

Championship Host Team and Preliminary Host Teams TM and MM Responsibilities

(updated 06-27-08 by Rob Mitchell)

Timeline:

- 1. Championship Host Team prepares MM Database prior to the July seeding meeting. (See guidelines below). Championship Host MM obtains most current by-laws from web or Parent Rep.**
- 2. Championship Host Team identifies all MM and TM contacts within the Division. Create a distribution list for email communications throughout the Preliminary/Championship time frame. Define and communicate how the information flow will work between Championship Host, Preliminary Host, and each Team's MM & TM volunteers.**
- 3. All Division teams prepare one meet in TM for preliminary entries and relay placeholders (A, B, C – as agreed to by coaches). The swimmers names for the relay teams are usually determined after the last Preliminary. No need to prepare a TM meet for each prelim – the Hytek software recognizes the event and preliminary, final times.**
- 4. All Division teams submit Preliminary entries to Championship Host Team and **the League Computer Chairperson (for paper chase)**, in one TM export by deadline (determined by league/division). Make sure relay teams are entered as placeholders.
Don't be late with this deadline as it takes some effort to coordinate all the different team's entries.**
- 5. Championship Host Team imports each team's entries and seeds the Preliminary sessions prior to the Preliminary Validation Meeting. Championship Host Team prints 12 MM programs/psych sheets for Coaches/Parent Reps validation at Prelim meeting (2 per team).**
- 6. At the Preliminary Validation Meeting the Championship Host Team will update any changes from the Coaches in the MM database. Each team's Coach signs off on all entries. Once signed off, the Championship Host Team will print the deck labels for all preliminaries. The coaches will place labels on the deck card. The Preliminary Host team then takes cards for their prelim. All teams should contribute labels and cards to the host/prelim teams.**
- 7. Championship Host Team emails the MM database to all Division MM members. In the past this just went to the Preliminary team MM contact, but in the effort to more clearly communicate email to all MM contacts. To help the swimmers and families, provide the All Star Times in your MM program.**
- 9. Preliminary Host Team inputs the results. All events should be “done” before the meet is completed. Each team should bring a flash drive to take a backup of the meet for their team results.**

Remember to only select the specific team for a printout of the results – one for each team. This is really important for Coaches in how they select the swimmers for the Championship relays. Often times, the MM person is not at the meet – but has someone picking up the results. Regardless, the Preliminary Host should email to all MM contacts the MM back-up for that prelim to make sure every team has received the updated information and importantly the Host team has MM database to prepare the MM results export.

10. All Division teams send the TM Relay team export via TM file with names by requested deadline. Don't be late with this deadline as it takes some effort to coordinate all the different team's entries.

11. The Last Preliminary Host should provide for the Championship Host and the League Computer Chairperson (for paper chase) results for Meet Manager Merge of Same Meet” – hy.

12. The Championship Host Team will take the preliminary results files (MM results export) and the relay team entries (TM entry export) and seed the Championship Meet.

A Relays need to be grouped together, B & C grouped together. The seed times are not always relevant. This may require manually seeding the event. Some Divisions designate lanes for relays, i.e. Forest Park Swims lane 1, HFII swims lane 2 etc. Others prefer to seed by time. Each Division should determine.

13. The Championship Host Team will email to all Division MM contacts the updated MM program prior to the Championship. Print what you need for Coaches, etc. But please be sensitive that the Championship Host team will print the programs as a money raising effort.

14. The Championship Host Team will run Score Table and Scoring at the Championship meet – and will provide labels for all award ribbons/medals.

16. The Championship Host Team will validate that all Award Ribbons are provided based on the by-laws.

17. After the Meet is over – the Championship Host team will print results and scores for each team, provide the MM Database back-up and lastly email the complete and scored database to all Division team's MM contacts and the Board's Computer representative.

COMPUTER SET-UP

Championship Meet Set-Up: Meet Manager

A swimmer in Mountain Hi League swims in a preliminary meet to qualify for Championships. Each Division determines the ages swimming at each preliminary meet. The preliminary meets may run over 2 or 3 days depending on the number of swimmers.

The Meet Manager software can accommodate a preliminary and championship structure in one database. **The key is to set-up a session for each preliminary meet (with events noted as preliminary events), and 1 session for the championship meet (with events noted as Final events).**

Please make sure you have a current MHSL Policies and Procedures, (available on the MHSL Website).

Following are a list of set-up instructions:

- Set-up Championship Folder as directed for dual meets.
- Copy Standard MHSL Database into file called “Championships” and then start to set-up the meet:
- **I have attached a Championship MM database template. The red highlighted area need to be addressed by you, if you use the template. It is set up for an 8 lane “yard” Championship pool and the prelims are set up for 6 lane pools. There are example sessions in “Yard” and “Meter” format. IMPORTANT!!! The event sessions lanes and distance (Y or S) will need to be set up based on your prelim and championship pools.**

SET-UP : Drop Down

Meet Set-Up:

Note: This screen controls how the entry times will be converted or listed in the Meet program. If the championship pool is in yards, but the preliminary is at a meter pool – the seed times posted in the preliminary session will be converted to yards. If the preliminary is at a yard pool, but the championship is in a meter pool the seed times posted in the preliminary session will be converted to meters. More on this later.

Name: YEAR “X” Division Championships

Location: Name of Championship pool

Start Date: Date of first preliminary

End Date: Date of championship

ID: USS

Base Country: USA

Number of Lanes: 6 or 8 based on Championship pool

Class: Age Group

Meet Type: Standard

Meet Style: Standard

Course: Yards or Meters based on Championship pool

Athlete Relay Preference:

Enter Ages – checkmark

Enter Birthdates – checkmark

Date for Ages: 6/1/XX

Enter Competitor #s: checkmark

Warn if times out of range: checkmark

Report Preferences:

Can be used to add more information to header in Meet Program.

Seeding Preferences:

At preliminaries the last 3 heats are “circle or barrel” seeded with the each heat having some of the fastest swimmers – the fastest are seeded in the middle with slower swimmers on the outside lanes. The heats are still in slow to fast order.

Preliminaries: “3” is the number of heats to Circle Seed

Timed Finals: Standard

CBA

Seed Exhibition Athletes Last: checkmark

Course Order: YSL for Yards, SYL for Meters

Even/Odd: No

Master Meets: 2 – not sure why this needs to be marked....

Entry Scoring Preferences:

Scoring/Awards Tab

Maximum scores per team: leave blank

Top how many for award labels:

Individual: 12 for 6 lane-pool, 16 for 8-lane pool

Relay: 6 for 6 lane-pool, 8 for 8-lane pool

* Do **not** check – score heat fastest as the Event A/B Consol setting will by default score only the A heat not the B heat

Entry Limits Tab

Max =5, Individual=3, Max Relay=2

Warn if Entry Limits Exceed: checkmark

Results:

Non-Conforming Course Factor: 1

Apply the non-conforming factor: unchecked
 Time Standards Meet: n/a
 Flighted Meet: n/a
 Combined Event Meet: n/a
 2 or 3+ Double Dual Meet: n/a
 Improvement Points: n/a

Scoring Set-up:

Points are set-up different for a 6 lane versus an 8-lane pool. Override the points in the database to match the league's policies and procedures.

Standard:

	PLACE	INDIVIDUAL EVENT	RELAY EVENT
6 lane pool	1	16	32
	2	13	26
	3	12	24
	4	11	22
	5	10	20
	6	9	18
	7	7	14
	8	5	10
	9	4	8
	10	3	6
	11	2	4
	12	1	2
8 lane pool	1	20	40
	2	17	34
	3	16	32
	4	15	30
	5	14	28
	6	13	26
	7	12	24
	8	11	22
	9	9	18
	10	7	14
	11	6	12
	12	5	10
	13	4	8
	14	3	6
	15	2	4
	16	1	2

EVENTS:

Edit Events: To create the preliminary and final events to move into the sessions – you will need to “edit” each event.

Individual Events:

Rounds (far right of Event Edit Screen)

Mark Prelims/Finals

Round 1 – Prelims or Time Finals

Number of Lanes: depends on lanes of prelim pool for that event

If prelim host pool has 6 lanes, then populate 6

Assign Lanes: Standard

Heat Order: Slow to Fast

Score Event: Check-marked

Auto Seed: Marked

Round 2 or 3 – Finals

Number of Lanes: Key in # of lanes of Championship pool

Number of Final Heats:

Number of Finals: A-Final, B-Final: Check-marked

Order: Slow to Fast

* Very important to mark for scoring of Heats correctly

By marking the Prelims/Finals Rounds this will generate a “P” Event and an “F” Event.

Relay Events are marked

Rounds (far right of Event Edit Screen)

Mark: Timed Finals

Round 1 –Timed Finals

Number of Lanes: Lanes in Championship Pool

Assign Lanes: Standard

Heat Order: Slow to Fast

Score Event: Check-marked

Auto Seed: Marked

Round 2 or 3 – Finals

Number of Lanes: Key in # of lanes of Championship pool

Number of Final Heats:

Number of Finals: A-Final, B-Final: Check-marked

Order: Slow to Fast

* Very important to mark for scoring of heats

Event Comments (on the Left Tool Bar):

Can be added and will reflect in the Meet Program.

Some teams have sold this “space.” Parents may wish swimmer good luck, etc., or you may have a sponsor for a certain event. In order to print the Event comments in the MM program, the “Event Comments” must be checked when creating the MM Program.

YOU WILL NEED TO DO THE REST OF THE SETUP FROM HERE YOURSELF!

Set up Sessions:

Click on Sessions on Left Tool Bar

Step 1:

Establish a session for each preliminary meet and the Championship Meet. The Preliminary events within the Session are determined by the age groups participating in the Preliminary as scheduled by each Division. If there are 3 preliminaries, you will be creating 4 sessions (Session 1 – Prelim, Session 2 –Prelim, Session 3 – Prelim, Session 4 – Championship). Note: The only way to run a timeline of each meet is to have the events for that meet in a session.

Click on Add Session on the left tool bar and provide start time, course (yard or meter) and title for session.

Session #: (1 for 1st Prelim, 2 for 2nd Prelim....)
 Session Title: Prelims @, Age-Group

Day: (1 for 1st Prelim, 2 for 2nd Prelim....)
 Start Time: Meet Start Time
 Entry Limit 3

Interval: Default is 15 seconds, set the time based on the Starter
 Course: For Prelim Sessions S for Meters, Y for Yards based on the Preliminary Pool type
 For Championship Session, S for Meters, Y for Yards based on the Champ Pool type

EXAMPLE:

Day	Start Time	Entry Limit	Session #	Interval	Course	Title for Session
1	8:00 A	3	1	15	Y	Preliminary @ WCI, 9-10, 15-18
2	7:30 A	3	2	15	S	Preliminary @ SMKY, 11-12, 13-14
3	8:00 A	3	3	15	Y	Preliminary @ HFII, 8 & Under
4	8:00 A	3	4	15	S	Championships @ HW

Step 2:

Add Events to session by highlighting those events and double-clicking. All Individual Events should be duplicated with P for a Prelim Event, F for Final. Be sure to move the correct events to the sessions. That is, move P events to the Preliminary Session, and F events to the Final Championship Session. Remember, Relay events are F only and are moved to the Championship Session.

Seed the Preliminary Meets:

Receive TM entry files from each team. TM entry files can be built by preliminary, but works better if one file is sent for all age swimmers in one master preliminary file. MM will match events and place swimmers in correct preliminary events. The teams should send entries for relays as placeholders until the names can be sent in another entry file after preliminaries.

The Division Championship host MM will receive relay TM files at a time designated after preliminaries so the relay names and any additional entries can be added before Championships. This will save the MM host of entering all of the names on Championship day.

The Teams can declare up to three relay teams (A, B, C) per relay event and can update on the day of Championships.

Print the MM Program (make enough copies for each team):

Be prepared for the Preliminary night meeting. Bring computer and printer, and provide 2 copies per team of the MM program. The coaches will validate the programs and provide any changes to the Division Championship host MM. Reprint the MM program, and print deck labels for the Preliminary meets. The coaches will label the deck cards. The Preliminary Host team will take the cards for the Preliminary meet.

Once the database is finalized, proceed to the next step.

Send MM Back-up Database to Preliminary Host Teams:

The Preliminary Host Team will produce a meet program for the preliminary they are running.

Note

The following steps are only necessary if one of your prelims is in a pool with a different course than the final pool:

- In MM with the final seeded meet...do a File: Save As
- Save the meet with an indicator of the different course (e.g. Y if there are courses in Yard pools).
- In that "Y" database, select Setup: Meet Setup
- In the lower right corner, the course of the championship finals pool should already be selected (e.g. SC Meters)
- Select the course you want to convert this database TO: e.g. Yards
- Click on the "Reconvert Entries" button - this will convert all the entry times in this database to (e.g) Yards.

The reason for doing this is so that when the PRELIM programs are printed at each different pool, the entry times, the records, and the All Star times will show for that pool course, appropriately, whether S or Y.

Backup both of these databases and attach both to the email to all the MM reps.... Explaining that they want to use the MM db that has their pools course designation.

**Relays must be set up to run in only 6 lanes.
Select AB finals.**

Scoring the Preliminary Meet:

All swimmers times or status (NS or Scratch) need to be fully entered. Once entered, score the event – the event should turn to “done” status – as the score will be determined in the Championship meet. Make sure that all events are “done” before completing and backing up the meet.

“Swim Throughs” – The league allows swimmers in a preliminary meet to move forward to the Finals if the number of swimmers equals the number of the Championship 1st heat lanes. That is, if Finals are in an 8-lane pool and there are 8 or fewer swimmers in the preliminary – all are eligible for Championships. Enter the seedtime as the results in the preliminary heat. If the swimmer does not have a seedtime, insert a time that is noticeably different. Score the event – and will show “done.”

At the end of each preliminary meet the Preliminary Host needs to print results for each team, send MM Back-up and TM Export to each team in the Division. Most teams will also provide a diskette, but the email really helps if there are discrepancies on the disk.

The information flow should be clearly outlined.

The Preliminary Host should provide for the Championship Host and the League Computer Chairperson (for paper chase), the “Results for Meet Manager Merge of Same Meet” – hy.3 :

(Create MM results export files - Click on File, export, Results for Meet Manager of Same Meet (.hy3))

The prelim timed deck cards are placed in each Team’s bag that travels from prelim to prelim, and then ultimately to Championships. The 1-12, and 1-16 cards are kept together with the results sheet, and provided to the Championship Host. The Championship Host can re-label the cards for Championships or use new deck cards.

If the division is running a consolation heat, the award/ribbon labels will not be printed until Championships. If the division is not running a consolation heat the Preliminary Host will print award labels and prepare ribbons for places 9-16 or 7-12.

Seeding the Championship Meet:

Using the Master Championship Database:

Relays:

Import the relay entries (with names) into your master Championship database - The relay entries will load automatically from TM export files to the Championship session.

Preliminary Results:

Make sure you have the MM preliminary databases. Create separate file folders as you do with each meet under “swmmeets.”

You may want to review that all entries are “done” in the Preliminary databases. If not, all the results will not export. If so, you can also use the export provided by the Preliminary Host or create your own.

Compile all the results file and Import the meet results file for each preliminary (hyfile00x.hy3)
Click on File, Imports, Merge Results (Win-MM to Win-MM)

Go to Seed the Events. Choose the Championship session, which should have 90 events all marked as Final. Select All and Seed.

Adjusting the Relays:

All A relays should swim together. All B& C relays should swim together regardless of seedtime. If there are less than 6 relays, or 8 relays in the A heat, you may move some team up based on time. This may require manually seeding the relay events.

Some Divisions may elect to place Relay teams in a designated Lane. This is determined at the Preliminary meeting. Some Divisions may want determine the seed/lane placement by time.

Once adjusting the relays per the Divisions intentions, then you are ready to create the program.

Championship Program:

Depending on whether you are running a single heat finals or finals with consolations will determine how the meet program will look.

A good format is to check: Double Column, Records, Time Standards, Entry Times, Line for Results, Qualifying Alternates, Relay Athlete Names (4) (event comments – if you have them).

A recommendation is to not place the Heat Start Times in the program, as the meet may not run as the timeline indicates.

Note: The prelim seed times noted in the Meet Program will reflect the type of pool the prelim was at. For example, if the prelim was at a yards pool, but the Championships is at a meter pool – the time noted in the MM program will be in yards. The alternate is also true: If prelim is at a meter pool, Championships is at a yard pool, the times will show as meters (S). The Time Standards (All Star Times) and the League Records will be shown in the time of the Championship Pool.

You will need to note in the program the conversion factor. Meter times are designated with the letter “S”.

Yards to Meters: convert time to seconds, multiply by 1.11

Meters to Yards: convert time to seconds, divide time by 1.11

Again, it would be helpful to swimmers/families to place the All Star Times in the Championship Program.

Scoring/Results:

During the meet you will provide scoring and results (to be posted).

Award Labels:

If no consolation heats will be run at Championships, the Preliminary Host will print ribbon labels for 7-12 (6 lane pool) and 8-17 (8 lane pool). The Championship Host will print labels 1-6 (6 lane pool) and 1-8 (8 lane pool).

If consolations will be run at Championships – the Championship Host will print all award labels (1-16, and 1-12 place).

The Ribbon Person from the Host Team needs to validate that they received all of the ribbons required from the league. Validate to the By-laws.

Printing the labels does take time. So, the use of two computers really helps. One to print, one to score.

After the Meet:

Print Score by Event Age, and the Overall Score. The Scores will be used to award the age group trophies and the overall Championship Trophy.

Under the Score – located on Top Tool Bar:

Event Age Report

Select Age Criteria, check male, female, and combined
Overall Report
Select No Age Criteria, check combined

The Championship Host team provides a MM Back-up and TM export to each team. The Championship Host Team should also print each team a full results report and a full score report so teams can check results and some teams will use the information for their end of year banquets on Saturday night.

The Championship Host Team should also email all teams in the Division the Database and the League Computer Committee Chair the MM Database for the Division. The league will use the championship results as an element in determining the team placement in divisions for the next season.

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