Meet setup

- Set team preferences (first meet only – be sure to save preferences by hitting red update button)
- Link the meet: Home team sends visitor code to visitor, which the visitor will then use to link meets
- Apply "VPSU Dual Meet" Template for all regularly scheduled dual meets. Otherwise, use the Time Trials Template or create a custom template.
- Create Individual entries by swimmer.
    - o System will automatically seed assign swimmers to lanes by seed time. You can override the assignments using the H/L function.
    - o **Exhibition swimmers in the first heat must be marked exhibition and assigned to lanes 1 or 6 in a six-lane pool (or lane 5 in a 5-lane pool). Anyone in later heats are automatically considered exhibition swimmers.**
- Relay entries:
    - o You need not assign relays in advance. Cards should be turned in to Meet Referee any time before the relay break. Scorers will enter relays at the table
- Review reports to check entries and check "Ready to Merge"
- Home team merges entries once both teams indicate ready to merge. Be sure to double-check the settings for pool course and number of lanes in the pop-up before running the merge.

Run the Meet

- Create paper reports:
    - o Heat sheets: At least 3 copies should be printed by the home team (coach/meet ref/scorer). At least two copies should be printed by visiting team (coach/scorer copies). Additional reports can be printed per individual team preferences. Reports of entries by swimmer is highly recommended so that a volunteer can "Sharpie" entries on swimmer's hands.
    - o Print entry labels & affix to Entry Cards (Index Cards may be used if VPSU cards are not available). Avery 8160 labels are recommended (1" x 2 5/8" – 3 rows of 10)
- Enter results:
    - o Runner brings cards to the scorer's table after each heat. Use of a timing judge to notate official time on card is recommended prior to data entry. This speeds data entry and provides an extra hand to resolve discrepancies with Meet Referee and problem solve. (See "Determining Official Times" on next page for more information)
    - o Cards passed to scorers and results entered by heat.
        - ▪ Home team takes all odd numbered heats
        - ▪ Visitor takes odd numbered heats & reviews scoring heat results for data entry accuracy
        - ▪ Use "Watch 1 box" when Timing Judge employed. Otherwise switch to three-watch mode and enter all three. When entering times, omit colon and decimal (1:00.00 entered as 10000)
        - ▪ Check DQ if necessary and enter DQ code
    - o Entries may be changed during the meet per VPSU rules. Scoring lanes may only be changed in the case of a no-show. In that case, an exhibition swimmer entered in the

same even may be moved to fill the empty lane. Swimmers can be moved between exhibition heats without restriction.

o   Once done, use the finish and export tab to publish results to competing teams to make results officials. Meet referee should send an e-mail to the rules chair (ted.lynch03@gmail.com) within 24 hours to certify the results are official. This gives ref time to review results and make changes if necessary.

o   Share results for your team!

o   League will generate Top Times Report on VPSU website and post on website once all times are official.

Determining Official Times and Placement

The method for determining a valid time varies depending on the number of valid times entered on the card**. A time is considered valid if it is within 0.3 seconds of the median time on the card.**

1. Three valid times: Official time = median time (or matching time if 2 times match)
2. Two valid times: Official time = average of 2 valid times (No rounding, drop thousandths digit).
3. One valid time: Ref should use check validity of time using sweeps and any other available information (such as coaches times)
4. No valid times (card missing, unrecorded, etc.). ASAP Ref will estimate official time using sweeps and any other available information (such as coaches times)

Official times are the default method for determining order of finish.   In the following cases, VPSU rules allows the meet referee to review sweeps and other available information to change the default determination of placement:

-   Less than two watch readings are available for one swimmer in the heat
-   There are large discrepancies in recorded watch times, suggesting a transcription error
-   Evaluation of across-the-board data (such as sweeps) indicates a different order of finish.

In these cases, the "JD" box must be marked of the Meet Management software to indicate the use of a Judge's Decision to determine placement.