Standard Operating Procedures (SOPs) for SW & SW club meets

Date/time	Activity
Before meet is set up	Flyer sent to SW events (events@swimwn.co.nz) and SW RTOP (rtop@swimwn.co.nz) for approval. RTOP confirms Technical Director (TD) and AOD lead.
Week prior to entries open (if not earlier)	Event file set-up and checked by event organiser and AOD lead (see next page)
4-6 weeks prior to meet	Entries open on SNZ database.
1 week prior to meet (usually Sunday)	Entries close.
Monday prior to meet	Psych sheet produced and published (emailed to participating clubs?). NB: no meet programme to be produced at this time.
Thursday (5pm) prior to meet.	Email deadline for withdrawals.

Thursday evening to midday Friday prior to meet
 	
(Finalise programme set-up)
	− Process withdrawals received.
	− Then seed event.
	− Create programme and send to TD to check (also send event file and backup (both labelled 'TD').
	− TD to advise re amalgamating events with low entry numbers and make any other adjustments required.
	− Following any changes made by TD:
	  ▪ create final event file and backup (both labelled 'Final') and email these to AOD lead.
	  ▪ Produce final programme.
	  (NB: event file is not to be re-seeded, or further amendments made to the event file from this point)

Friday (from noon) prior to meet	− SW events – programme (& Session Report if needed) published on SW website
	− SW club events – publish meet program (& Session Report if needed). on their website and email to participating clubs.
	− Print officials/team manager/coaches' programmes.
	− AOD lead:
	  ▪ Save event file and back-up to a USB stick to take to pool
	  ▪ Check computer software updated.

Day of meet – 3 hours prior to start (Pre-meet set-up)	− Check connectivity between PCs. − AOD lead to supervise upload of finalised event file to pool MM PC. − File to be saved in agreed drive/folder on MM PC (See next page)
Day of meet – from 45 mins prior to start	− Final withdrawals close with recorder. − Final withdrawals processed under **CRS** supervision (NB: event not to be reseeded at this stage. The only exception (if approved by TD) may be events that are 400m or longer – then only re-seeded that event. Use scratch pad to manually re-seed any events). − Communicate any amalgamations with clubs if changes made (via announcer). − Final programme outputted. − Programmes printed for key officials/AOD/ announcer and marshal (if any). − Timekeeper lane sheets printed.
Day of meet (start time)	Magic happens.

After the meet is concluded	− Results finalised following last race being signed off by the CRS/referee
	− Club organiser:
	  o forwards completed official sheets to rtop@swimwn.co.nz for approval
	  o Upload Meet Manager TM file to Swim Central or ask Swimming Wellington to do this for you.
	  o Send a copy of the results and any record form and paperwork to Swim Wellington: events@swimwn.co.nz

Guide for setting up meets in Meet Manager

It's a really good idea to use Meet Manager Checklist in the "help" menu. Activate the checklist and then you can click on each blue heading to see the page that needs to be checked – then add the tick after you are happy.

- Meet Setup – Dates / Meet Name and Course to be checked.
- Events:
    - o Events match flier.
    - o Number of lanes in pool correct.
    - o If multi-age required, check box and check age ranges.
    - o Entry fee correct.
- Sessions:
    - o Check start time and interval times.
    - o Check order of events in each session and no events missing.
- Time Standards:
    - o If entry times are being used, then tick "Entry Qual" check box.
    - o Check all time standards to match qualifying times on flier.
- Athlete Preferences:
    - o Quick check of this one – probably will be correct.
- Seeding Preferences
    - o Basic Tab – ensure everything here matches flier.
    - o Standard Lanes tab – click on "Lane Preferences for seeding" and check lane order (e.g., WRAC and Coastlands have 10 lanes numbered 0 to 9 highlighted and the seeding order should be – 4,5,3,6,2,7,1,8,0,9.
- Report Preferences:
    - o Scoring awards tab – check preferences for foreign athlete scoring.
    - o Entries/Entry Limits – check if NTs allowed, check qualifying date of entry times, check number of events swimmers can enter.
- Scoring Setup:
    - o Check standard scoring setup. Points for male, female and relays match flier.

Saving event files
- Name files to make them easy to find:
    - o E.g.:
    - o 2024 SW Junior Sprint Challenge.
    - o 2024 SW May National Qualifier.
    - o 2024 Otaki Titans Waitohu National Qualifier.
- Save meet files to C:\swmeets8 (WRAC and CAC).
- Backups by default get saved to C:\swmeets8.