

## **NASA Week 1 Recap**

Week 1 is in the books and we are off and swimming. If we can just clone the weather we had for the next 4 weeks we will be golden. Just in case though, please familiarize yourselves with the league policies on what to do in the event of bad weather, and always have a plan for what to do with a crowd in the event of bad weather. Use of the software went well for a number of first time users and we received a lot of feedback that I will pass along to everyone. Your feedback is important and will allow the league to better use the software to run its meets. Good or bad, please let us know how it goes with your team's use of the software goes so we can learn from everyone's experience. Thanks to everyone for phoning or e mailing in your scores in a timely fashion.

Please remember to keep tabs on your online registration numbers as we proceed through the season. Remind your stragglers to register as soon as possible as further late fees will apply after June 1. Thank you again for getting the word out to your swimmers about this process, so far the response has been very positive.

The Kids for Kids meet is June 12 at The Marist School on Ashford Dunwoody Road. Your team can get an entry pack and more information on the meet by visiting <http://atlantaswimming.com/KFKHome.asp>.

A couple of teams are missing information in the rule book regarding how many lanes each pool has and the depth contours of those pools for the purpose of starts. If you are one of those pools, please update your team info on [atlantaswimming.com](http://atlantaswimming.com).

## **Rules Reminders**

### **Entry Limits**

Please keep in mind the league participation rule regarding how many events swimmers can be entered in. Each club may enter three swimmers for team points in each individual event where lanes are available. Each swimmer may enter two individual scoring events and two relays (one medley and one free) with the following exceptions: A swimmer may enter a third individual scoring event to fill all legal lanes provided all other swimmers from that team in that age group are entered in at least two individual scoring events. A swimmer may not enter in more than three individual scoring events unless all other swimmers in that age group are entered in three individual scoring events and so on. Therefore a swimmer may enter every event in the meet provided the required numbers of swimmers have been entered in the required number of individual scoring events.

Teams are not required though to enter all swimmers in an age group in one scoring event to allow a swimmer to be entered in a second scoring event. In some cases teams will have age groups where some swimmers are entered in up to two individual scoring events and others where swimmers are only entered in exhibition events.

Swimmers may swim up in age groups for their individual events, but must swim all their individual events in one meet in one age group. Swimming up on relays is allowed, but

does not compel a swimmer to swim up for their individual events. Please remember swimmers can swim on only one medley and one free relay.

### **Lineup Exchange**

Once the home team has consolidated the meet, please be sure to e mail a backup of the meet to your opponent. This should be done by 10 pm the night before the meet. Please make sure you review your opponent's lineup once they have sent it to you. If there are any infractions, please get those cleared up before you get to the pool, so the meet can be conducted smoothly.

### **Pool Depth**

Make sure you confirm that your pool depth meets league requirements if you are using blocks or allowing swimmers to dive from the side of the pool. This is a critical safety issue. For full details on pool depth requirements check page 14 of your rule book.

### **Exhibition Heats**

Please remember that teams are limited to only one heat of exhibition in Relays, Long Free and IM. While the heats are allowed, they should only be added in situations where teams have very large numbers of swimmers in a particular age group. One extra heat of relays takes up to 3-4 minutes, so several heats can add 30 minutes to your meet.

### **Referees**

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. Don't forget to save a parking spot for your ref if possible to allow them to get you your meet in a timely fashion.

Please remember that the pay for officials this season is \$80 per meet, split between both teams. If your meet runs past 9 pm the ref should be paid \$5 per team for each 20 minutes the meet runs past 9 pm.

### **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.

### **Place Judges**

In an 8 lane pool teams should use 3 judges; one from each team to judge places 1-4 and a third judge from the home team to judge places 5-8. The judges should work independently and compare notes only after they have recorded their order of finish

independently. No other individuals should be consulted for this function unless the referee is consulted in the event of a disagreement amongst the judges over a place.

**Remember, play nice and play fair.**

### **Important Dates**

Saturday, June 12 Kids for Kids Meet (Entries due Monday, June 7)  
Monday, June 22 Entry Deadline for NASA Championship (12:00 noon)  
June 25 NASA Divisionals (Intown and some West and Central Teams)  
June 26 NASA Divisionals (North Teams and Super Division Teams)  
June 27 NASA Championship Finals

**We will have specific details of session assignments first thing next week**

### **Hy Tek Feedback**

#### **Dealing with Meet Manager 3.0 files**

A couple of teams have Meet Manager 3.0 this season. The meet backups of 3.0 databases are not compatible with the 2.0 release of Meet Manager that most of the league uses. Entry, result and roster export files ARE compatible though. You can complete your import of meet files and rosters as you would for any meet. If you run into this here is how to work around the problem.

1. If the home team consolidates the meet, they follow the same steps everyone does for a regular meet. When they are done the team using 3.0 should send an export of the entries by selecting File – Export – Meet Entries for Meet Manager Merge of Same Meet. Make sure the box for Include Heat and Lane is checked. This will allow the team with the 2.0 release to import the consolidated meet into their software, provided they have opened a new database for that meet in their software and set up that meet with the league template file.
2. To import the consolidated meet the 2.0 team goes to File – Import – Merge Entries (MM to MM), and then select the results file provided by the 3.0 team.
3. At the end of the meet the team using the 3.0 release can create an export file for Team Manager without any problems. However, for the visitor with the 2.0 release to get the meet, with results included, into their 2.0 release of Meet Manager they need have the 3.0 team go to File – Export – Results for Meet Manager Merge of Same Meet.
4. The 2.0 team can then go File –Import- Merge Results (MM to MM)

#### **Lineup Exchange and Pre-Meet**

1. Teams are required to complete their lineups using Team Manager. This should be done for relay and individual events. Be sure to include the heat and lane for each swimmer when entering your swimmers. If you don't do this, those entries will not show up in Meet Manager. Please DO NOT use Meet Manager to complete your entries for the lineup swap.
2. Please use the 2010 ASA template file provided to your team during the computer training. This includes all of the standard meet setup criteria for scoring and all of

- the events. If you lose your copy of the backup, a replacement can be found by going to <http://atlantaswimming.com/NasaDownloads.asp> and selecting Template Meet. Using prior season's meets may not work as items like the age up date are different from one year to the next.
3. Please be sure to consolidate your meet by 10 pm the night before the meet. This will allow each team to have a backup of the meet the night before to review the finished product and check for errors.
  4. The home team should send a backup of the consolidated meet back to the visiting team by 10 pm the night before the meet. Please do NOT send just an export of the entries, be sure to send a backup of the meet.
  5. If the home team makes any alterations to the meet in the form of substitutions or further meet consolidation, the visiting team should be informed of the changes and receive revised paperwork notifying them of the changes.
  6. Use the Exceptions Report in MM (under Reports – Exceptions Reports) to check that swimmers are not entered in too many events.
  7. Make one last check of your meet setup the day of the meet and make sure that the following items are set up correctly. The heat order for all events should be from FAST to SLOW, this can be checked by looking at the Events menu in Meet Manager and checking the status box for events on the right side of the screen under Heat Order. Make sure that the scoring for your meet is set up correctly; this can be done by Selecting Setup and then selecting Scoring Setup and then Selecting Standard. From there you can view the scoring setup for your meet, make sure that the individual places are set to 5,3, and 1 and that relays are set to 7, 3. Last but not least make sure to check that the computer is set to score the fastest heat only; this is done by selecting Setup and Entry/Scoring Preferences and selecting Score Fastest Heat Only Regardless of Overall Place.
  8. Please refer to pages 13 and 14 of your NASA rule book for reminders of which forms need to be printed before the meet and when those reports should be completed.
  9. It is beneficial if the visiting team prints out any preliminary reports it believes it needs for the management of its team (their own meet programs and entry lists for their team) prior to arriving at the meet.
  10. Teams should NEVER use the seeding feature once both team's entries are in the computer. By placing swimmers in the lanes when doing your lineup in the first place you have already manually seeded the meet. Using the seeding feature of the software will discard all of the lane assignments that your team has gone to the trouble of creating in the first place and will cause chaos for both teams.

11. Be sure to cut Judges Recorder (UK Judges Placing Form) sheets in half to have one event per sheet to speed up flow of paper and to allow printing of event sheets with greater ease and allow the Judges Recorder to get one heat of information at a time.
12. For the computer area, suggest to have general office supplies on site, such as stapler, colored marker, colored paper, paper clips, floppy disks and large envelopes to organize completed programs and result sheets, etc. after the meet.
13. Teams should alternate computer operators every event set; the home team does all the medley relays the visitor does the short free and so on. When not entering times the other computer operator should check the entries for errors made by the other computer operator. This person can also screen the completed Judges Recorder Sheets for conflicts between the Judges and Times. Several types of errors could occur: mistaken keyed entry error; misinterpretation of written result; incorrect times written down by the Master Recorder. It would be ideal for one person to review the final Master Recorder sheets. This could help identify any "obvious" errors...and could review the printed labels to ensure their accuracy while the other computer persons continue to enter data.
14. More and more teams use 2 printers during the meet and it seems to speed things up a bit. If each team brings their printer then ribbons and labels can be printed simultaneously without having to change the contents of the paper tray.

### **Exhibition Swimmers**

1. Some teams marked all swimmers as Exh in the exhibition heats (heats 2 and beyond). Doing this prevents those swimmers from showing up properly in the results and on ribbons. You do not need to check those swimmers off as Exh
2. You only need to mark those 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.
3. Print Labels with Award type "by heat" to print labels for the exhibition swimmers in heats 2 and beyond.

### **Substitutions**

1. Substitutions should take place as early as possible and be given to the COMPUTER OPERATOR so the computer operator can input the changes and print the needed updated paperwork. Many teams actually converse over the phone the day of the meet to get a jump on substitutions. Remember to keep track

of the events that have substitutions so you can print revised Judges forms for just those events. Once you arrive at the pool, teams are encouraged to use the substitution form in the back of the rule book for coaches to fill out at the computer table. The form includes which swimmer was out and which was the substitution and which event and lane the substitution took place in.

2. The home team computer volunteers should coordinate last minute substitutions and printouts; each computer person should confirm all computer/roster/event issues directly with the other team's computer person.

### **Judges Decision**

1. 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.
2. To correct the placement of a swimmer in the first heat only, the place needs to be corrected in BOTH the JDPI Column and the JDHeatPI Column. This will correct the points and the ribbons.
3. To correct the placement of a swimmer in the second heat or any heat other than heat 1 the place ONLY needs to be corrected in the JDHeatPI column. This will make sure that the ribbons are correct.

### **Award Labels**

1. Print Labels with Award Type "by heat" and sorted "by team". 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).

### **TEAM MANAGER**

Teams have had issues with swimmers that have created multiple records in their TM database by registering with a slightly different spelling of their name or other detail in their information. To fix duplicate records without losing results from previous seasons go to the Athlete menu and drag one swimmer's name onto the duplicate name and the software will ask you if you want to merge the record, select merge and it will combine the athletes into one record.

### **Some Questions regarding Hy-Tek:**

On the results the small "x" next to a time signifies a swimmer in an exhibition heat. This could also be a swimmer who is the third swimmer from one team to score points in an event in the case of a sweep and they are not allowed to score points.

### **League Championship Jobs**

To reserve a particular job for the league championship please e mail Franke. Jobs are available for timers, bullpen, crowd control, event board, drink workers, awards workers and runners. Jobs are available on a first come first served basis.

319	<b>Kingsley</b>	at	Dunwoody CC (Mon 5-24)	465
371	<b>Redfield</b>	at	Dunwoody North	422
263	<b>Deerbrooke Waters</b>	at	Fontainebleu	488
303	<b>Deerfield-Spldg Lake</b>	at	Gainsborough	429
459	<b>Brookwood Hills</b>	at	Hanover West	326
375	<b>Huntcliff</b>	at	Huntley Hills	404
224	<b>Brittany Club</b>	at	Vermack	551
453	<b>Georgetown</b>	at	Village Mill	328
292	<b>Zaban Sharks</b>	at	Wynterhall	479
433	<b>Inverness</b>	at	Brookfield CC	342
384	<b>Highland Park</b>	at	Cambridge	366
367	<b>CC of Roswell</b>	at	Chartwell	413
546	<b>Alpharetta</b>	at	Crooked Creek	233
364	<b>Glen Abbey</b>	at	Doublegate	431
440	<b>Pennbrooke</b>	at	Edenwilde	354
304	<b>Lake Forest</b>	at	Fieldstone	252
266	<b>Roxboro</b>	at	Garden Hills	430
354	<b>Wexford</b>	at	Hampton Hall - N	432
393	<b>Falls of Astry Mill</b>	at	Haynes Landing	403
433	<b>Chattahoochee</b>	at	Hillbrooke	359
270	<b>Mill Glen</b>	at	Horseshoe Bend (THUR 5-27)	510
348	<b>Pinewalk</b>	at	Martin's Landing	428
344	<b>CC of the South</b>	at	Mayfair-St. Clair	446
382	<b>Wellington</b>	at	Medlock Bridge	409
458	<b>Oxford Mill</b>	at	Neely Farms	320
379	<b>Glastonberry</b>	at	Nesbit Lakes	411
433	<b>Longlake</b>	at	Olde Atlanta	348
526	<b>Kimbal Farms</b>	at	Providence Oaks	256
333	<b>Harrington Falls</b>	at	Roswell Rapids	450
156	<b>Alpharetta Athl. Club</b>	at	Saddle Creek	544
322	<b>St. Ives</b>	at	Seven Oaks	466
446	<b>Dunmoor</b>	at	Spring Ridge	350
368	<b>Shakerag</b>	at	Sugar Mill	425
504	<b>Stonebrier</b>	at	Sugarloaf TPC	275
192	<b>Lifetime Fitness</b>	at	Triple Crown	491
340	<b>Wildwood Springs</b>	at	White Columns	453
388	<b>Chastain Park</b>	at	Windward (THUR 5-27)	408
432	<b>Tuxford</b>	at	Woodfield	361