

MSQ Recording 2023

Swim Meet Reference Guide - Hosting a Meet



Masters Swimming Queensland invites your club to host an interclub swim meet. Please consider whether your club has access to the personnel and experience vital to hosting a quality and successful meet. MSQ prides itself on running quality meets with complete documentation, appropriate communications and results produced with a high level of integrity.

This Quick Reference Guide will assist clubs with the sanctioning, planning, development, risk assessment processes and the running of their Interclub Masters meet.

Intended audience:

This guide will assist:

- Meet Planners
- Meet Directors
- Race Secretaries (previously known as Club Captains)
- Club/Meet Recorders

Contacts:

- | | | |
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Reference documentation:

- MSQ Rules for Conducting a Sanctioned Swim Meet
- Meet Guide template
- Risk Management Form

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Eligibility to Host a Meet

The host club(s) must:

- be affiliated with MSQ
- have access to a suitable pool (non-surveyed and short pools will be a non-official time trial meet):
 - pool must adhere to Fina temperature standards at time of competition: between 25°C and 28°C
 - pool must adhere to MSA block and diving heights, pool depth standards.
- have access to suitable equipment:
 - Meet Manager and portable computer (unless permanently located at pool)
 - Printer for changes, reports and results
 - Timing systems – Dolphin or Wylas SAT systems - two per lane minimum, or AOE with backup plungers, with a manual stopwatch in case of failures
 - Manual stopwatches – two per lane for a manual meet. The Chief Timekeeper should always have two stopwatches. This will require assessment to determine if meet will be categorised as “Official”, or as a time trial
 - **Note:** there is no longer a requirement that swimmers need to inform officials of a record attempt. For a meet to be considered “Official”, two watches must always be on each lane in case someone is unaware they have the potential to break a record. This has come from the National Recorder to allow equal opportunity to have records recognised.
- have access to suitable staff:
 - Recorder and assistant/runner, capable of running Meet Manager and the timing system and producing reports for results and awards. A knowledge of Excel spreadsheets is advisable for certain reports
 - Timekeepers (at least two timekeepers per lane for an official meet, or one per lane for a time trial meet)
 - Chief Timekeeper
 - Officials – to be supplied by MSQ. Please organise this at time of Sanctioning
 - Starter
 - Marshal and assistant where needed, and Check Starter and assistant where needed
 - Announcer
 - Lifeguard/medical staff.

Before the Meet

The following represents the workflow required in planning and executing the meet. Please ensure these tasks are done as early as possible to prevent delays closer to the meet:

- Apply for Sanction with MSQ - usually around September/October each year in preparation for the following year
- Once date is approved, assemble a Meet Committee and Race Secretary - to plan and develop a meaningful and well laid out Program of Events that considers the aspects of swimming (sprint, distance, relays, preparation, exhibition, etc)
- Work with MSQ Business Manager to discuss:
 - What events will be run - sprint, middle, long, or a combination, including relays? If a meet includes events not often offered at local meets, more entrants may be attracted. Very few meets offer distance events in the pool, but they have proven to be very popular and are well supported - world top ten and records cannot be set with a postal
 - If Postal swims are to be offered, they must be fully managed by the club
 - Program of events list, and order
 - Entry fee amount – be aware there will be a small administration fee applied to all payments
 - Entry fee type – pay per meet or pay per event, or combination
 - Preparation of a Meet Guide adhering to the current MSQ template(s)
 - Preparation of a Meet Program cover page(s)

- Risk Management:
 - Complete MSQ Risk Assessment Form available on the MSQ website.
 - Return this to admin@mastersswimmingqld.org.au and riskmanager@mastersswimmingqld.org.au
- Create the meet file in Meet Manager
 - MSQ can create the meet file, on the club's behalf, from the Meet Guide or list of events
 - Clubs can do this (MSQ can provide detailed instructions). Please start from scratch and do not import an RE file or pre-populate Teams.
 - Report Preferences – uncheck “List athletes with last name first”. Looks better in the Meet Program
 - Entry / Scoring Preferences – Entries / Entry Limits – Entries must have been performed on or after: 01/Jan previous year, or two years – depends how far back you want seed PBs to be considered
 - Determine if you will need a break in the program, and communicate where and how long this will be
 - Determine if you will need sessions within the meet. Separate sessions are appropriate for grouping 200s/400s together if running sequentially. If your meet has a postal component, these events are time trials and should be programmed at the end of the meet in a subsequent session.
- Dates and timings to consider:
 - It is ideal to have the meet set up in Swim Central as early as possible so that it is advertised in the Events Calendar – this can be as early as 12 months in advance. Promotion can start well in advance of the meet if the above is well organised, and will not change
 - Entries open in Swim Central four (4) weeks prior to the closing date – this can happen automatically
 - All entries close two (2) Tuesdays prior to the meet date
 - Relay entries (if offering relays) close at the same time as the individual closing date. Swim Central allows relays to be entered without all swimmers being individually entered. This removes the need to offset relay entry closing date
 - The Draft Entry List will be available for checking within two days of the meet closing date
 - Changes (errors – not change of mind) will be accepted by the Friday/Saturday following the closing date, unless a delay was experienced
 - Entries are final on the Saturday one (1) week prior to the meet date
 - Timeline and Meet Program will be available by Tuesday before the meet date – please send all content and cover pages to MSQ Business Manager prior to avoid delay
- Send the meet file to MSQ for review (if the club created it).
- MSQ will create the meet in Swim Central and set it to open for entry at the appropriate date (*Local Nomination Opening Date*).
- MSQ will monitor Swim Central to ensure entries appear to be lodged correctly and respond to queries.
- The entry system will close individual and relay entries at the same time, on the entries closing date and time (*Local Nomination Closing Date*).
- Promotion - MSQ will assist with promotion via email to clubs, social media posts and the MSQ website. The more information you can provide, the more effective promotion will be. You are encouraged to provide:
 - Photographs
 - Social media post suggestions
 - Information re any points of difference to encourage swimmers to attend
- Swim Central monitoring – The Meet Director should log in daily to check for notifications for refund requests. Swimmers may request a refund for many reasons, including the desire to change events. Meet directors are generally expected to approve all such requests up to the advertised closing date. This wording should be specified in the Meet Guide for transparency.

Immediately Prior the Meet

The following represents the workflow required in preparing for and executing the meet:

- **Note:** Seed times cannot be changed in Swim Central. The entrants best time since January of the previous year will automatically be entered. If swimmers have a valid reason for varying greatly from these times, such as after time away from training, injury or sickness, please email preferred seed times to the MSQ Business Manager or the Director of Recording. If accepted, the changes will be made before producing the program.
- Once the meet entry closing date has passed, MSQ will:
 - Export all entries from Swim Central and import into the previously prepared Meet Manager file
 - perform a check of the meet to ensure entry times appear correct
 - create a draft Entry List noting events entered and entry time(s) submitted
 - email draft Entry List to entrants, and publish on MSQ's website
 - allow 1-3 days for entrants to notify MSQ of errors – not changes of mind
- The notification period will pass and entries will be final.
- MSQ will create the final Entry List.
- MSQ will email the final Entry List to entrants, and publish on MSQ's website.
- There are options available for the creation of the remaining meet documents:
 - MSQ can create the Timeline, Meet Program, Marshaling and Lane Sheets
 - Clubs with proven skills, on application, may create the documents themselves, **but be aware MSQ have published the final Entry List and changes should not be made that might affect swim order**
- MSQ will load the current Queensland, Australian, and World Masters records for both individual and relay events
- MSQ will provide the final Meet Manager meet file with entries to the club.
- Clubs are then free to print the meet documents, and prepare to run the meet.
- Club needs to thoroughly check the timing system before the meet to ensure it is running well.
- Venue staff and Officials are to check that lane ropes and backstroke flags are correctly and safely installed.
- Club needs to check that the PA system is functional.

During the Meet

The following represents items to consider during execution of the meet:

- Run the meet recording the slowest of the two times as the Final time in Meet Manager - not average or fastest. This setting is in the Run preferences if using the Dolphin timing system.
- Enable Meet Mobile.
- Marshal/Check Starter ticks those present, strikes those absent, and notes changes of lanes/heats, etc on the Marshal Sheets.
- Time keepers record both watch times (and chief timekeeper time - if applicable) against the competitor on the Lane Sheet.
- Provide Marshal Sheets to the recorder after each heat is checked.
- Provide Lane Sheets to the recorder after each event has completed, for checking or entry into Meet Manager.
- Keep sheets ordered and ready to be scanned or handed over at the end of the meet.
- **Note:** there is no longer a requirement that swimmers need to inform officials of a record attempt.

After the Meet

Immediately after the meet is complete:

- The Meet Recorder's busiest time of the meet is the 30-60 minutes after the last race. They will have the Meet Director and Meet Referee watching over their shoulder, and in some cases the equipment operators and the pool will be giving them the hurry-up. They are fixing errors, checking all events are closed off correctly, then producing reports such as record breakers, points scores, calculating club averages in multiple software packages, other awards extracts such as closest to time, and preparing the meet files for the Director Recording. This is all before they can even consider packing up. It is not acceptable for the Meet Referee to hassle them to be quicker, but it is expected that the Meet Referee will know what to expect and provide prompting at the appropriate moment.
- Meet Recorder will ensure all events are finalised in Meet Manager.
- Meet Recorder produce a "Meet Summary – Records Breaker" report and have the Meet Referee sign it – **this is highly important and must be done before Technical Officials pack and leave**. The Meet Referee is to check in with the Recorder to ensure they remember to print records for signing. The Meet Referee must not leave the pool until they have checked that all required record breakers have been printed and signed, and are in the hands of the MSQ Director of Recording (if present) or the Meet Director.
- Meet Recorder will run the various Meet Manager reports to inform the meet awards, if required.
- Meet Recorder will send the Meet Manager backup copy to the MSQ Director Recording with a scan/photo of the signed records report within 24 hours.
- Please keep the Lane Sheets and Marshal Sheets in case MSQ need to confirm any positions or times, etc. Best to keep the sheets sorted by event, heat, lane, etc. You could even scan these and email to MSQ Director Recording when you get a chance. MSQ will need to view the sheets where a record has been broken.
- Send MSQ your awards sheets so they can be published, or allow the answering of queries.
- MSQ will perform a final check of the meet results, upload it to Swim Central, the National Portal, and process any records set.
- The MSQ Business Manager will publish results, awards, and statistics on the MSQ website event page.
- The Director of Recording will process any records set as soon as possible after the meet. MSQ will print Queensland records and send them to clubs.
- The Meet Director will provide a written meet summary with a selection of photos to the MSQ Business Manager for website publishing within one week.

Other Aspects to Consider

Meet organising committees will need to decide whether to consider some of these aspects:

- **Eligibility - Non-members (Guests)**
 - Are non-members invited to swim at the meet? Having a non-member swimmer in a meet will make it a time trial meet and world top ten, world/national/branch records will not be recognised. If the meet pool has automatic timing equipment (AOE with touchpads), world records will be disallowed if the meet has non-members competing.
 - If a club wants to reach out to potential new members and don't want to run a time trial meet, they can make the most of their training sessions and club programs to prepare them for membership and competition.
- **Heat order**
 - Fast to slow, or slow to fast – what are the benefits of fast to slow:
 - reversing the order does not impact the event timeline, the heat seeding, or favour any one person
 - the more experienced swimmers will swim first and show the less experienced how it is done
 - reduce anxiety for first time competitors by preventing them starting the meet in the first race

- provides older and less experienced swimmer a visual prompt to inform the next event being marshaled
 - be aware of what events are programmed for the start and end of the meet/day.
 - a relay at the end of the day is a good way to keep more people at the venue for the presentation and social aspects
- **Postal events**
 - If you intend to include Postal events in a Meet, these need to be managed by the host club according to the directions listed in the Meet Guide Template. Times cannot be submitted via Swim Central.

Awards

What awards should be offered to entrants, if any? MSQ can assist with an appropriate set of awards for the meet. There are a number of awards that are standard and easy to determine on the day. There are other awards that require more knowledge of computer systems and access to the National Portal requiring a higher level of qualified people to be present at the meet. Some meets offer more flexibility and less fuss with pay per event and do not offer awards. Some a combination of both.

- **Basic:**
 - Requires Meet Manager report and basic Microsoft Excel knowledge
 - Age/gender points champion - highest meet points total per swimmer in each age and gender [Meet Manager]
 - Champion club - highest club total meet points [Meet Manager]
 - Large club average - club total meet points per club entrant count [Meet Manager and Excel]
 - Small club average - club total meet points per club entrant count [Meet Manager and Excel]
 - Relay club average – club total relay points per club entrant count [Meet Manager and Excel]
- **Advanced:**
 - Requires direct administrator access to National Portal at the meet, the Points report, with intermediate Excel knowledge, some manual adjustments, and will take additional time to produce
 - Swimmer of the meet - men and women (Fina points based) [Meet Manager, Excel, Portal Admin]
 - Closest to nominated time - variety of variations including % difference [Meet Manager and Excel formulas].

There are many other considerations, so get in touch with MSQ and have a chat. Clubs should allow plenty of time and speak with MSQ early. MSQ will do all that they can to help clubs host a great event and keep entrants happy.

For additional information on hosting swim meets, please see additional documents on the [MSQ website](#).

Other Information

How to produce a Record Breakers report in Meet Manager:

- Reports..Meet Summary
- Report Type = Record Breakers
- Format = By Event
- Options = Athletes + Relays
- More Options / Splits = Include birth date, and Include registration ID
- ***Print and have the meet referee sign it, scan and email to Director recording.***

Age/gender points champion – highest points total per swimmer

- In Meet Manager
- Reports..Scores
- Gender = All

- Select Indiv Only
- Report Type = Individual
- Report Gender Choices = both Male and Female
- Athlete Criteria = Use athlete age
- Click Age Criteria button - if Masters age groups are not in place, click the "FINA 5 Year" button to populate them
- Points = Std Pts
- Select all the events you are including in the scoring calculation
- Click Create Report
- Print the Meet Manager report displayed

Champion club - highest club total meet points

- In Meet Manager
- Reports..Scores
- Gender = All
- Select Indiv Only (+ Relays if you have relays events)
- Report Type = Team
- Report Gender Choices = Combined
- Athlete Criteria = No age criteria
- Points = Std Pts
- Select all the events you are including in the scoring calculation
- Click Create Report
- Click the Export Report button up top left; Format = Microsoft Excel 97-2000 - Data only (XLS); OK; OK; save it where you can get to it later for club average calculations (default location is Documents)
- Print the Meet Manager report displayed

Large (and Small) club average - club total meet points divided by entrant count

- Meet Manager:
- Reports..Teams
- Team Rosters = Athlete / Entry Count
- Entry Fee Summary: nothing selected
- Click Create Report
- Click the Export Report button up top left; Format = Microsoft Excel 97-2000 - Data only (XLS); OK; OK; save it where you can get to it (default location is Documents)
- You are only interested in the Entrants column for the Teams Average Report
- Align Team, Athletes and the Team Points from the Teams Score saved earlier
- Sort the sheet so that you have your Large Club count separate to Small Club count
- In a new column calculate the average by dividing the Points by Athletes
- Print results once you have them looking the way you want
- Read out the top five in reverse order for each large and small

Meet Mobile set up:

Make sure you do this with the final MM file as MM and MMob are linked via an ID in the meet file you have set up. You cannot test a meet in MMob.

Go to Set-up .. Meet Mobile Publishing

Settings Tab:

- Select Full Meet data
- Tick Free Heat Sheets
- Click View Contract to Agree
- Enter your name and DOB

- Confirm - you may get a message about the free heat sheets - just acknowledge it and move on
- You don't need to do anything with Active.com set-up - only for the USA version. We do not make \$\$ from publishing meets here in Australia

Publish Tab:

- Team scoring option - Male, Female and Combined
- Display the event time line
- Then press the two publish buttons
- Done for the pre-meet
- You should now be able to see the meet in Meet Mobile - may have to wait a few minutes.

At the meet:

- Just before start, make sure you have internet access, go to the Run page, click Meet Mobile to start publishing. It should be automatic from there, but you can hit Ctrl-M to upload, but you shouldn't need it.

More info can be found at:

- Help files in Meet Manager
- <http://www.myswimresults.com.au/Help/MSR%20Meet%20Manager%20Handbook.pdf>
- There is a Meet Mobile appendix which is comprehensive.