AS WE MOVE TOWARDS STANDARDIZING THE ADMINISTRATIVE PROCESS OF DUAL AND INVITATIONAL MEETS, THE FOLLOWING GUIDELINES HAVE BEEN CREATED IN AN EFFORT TO INCREASE ADMINISTRATIVE EFFICIENCY. FOLLOWING THESE GUIDELINES WILL GREATLY ASSIST TEAMS IN MEETING THE WPIAL TIME REPORTING REQUIREMENTS SET FORTH IN THE <u>ENTRY PROCEDURES /RESULTS REPORTING ADDENDUM</u> DATED APRIL **25, 2018.**

Items that are required at Meets:
1. Computer with Meet Manager Program loaded
2. Printer or Multi-Purpose Printer/Copier to connect to Computer <u>and</u> 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
    a. Reports – Lane Timer Sheets – Select All Events – Format (Continuous) – Create Report - Print
15. Diving Sheets – these can be printed from the WPIAL website or can be pre-printed from the Omnadatrak Diving Program. They should be completed and approved by the officials once signed off by the coach and diver. – should be completed and approved by the officials once signed off by the coach and diver.
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 seriel to usb cable with the driver installed on the computer)
- Interface Computer to Timing System – The Timing System (Daks) needs to be on with the Date and Time Set along with Swimming in order to interface with Computer.
  (this is done through Meet Manager Program through the RUN menu)
  a. *Run – Interfaces – Timer – Open Port (select where your usb port is in computer) – Communications Passed – The Computer is now communicating with the Timing System*
- **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.
- Run a Timing Test to make sure that the starter starts the timing system, Hit the Pads and Push the Back-Up Buttons to make sure that all Systems are working properly.

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)
- ☐ Copy and Paste the number of files you will need for each of the meets you are running.
- ☐ Rename each Meet Manager file with the meet name and date (i.e. 121719 BPHS vs NAHS)
  (this should be change 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
  a. Set-Up (*Change Meet Name, Facility Name, Address, City, State, Zip, Country, Start Date, End Date, Age-Up Date and make sure none of the other areas are changed unless you are running more than a 2 team dual meet, then you will change the Meet Style to 3+ Team Dbl Dual)*)
- ☐ Verify scoring set up (*Set-Up – Scoring Set-up – Standard – 6-4-3-2-1 for Individual Events and 8-4-2 for Relays*)
- ☐ If you checked the 3+ Team Dbl Dualyou will need to select which teams are scoring against each other (*Set-Up – Entry/Scoring Preferences – 2 or 3+ Double Dual – Click the Square Box – Select the names of the teams and the genders*)

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. (*You may have your coach do this ahead of the meet by contacting the coach in advance to see what lanes they would like to swim in*)
- ☐ 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.
- ☐ Make sure that your database has the correct and verified simmers time especially if a swimmer makes a qualifying WPIAL time at that meet.
- ☐ 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 sent **within 48 hours** to:
  a. AA Jamie Morton at the following e-mail address: jmorton@moonarea.net or
  b. AAA Brittany Glass at the following e-mail address: bglass@northallegheny.org