

IN AN EFFORT TO STANDARDIZE THE PROCESS OF THE ADMINISTRATIVE SIDE OF A MEET, THE FOLLOWING GUIDELINES HAVE BEEN IMPLEMENTED AS AN AID FOR ALL TEAMS TO USE AT MEETS:

Items that are required at Meets:

1. Computer with Meet Manager Program loaded
2. Printer or Multi-Purpose Printer/Copier to connect to Computer and Timing System
3. Paper
4. Electronic Timing System (most common are Daktronics or Colorado)
5. Touch Pads
6. Back-Up Buttons
7. Lane Modules
8. Cable for connection to timing system
(typical is USB to serial for Daktronics-make sure drivers are installed on computer)
9. Head Timer – starts two watches at the beginning of every race in case a watch malfunctions
10. Lane Timers for All Lanes
11. Stop Watches for each Timer and two for head timer
12. Clipboards – pens and/or pencils for timers
13. Printed Heat Sheets for Coaches, Officials (if they want them) and the Administrative Table
14. Printed Lane Timer Sheets – (can be printed from Meet Manager – use continuous format - the timers will record the watch time only
15. Diving Sheets – these are printed from the WPIAL website – should be completed and approved by the officials once signed off by Coach.
16. Divers – Make sure all divers are entered into Meet Manager at the start of the meet.
17. FLASH DRIVE – used for back-up

Procedures for Meets:

Timing System Set-Up with the Meet Manager Computer

- Pads in the water – connected to modules
- Back-up buttons connected to modules where indicated
- Connect module to Timing System
- Connect Starter Box to Timing System
- Connect Computer to Timing System – using the Results port (for Daktronics)
(you will need a serial to usb cable with the driver installed on the computer)
- Interface Computer to Timing System
(this is done through Meet Manager Program through the RUN menu)
- DOWNLOAD EVENTS** to the Timing System before the meet starts
- Import each team's entries into Meet Manager
(this is done via flash drive from visiting team through Meet Manager Program from Team Manager)
- Now you are ready to Begin the Meet.

Back-Up Timers

- Set up to have at least one back up timer for each lane with one watch.
- Lane Timer Sheets printed from the Meet Manager Program for recording times.
(the time recorded should only be the watch time and not the scoreboard time)
- These sheets should be turned in after the meet to the Administrative Table.

Meet Manager Set-Up:

- Download the Meet Manager Template that is on the WPIAL Website
- Save the file as a Blank Template on your Computer
(you will use the blank template each time you set up a meet)
- Rename the Meet Manager file with the meet name and date (i.e. **121719 BPHS vs NAHS**)
(this should be changed for each meet making sure you always start from the blank template)
- Go into Meet Set-Up and change the Information for the current meet
- Verify scoring set up

At The Meet:

- At meet – import each teams entries from team supplied flash drive.
- Verify which lanes each team will be swimming and assign those lanes to the respective team if not already done on the Team Manager File.
- Print out Heat Sheets for the Coaches of each Team
- Timing Issues – Look at the Back-Up button time and use the watch time to verify which time the watch supports. Record that time. You should make sure that all of the times have been properly checked and recorded so that the swimmer gets the correct time in the database, especially if it is a WPIAL qualifying time.
- Scoring of the meet should match that of the PIAA official. If it does not, then a discussion should be occur to make sure that both are the same.

After The Meet:

- Print the Meet Results in Dual Meet format – One for Girls Results and One for Boys Results
(these will be what the officials will sign at the end of the meet so two copies will be required-one for each team)
- Print the Meet Results but in single column format and include splits.
(these will be given to each of the coaches for their records)
- Keep Dual Meet Format results, Lane Timer Sheets and Printout tape or report from the Timing System for the home team record.
- Make a Back-Up of the Meet from Meet Manager and an export of Team Manager file and save on visiting teams FLASH DRIVE for them to upload results into their database)
- After the meet the backups of the meet are to be submitted to the WPIAL by the Schedule Submission Dates below to:
 - AA David Kutrufis at the following e-mail address: coachkbpswim@gmail.com or
 - AAA Brittany Glass at the following e-mail address: bglass@northalleggheny.org

Scheduled Meet Dates	Reporting deadline – no later than 9 pm
December 6-14, 2019	Sunday, December 15, 2019
December 16-22, 2019	Sunday, December 23, 2019
December 23-28, 2019	Sunday, December 29, 2019
December 30-January 4, 2020	Sunday, December 5, 2020
January 6-11, 2020	Sunday, January 12, 2020
January 13-18, 2020	Sunday, January 19, 2020
January 20-25, 2020	Sunday, January 26, 2020
January 27-February 1, 2020	Sunday, February 2, 2020
February 3-8, 2020	Sunday, February 9, 2020
February 10-15, 2020	Sunday, February 16, 2020