same for virtual meets as they are for in person meets. This gets slightly complicated by the fact that there are technically no exhibition heats in virtual meets, as all heats are in play to score points. What this means simply is that for any swimmer to swim more than 2 individual events requires ALL swimmers in that age group must be entered in at least 2 individual events before someone could be entered in a third event; ALL swimmers in that age group must be entered in at least 3 individual events before someone could be entered in a fourth event and so on. Teams have some flexibility, if they both agree in advance of the meet, to tweak these rules to allow swimmers to swim extra events. However, if teams can't come to a consensus, what I have laid out above applies.

Combining Virtual Meet Results

A full recap of the steps to combine the results of 2 teams for a virtual meet can be found on pages 34-37 of the ASA Rule Book <https://asa.swimtopia.com/rules-and-regs> . A couple of things to point out when you do this.

1. Be sure to make a backup of your original database, containing your original meet results before you begin.

2. When combining results be sure to delete the source event, when prompted when you combine results of each event.
3. Some teams had a small issue when trying to combine results of an event where the other team did not have any entries. You get an error message saying you can't combine the results. Click OK and skip that event, it will score correctly when you fully rescore the meet.
4. When you have combined the last event select the Rescore option at the top of the Run screen to fully rescore the meet and come up with a final score.

Computer Access

Each teams should have reasonable access to the Hy Tek/Meet Maestro computer during the meet. Under no circumstances should one team prohibit the other team from having access to the Meet Manager computer. Transparency is important in this process.

Other Items

Officials

Each week you will receive a schedule of officials for your meet. If the home team has not been in contact with their official by 9 pm the NIGHT BEFORE THE MEET call or e mail Franke Marsden ASAP. This will prevent a situation where you do not have a referee for your meet. Please remember the only person at the meet who can disqualify a swimmer or charge a false starts is the starter-referee.

The pay for officials this season is \$90 per meet, split between both teams. If your meet runs past 3 ½ hours the ref should be paid \$5 per team for each 20 minutes the meet runs past 3.5 hours.

Ref Parking

While this isn't necessarily a rule, it is a courtesy to save a parking spot for your official for the meet. Many times they arrive after the bulk of cars have arrived and have to park very far away. If possible, save a spot for your official, it will likely get them on deck quicker and get your meet underway sooner.

Mark Your Lanes

One team passed along a great idea that I thought other teams might want to try. You can create lane markers to attach to your lanes by laminating a sheet of paper with the corresponding lane number on them. This will make the judges jobs a little easier by providing them a visual reminder of which lane is which.

Ribbons

Each team is responsible for providing their own ribbon workers who will label their team's ribbons and place them in a box or holder to be distributed as they see fit. The home team provides the ribbon labels for all heats and the ribbons for the scoring heat only. Each team is responsible for providing their own exhibition ribbons.

Please remember ribbons for relay events are for only first and second place. If you run low on ribbons, please contact Franke to make arrangements for more.

Week 3 Scores (200-200 denotes weather tie with both teams receiving a win)