

Pre Meet Procedures

The Meet Director is responsible for compiling all meet entries, producing psych sheets and timelines and making any necessary changes to conform to the various rules (i.e. the 12 & U 4-hour per session rule) or as directed by the Technical Committee. Additionally the Meet Director is responsible for communicating to the participating teams important information, including but not limited to; any change in start times, warm up procedures, timer requirements per team and any other general announcements that pertain to the meet and/or facility.

Entry Due Date: For PVS meets, team entries are always due to the Meet Director at least 10 days prior to the first day of the meet (Tuesday the week prior to the first day of the meet). There is the occasional exception for some PVS Championship meets when the entry date is the Tuesday two weeks prior to the start of the meet. For Club Meets the Meet Director can set the due date at any time; however it is recommended that they give themselves at least 10 days, to ensure there is time to complete all of the necessary pre-meet procedures.

Pre-Meet Procedures

- Receive and enter all team entries into Meet Manager
- When you receive an e-mail entry file, reply to sender within 24 hours confirming that their entry was received.
- Within 48 hours (2 days) of the entry due date send pre-meet back up to PVS Administrator for pre-meet registration recon. Follow the procedures as outlined in the Pre-Meet/Post-Meet Recon for making all necessary changes to the entries.
- *For PVS meets: The PVS Administrator will also look at timelines and entry counts for all Open Meets and Timelines for Championship Meets. The Administrator along with the AG/SR Chair will balance the entries with the goal of having balanced meet sites and timelines that comply with all rules and regulations. All changes to team assignments must be complete by Friday at 5:00 pm so that all participating teams can be properly notified and changes can be made to the PVS website in a timely manner; therefore it is imperative that Meet Directors send the pre-meet back up to the Administrator on time.*
- Produce Psych Sheets and send to the Administrator to post on the PVS website. It is customary to give teams several days to make corrections (not necessarily changes). Meet Directors should also email the psych sheets to the participating teams to be sure every team has the opportunity to make corrections. *[this step is not required, but is customary and the PVS Administrator will post the information on the Schedule page of the website.]*

- 2-3 days prior to the meet send out warm up procedures, warm up lane assignments (if applicable), timer requirements for each participating team to all teams as well as the Administrator to post on the website. Updates can continue to be sent to the Administrator as needed.
- *For PVS meets; once all entries are finalized send final pre-meet back up to the PVS Controller (only deck entries can be taken once the final back-up is sent) so an accurate account of all financial information can be recorded.*
- Once the entries are complete (at least two days before the meet) print all programs and lane timer sheet or positive check in sheets depending on how the meet is being run.
- Indicate closing times for Positive check-in sheets, cut and sort lane timer sheets (if there is no positive check in), print and post warm up assignments around the pool deck (this should also be sent out to all participating teams 3-4 days prior to the meet).

Other Pre-meet duties:

- Be sure meet box has all necessary equipment and forms. PVS no longer provides any forms or supplies for any meets. See "Equipment" for a list of items that should be kept in the meet box and brought to each meet.
- Have computer and printer ready with paper and extra printer cartridges
- Contact the Equipment Manager(at least two weeks prior to the start of the meet) to reserve timing equipment if renting from PVS and/or confirm delivery schedule when it is a PVS meet.
- Contact the Facility Manager and discuss the particulars of the meet (i.e. start and finish times, entry to the pool, number of table and chairs needed, any special needs or requests, parking restrictions, other general facility information). Visit the meet site and meet face to face if necessary (recommended particularly if this is a new meet, new staff or new Meet Director).
- Together with the Facilities Manager and/or Head Meet Official and Club Safety Chair, do a safety check and review all safety procedures for the meet.
- Communicate with Club Official's Chair to ensure that all Official's positions are filled
- Coordinate all volunteers; marshals, timers, hospitality, runners and any other meet volunteers needed
 - Meet Hosts should strive to supply all meet volunteers from their team. While all teams are expected to supply timers, host team should strive to have at least one timer per lane for as many sessions as possible and then coordinate with the participating teams to supply the remaining timers. It is NOT the Meet Referee's or Starters responsibility to find timers.
 - The Meet Host should also aim to supply their share of meet officials. Ideally the Meet Referee is from the host team, but arrangements can be made with other

Officials if necessary. However it is the Host Team's responsibility to secure a Meet Referee prior to a sanction being issued.

- It is the responsibility of the meet host to set up all timing equipment, except at the facilities that supply equipment (i.e. GMU and UMD). Many facilities will allow for several meet staff to come in early or the night before to set up all timing equipment.
- Make arrangements for deck access for swimmers, coaches, officials and volunteers. No parents are allowed on deck at any meet. It is easier at some facilities to enforce this, but it is the Meet Directors duty through the use of credentials and/or marshals to ensure that the deck remains free of parents and spectators.

Meet Entry "Best Practices" – The following steps are some best practice guidelines that various Meet Directors in the LSC use to keep track of team meet entries and meet entries from teams with multiple sites.

- Create a directory folder in your e-mail for the meet.
- Create a folder on your hard drive or a flash drive for the meet and a sub folder called "processed"
- Move the entry file into your meet folder in your e-mail
- Also, save the entry file and store it in the folder on your hard drive or flash drive
- If the entry came from a club with multiple sites, change the name of the file to include the site.

Example: you receive a file from RMSC for the Olney site. The file is named RMSC-PV-Entries-001 Change it to RMSC-Olney-PV-Entries-001 This makes it easier to remember what each site owes as far as entry fees go and what swimmers belong to each facility / coach if something comes up. You should also change the name of the pdf or WORD files to match the entry file.

Example: The pdf entry report comes to you as TMIEntriesEvent.pdf change it to RMSC-Olney-IEEntriesEvent.pdf

- Once everything is re-named (if needed) and properly saved in your folders, you are ready to import into Meet Manager.
- Make sure you are running the most current version of Meet Manager
- Import your entry files into Meet Manager then move each entry file into your "processed" folder on your hard drive or flash drive. That way, if you get an updated entry file from the same club or coach, you don't get them mixed up.
- Once you get all the files entered, if you want the meet on Meet Mobile, you can upload the meet information into Meet Mobile. Do this each time you make an update to the meet entries.
- Once you are pretty certain you have all your entries for the meet, you have to send a backup file to the PVS Administrator for pre-meet recon (this should be within 48 hours of the entry due date).
- Also send your back-up file to the Meet Technical Chair for review

- If you are posting psych sheets or time lines you may run these reports and send to the PVS Administrator and coaches at this time also. Send updates as needed.
- Give coaches 72 hours to get you any corrections / additions. After 72 hours, it's easier if everything becomes deck entries (if allowed). Coaches should be getting you all pre-meet recon corrections with-in 72 hours as well and you need to make those corrections in the meet database.
- Before the meet save all club entry reports to a flash drive and take it with you to the meet. This way if a coach has a question regarding their entries, there is easy access to all the files sent to the Meet Director for review.