

Club meet set up list

Actual Meet Preparation

- Book pool space
- Prepare meet flyer
- Prepare meet manager and team manager files
- Send flyer to SCWC for approval by Events and Technical Committees
- Once approved set up meet on SNZ website and put TM file on it.
- Set up web page – SCWC Operations Manager Debbie will help with this

Other stuff

- Order medals well in advance and ribbons if you are having them. Towels for relays will need to be purchased and printed (often these are sponsored so the sponsor's logo will be needed.)
- Helpers – you will need to provide extra helpers as it's your meet (marshals, chief timekeeper, runner, medals table, announcer, video operator (if you want live streaming), raffle ticket seller and **LOTS OF PEOPLE** to set-up and clear-away,
- Officials – setting up a goggle form on the webpage is an effective way to get helpers/officials for poolside from swimmers from other clubs entering the meet.

Important officials to have are:

Referee, Starter, Quantum operator, Computer operator and Recorder, Judges of Strokes (JOS) and Inspector of Turns (IOT).

Your Technical Director will help with this. (The Technical Director will be appointed by the Technical Committee if you don't have one).

When meet entries close (normally about 10 days before meet):

- Download entries – individual and relays
- Do a timeline to check it's within your pool booking slots
- Put Psych sheets on the website and send to clubs to forward on to their swimmers
- Process any scratchings or requests for extra swims and corrections to swimmers' times
- Consult with the Technical Director over officials
- Do a seating plan
- Arrange for all kit in Wharenui stadium (quantum, Quantum backpack, laptop in backpack, printer, stopwatches (black briefcase with New Stopwatches label on it), radios in the silver briefcase, etc) to be taken to the pool and check trailer is in the right place.

Remember to charge the radios before the meet.

Check you have a spare toner and drum for the printer – if you can't find them contact Debbie

- Try to have all information on the webpage as early as possible. (Timeline, Officials lists, Seating plan) preferably on the Wednesday if your meet starts on Friday. Programmes should be up on Thursday if possible so any swimmers travelling can print them before they leave.

At the Meet

- The trailer now has security on it. The keys for the wheel clamp and the towball lock are in the side door of the trailer hanging up as is the allen key that is also needed for the towball. Unlock the wheel clamp and remove. Unlock the towball and then use the allen key to unwind the towball to make it smaller so that it drops out of the coupling.:
- Empty the trailer: pads, backstroke ledges, all the black boxes containing cables etc, black box containing the harnesses, starter in orange box, clip boards in basket, lap counters, tables.
- Have a supply of standard forms (these can be found on the SCWC website) relay entry form, withdrawal form, disqualification form, New Zealand Record application form. For distance meets also print out

Remember to take:

- Reams of paper, Stationery (including stapler, cello tape, and scissors), folders for storing all the paperwork for each session

After the meet:

- Put the results on the SNZ website and sort out any exceptions. DO NOT publish.
- The Technical Director will complete the Officials forms for SNZ so the meet can be approved. At the end of the meet these forms are forwarded to SNZ for approval. Once approved by SNZ the times will then be “published” and appear on the database for swimmers.

Club meet set up on Meet Manager

There are two ways to set up a meet in Meet Manager. You can either re-use an earlier meet file or build a new meet from scratch. Normally Clubs will just re-use the previous year’s meet file (as they have the same meet each year) although some people think it is better to start from scratch each time.

To re-use a file

1. Open Swim MEET MANAGER (Version 6, 7 or 8 depending on which you have)
2. Click on **File** and find last year’s meet from the list at the bottom.

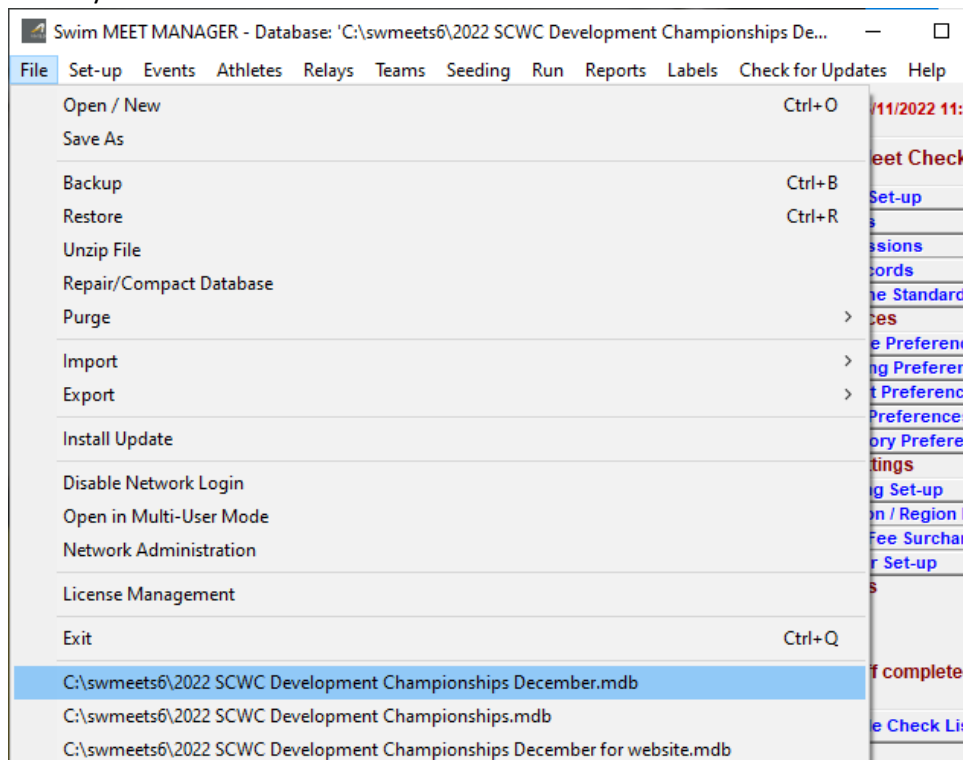


Figure A

If the meet is not in the list at the bottom, try searching your C drive.

3. Single click on the meet file and the name will appear at the top in the form **Swim MEET MANAGER – Database meet name.mdb**

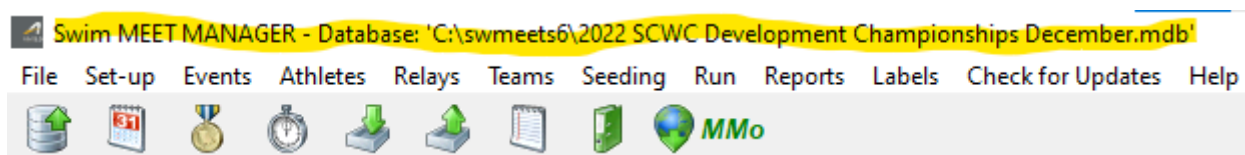


Figure B

4. Back up this file to the laptop or a flash drive by clicking on **File → Back Up**.
5. Now rename the meet by clicking on **File → Save As** (usually it's just a change of year at the end). Once you have renamed the file, press **Open** and the new meet name should appear at the top. If you want to double check before you start changing anything, click on **File** and you should see both the old file and new file listed at the bottom.
6. In your new file, click on **File → Purge → Remove Data Selectively** and then tick **Teams** (this should automatically tick **Athletes, Entries / Results and Relays**), then click **OK**. A text box will appear asking if you are sure, click **OK**.
7. A text box will appear saying **You will need to change the meet set up**. Once you click **OK**, you will be automatically taken to the **Meet Set-Up** window (Figure C). This page can also be found under the **Set-up** button on the top ribbon. Change the details to suit the new meet (usually just the dates need changing). Once finished, click **OK**.

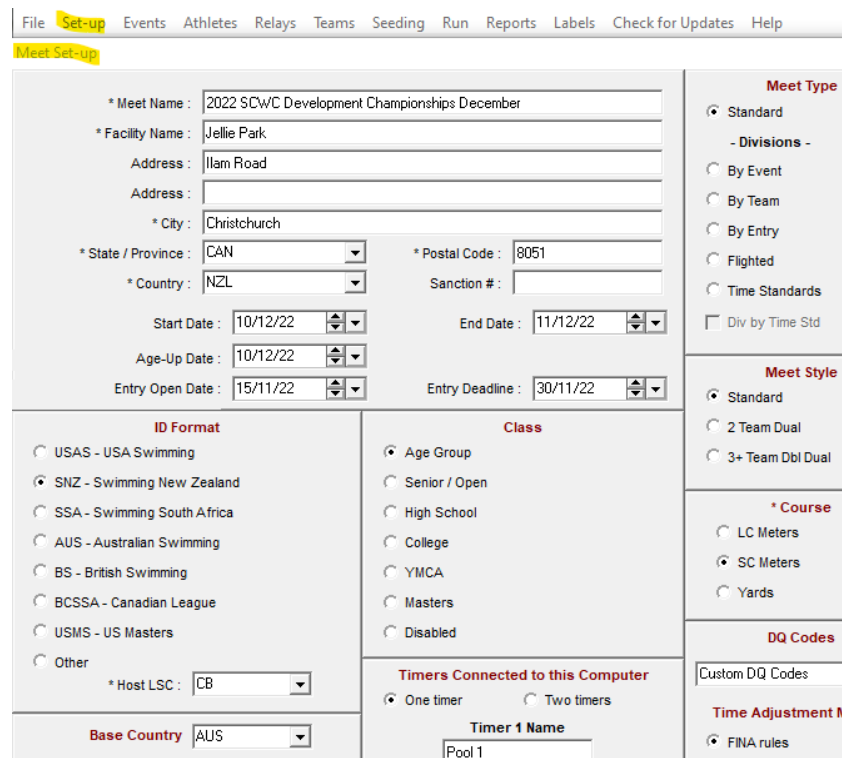


Figure C

8. If changes are needed for an event(s), click on **Events** and the current list of events will appear. Double click on the event(s) that needs changing and the below screen (Figure D) will appear. You can then make your changes, which may include the items listed below. Once the changes have been made, click **OK**. If you are making changes to multiple events, you can use the **arrows** to quickly move between events.

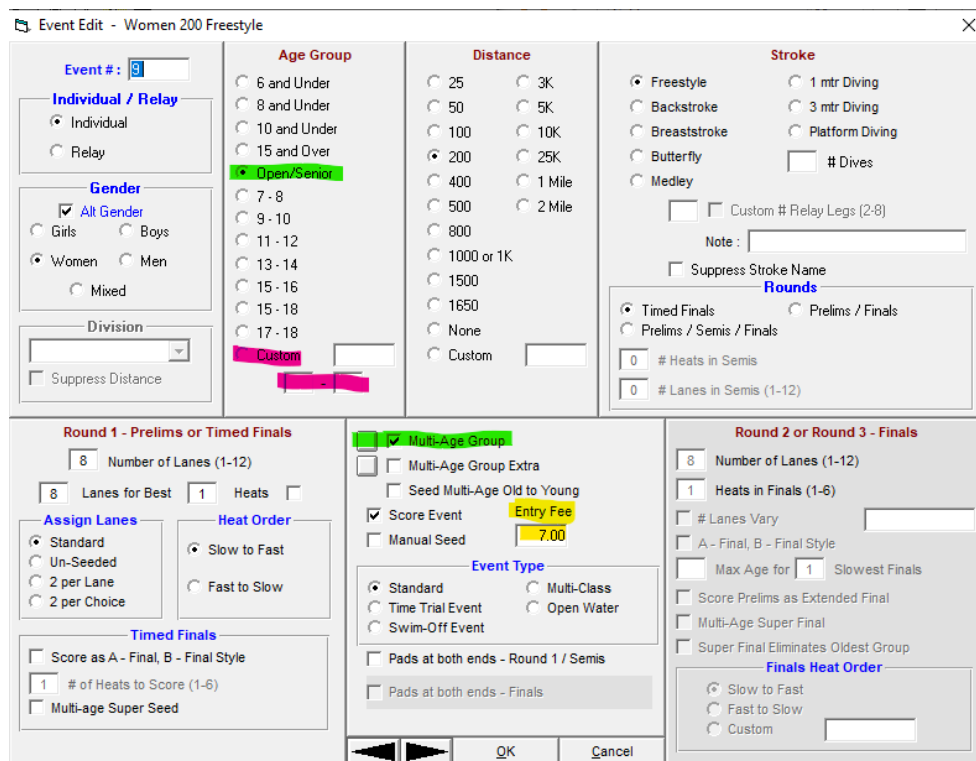
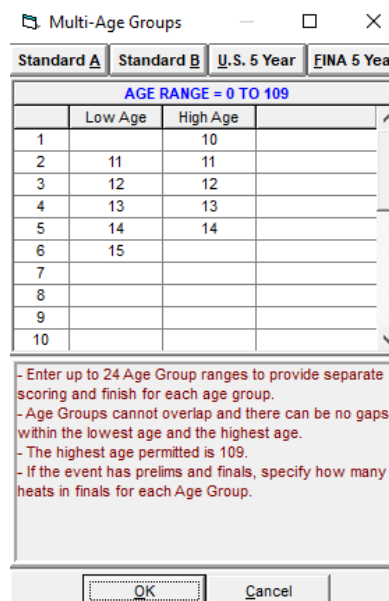


Figure D

- To amend the entry fee for an event(s), input the updated cost in the box highlighted yellow.
- To amend the age groups for an event(s) check that the **Open/Senior** box (under the **Age Group** heading) and the **Multi Age Group** box are ticked (shown in green) (Figure D). Click on the square next to **Multi Age Group**. That will bring up the age groups currently used (Figure E). If you want to change the age groups, do it here and click **OK**.



	Low Age	High Age	
1		10	
2	11	11	
3	12	12	
4	13	13	
5	14	14	
6	15		
7			
8			
9			
10			

- Enter up to 24 Age Group ranges to provide separate scoring and finish for each age group.
 - Age Groups cannot overlap and there can be no gaps within the lowest age and the highest age.
 - The highest age permitted is 109.
 - If the event has prelims and finals, specify how many heats in finals for each Age Group.

Figure E

- To limit who can enter an event(s), (e.g., restrict 400m freestyle to 12 years & over only), check the **Custom** box (shown in purple) (Figure D) and in the little boxes below enter the age range required (in this case 12 – 109) and next to **Custom** it will say the age range (in this case 12 & over). If you do limit an event, you must change the age groups (Figure E) so that the minimum age matches your **Custom** age range (e.g., minimum age of 12 years in this case).
9. To add an event(s), click on **Add** in the top ribbon and a blank version of the pop-up shown above will appear and give you the next available event number. Input all the pertinent details of the event as per the above screenshot. If you don't want the added event to be at the end of the meet, click on **Re-Number** (Figure F) and increase the event numbers by the amount of new events starting at the event after where you want your event(s) to go (e.g., if you want to add one new event and make it number 4; in the **Offset Amount** box put 1, in the **Starting Event Number** box put 4 and then click **OK**). Then click on “**Add**” and put the new number in the “**Event #:**” box. You can also decrease event numbers if you need to remove an event.

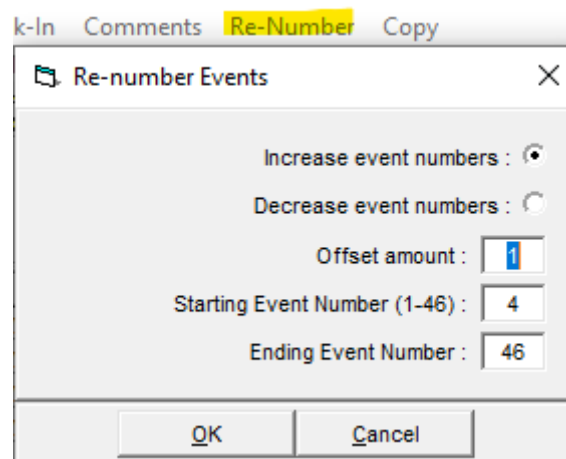


Figure F

10. If the meet has qualifying times or not faster than times for any of the events, check these by clicking on **Standards** in the top ribbon. If a time standard(s) needs changing, simply enter the new time in the box next to the appropriate event(s) and close the window. It will update the standard automatically.
11. To view the current sessions of the meet, click on **Sessions** in the top ribbon. A pop-up window (Figure G) will appear with the sessions shown at the top, all the events listed on the lower left, and the appropriate session schedule shown on the lower right. For the meet to run, all events must be allocated to a session. It is always a good idea to check that the sessions match the Meet Flyer (just in case an event has been moved since last year). Unallocated events are NOT highlighted yellow.

Add Edit Delete Move All Remove All Clear Indicators Print Help

Day	Start Time	Session #	T-Max	I-Max	R-Max	Interval	Bk Interval	Chase	Dive Interval	Course	Title for Session
1	02:00 PM	1				45	15	0	30	S	Session 1
2	09:00 AM	2				45	15	0	30	S	Session 2

EVENT LIST - (Double Click to Add)			SESSION SCHEDULE - (Double Click Evt # to Delete)									
Evt #	Rnd	Event Name	Evt #	Rpt	H/P	P/S/F	Event Name	Order	Alt	Alt Heats	Break	Break Description
1	F	Women 12 & Under 200 Freestyle Relay	24	H	F	F	Women 12 & Under 200 Medley Re	1			0	
2	F	Men 12 & Under 200 Freestyle Relay	25	H	F	F	Men 12 & Under 200 Medley Relay	2			0	
3	F	Women 13 & Over 200 Freestyle Relay	26	H	F	F	Women 13 & Over 200 Medley Rel	3			0	
4	F	Men 13 & Over 200 Freestyle Relay	27	H	F	F	Men 13 & Over 200 Medley Relay	4			0	
5	F	Women 12 & Over 400 IM	28	H	F	F	Women 12 & Over 400 Freestyle	5			0	
6	F	Men 12 & Over 400 IM	29	H	F	F	Men 12 & Over 400 Freestyle	6			0	
7	F	Women 50 Breaststroke	30	H	F	F	Women 50 Backstroke	7			0	
8	F	Men 50 Breaststroke	31	H	F	F	Men 50 Backstroke	8			0	
9	F	Women 200 Freestyle	32	H	F	F	Mixed 50 Backstroke Para Multi-Cla	9			0	
10	F	Men 200 Freestyle	33	H	F	F	Women 100 Butterfly	10			0	
11	F	Women 100 Backstroke	34	H	F	F	Men 100 Butterfly	11			0	
12	F	Men 100 Backstroke	35	H	F	F	Women 200 Backstroke	12			0	
13	F	Mixed 100 Backstroke Para Multi-Class	36	H	F	F	Men 200 Backstroke	13		10	0	medal ceremony
14	F	Women 100 IM	37	H	F	F	Women 50 Freestyle	14			0	
15	F	Men 100 IM	38	H	F	F	Men 50 Freestyle	15			0	
16	F	Women 50 Butterfly	39	H	F	F	Mixed 50 Freestyle Para Multi-Cla	16			0	
17	F	Men 50 Butterfly	40	H	F	F	Women 100 Breaststroke	17			0	
18	F	Women 200 Breaststroke	41	H	F	F	Men 100 Breaststroke	18		10	0	medal ceremony
19	F	Men 200 Breaststroke	42	H	F	F	Women 200 IM	19			0	
20	F	Women 100 Freestyle	43	H	F	F	Men 200 IM	20			0	
21	F	Men 100 Freestyle	44	H	F	F	Women 12 & Over 200 Butterfly	21			0	
22	F	Mixed 100 Freestyle Para Multi-Class	45	H	F	F	Men 12 & Over 200 Butterfly	22			0	
23	F	Mixed 6x25 Freestyle Yaldhurst Challenge Relay	46	H	F	F	Mixed 6x50 Freestyle Relay	23			0	
24	F	Women 12 & Under 200 Medley Relay										
25	F	Men 12 & Under 200 Medley Relay										
26	F	Women 13 & Over 200 Medley Relay										

Figure G

- If any session details need changing (e.g., start time, heat intervals, etc.), double click on the session (eg. Highlighted blue in Figure G) and make the required changes in the boxes provided (Figure H).

Day	Start Time	Session #	T-Max	I-Max	R-Max	Interval	Bk Interval	Chase	D
1	02:00 PM	1				45	15	0	
2	09:00 AM	2				45	15	0	

Edit Session [X]

Session #:

Session Title:

Day:

Start Time: AM PM

Interval: Extra Backstroke Interval:

Chase Starts Interval: Diving Time per Dive:

Course: LC Meters SC Meters Yards

Max Entries for Meet Events Export to TM

Max entries including relays:

Max individual entries:

Max relay entries:

Figure H

- To add/remove an event to/from a session, double click on the event on the left. (Figure G) It will always appear at the bottom of the schedule on the right. To move it to where you want it, just click on it and drag it to where it needs to be. Note: the **Evt #** (left column) stays the same but the **Order** number (fifth column) will change (both highlighted green: in the screenshot above).
- To put in breaks for medals or “Have a Go” events, enter the length of time required (in minutes) under the **Break** column (shown in orange above) and add a comment under the **Break Description** column. To delete a break, just type 0 in the **Break** column and the description will disappear as well. (Figure G)

12. Once all changes have been made to the events and sessions, close the **Events** window
13. Once the meet is set up completely, it will need to be exported to TEAM MANAGER to be put on the SNZ database. To export the meet as a TM file, click **File → Export → Events for TM**.
 - A pop-up will appear with certain meet parameters (start date, age-up date, etcetera). If the parameters are correct, click **Yes**.
 - The next window asks about Qualifying Times. In most cases, click the boxes next to **'Include qualifying times for SCM only'** and **'Team Manager LCM and Yards entry times CAN be converted to SCM'** (see screenshot below). However, some coaches do not like this approach so check with your coach before clicking **OK**.(Figure J)

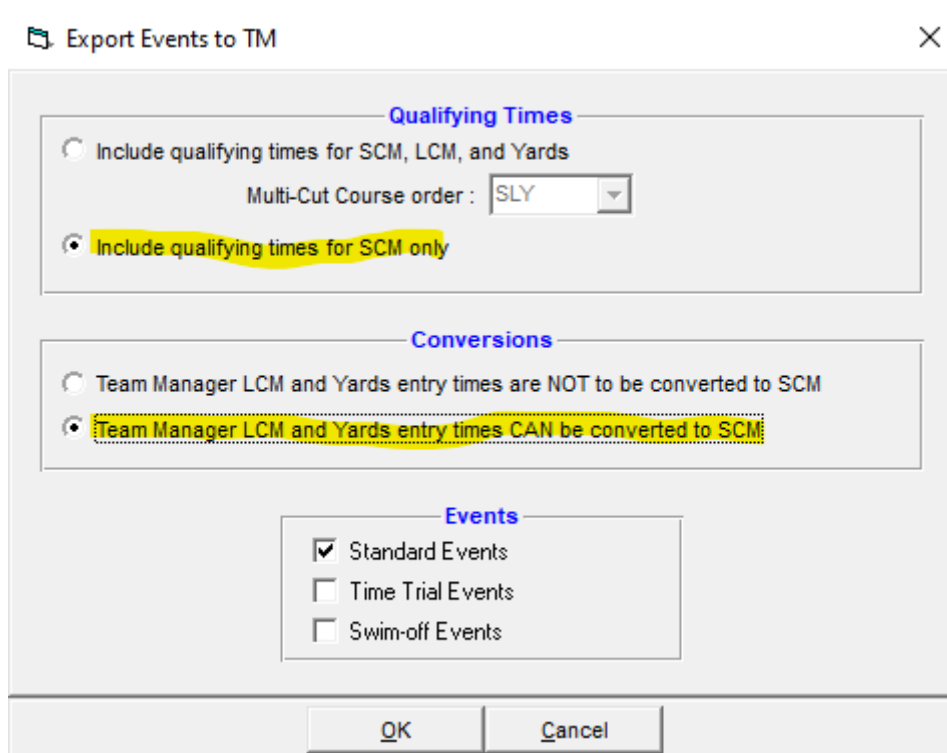



Figure J


- The final pop-up window is simply where to save the file (it will default to the same file the MEET MANAGER file is in). Note that the TEAM MANAGER file name will be what the Meet Name is NOT what you have saved the MEET MANAGER file as. It will also be a .zip file. Once saved you can then import it into TEAM MANAGER or onto the SNZ website.
- If you have TEAM MANAGER, import the events, and check they look OK, e.g., qualifying times are correct, and swimmers of correct ages can enter events.
- If there are “unusual” events, e.g., a 6x50m freestyle relay, DO NOT enter these on the SNZ website (they cause strange times to come out for the athletes involved). You will need to re-save your MEET MANAGER file as a second file and delete that event in the new file before you export the file to the SNZ database. A good way to prevent a mix up between the true MEET MANAGER files that include the unusual event(s) and the version to go on the SNZ database is to simply add the words “for website” to the end of your second file.(Figure K).

```
C:\swmeets6\2022 SCWC Development Championships December.mdb
C:\swmeets6\2022 SCWC Development Championships.mdb
C:\swmeets6\2022 SCWC Development Championships December for website.mdb
```

Figure K

Unfortunately TEAM MANAGER files do not pick up the new meet name but each time you save it the zip number increases so you will need to remember which file is which as shown below

 Meet Results-2020 PARAFED Canterbury Open Swim Meet-07Nov2020-001.zip

 Meet Results-2020 PARAFED Canterbury Open Swim Meet-07Nov2020-002.zip

Kit required for meets from the Wharenui cupboard

Competition laptop – in black backpack – (no blue on it) – labelled Competition

Quantum – big black box

Quantum laptop – in black and blue backpack – labelled Quantum

2 carrier bags (one labelled Quantum) with equipment, cords etc, needed to run Quantum and the meet.

Starter – in black box (only if not accessing trailer – there is a starter in the trailer with the pads)

Printer

Radios – in silver briefcase

Stopwatches – in black briefcase with new stopwatches marked on it.

Spare toner and drum for printer (could be on the shelves)

(The lap counters, if required, and the basket of clipboards are in the trailer.)

Extra kit if wanted

Speakers x 2 plus the stands

The microphone, in a black plastic briefcase with “Chiayo” on it

If you are live streaming – the iPad (Ask Debbie). The tripod, iPad holder and instructions are in the cupboard.

For Canterbury meets

The black cushion

Catering boxes

Medals and ribbons