
SUBURBAN SWIM LEAGUE
POLICY: 301-1-4 Champs Computer Operations

REVISION HISTORY

1. (Date) Policy adopted by Executive Board

POLICY PROVISIONS

Authority
SSL Software
Member Club Roster Submission
Meet Entries and Eligibility
Dual Meet Preparation
Dual Meet Computer Operations
Post Meet Operations
League Championship Meet Entries Procedures
League Records

101. AUTHORITY

This policy statement is provided by the Suburban Swim League Executive Board under SSL Bylaws Part 3, Section 301 (Executive Board and Authority), Sub-paragraph 13 (League Championship and Dual Meet Procedures).

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PART I – AUTHORITY

101. AUTHORITY

This policy statement is provided by the Suburban Swim League Executive Board under SSL Bylaws Part 3, Section 301 (Executive Board and Authority), Sub-paragraph 13 (League Championship and Dual Meet Procedures).

PART II – SSL SOFTWARE

201. SOFTWARE VERSIONS

The following table shows the current software products used by the SSL:

Product	Function	Revision
Hy-TEK Team Manager	Team Administration	V4.0Ph
Hy-TEK Meet Manager	Meet Operations	V2.0Fg
Hy-TEK Meet Manager Pro	Networked Meet Operations	V2.0Fg

PART III – CHAMPS ENTRIES

301. MEMBER CLUB ROSTERS

Section 1. Not later than midnight (24:00) of the first Saturday preceding the League's first scheduled dual meet of each seasonal year, Member Clubs must file a Final Roster of Swimmers with the SSL Commissioner of Records. Responsibility for filing a Member Club's Final Roster ("roster") resides with the Member Club's delegate to the SSL Executive Board. However, the club's SSL Representative ("League Rep") may delegate the filing action to an appropriate agent of the Member Club.

Section 2. The Final Roster shall show for each swimmer:

- (1) Full Name
- (2) Date of Birth
- (3) Age group of participation during the season
- (4) Sex

Section 3. Final Rosters shall be provided to the Commissioner of Records in the format of a Team Manager Export File:

Section 4. Swimmers shall be listed within the age group appropriate for their actual age on June 15th.

302. ROSTER PREPARATION AND SUBMISSION PROCEDURES

Section 1. During or after the Member Club registration process, Member Clubs should enter all swimmers into the Team Manager software.

Section 2. Create an Export File of the club roster by clicking

- File
- Export
- Athletes/Teams

Section 3. E-mail the created roster file (CLFILE0_.CL2) to the SSL Commissioner of Records by midnight of the submission date (Section 201, above). Include in the e-mail the following:

Section 4. The e-mail should contain the number of swimmers contained on the roster file.

Section 5. The e-mail should also be subscribed with the following certification by the Member Club's delegate to the SSL Executive Board:

"I am informed and believe and, on the basis of my information and belief, certify that the information contained herein is complete, true and correct, and that the swimmers listed herein comply with the eligibility provisions of the By-Laws of the Suburban Swim League."

Section 6. Swimmers not submitted to the SSL through this means are not eligible for SSL Dual or League-Championship Meet competition.

303. CHANGES TO FILED FINAL ROSTERS

Section 1. At any time after filing its Final Roster, a Member Club may drop and add swimmers to the team representing the Member Club in the SSL.

Section 2. No notice of dropped swimmers need be given to the Commissioner of Records.

Section 3. Changes to a Member Club roster are now accepted via e-mail. Clubs should create a new team roster per the procedure in Section 202, above). Updated rosters are due to the SSL Commissioner of Records by midnight (24:00) of the Saturday prior to the first meet in which the added athlete(s) will participate.

Section 4. In the e-mail containing the roster file, indicate for each added athlete:

- Name
- Gender
- Birth date
- Age group of competition

304. CONTACT INFORMATION

Roster submissions should be transmitted via e-mail to:

(NAME)

SSL Commissioner of Records

(E-mail Address)

Tel: (number)

Cell: (number)

PART IV – MEET ENTRIES AND ELIGIBILITY

401. AGE GROUPS

Section 1. Age groups for competition are thus established:

- (1) 6 and Under
- (2) 7-8
- (3) 9-10
- (4) 11-12
- (5) 13-14
- (6) 15-16
- (7) 17-18

Section 2. The 15-16 and 17-18 age groups shall swim and be scored as a single age group (15-18) in the Medley and Freestyle relay events.

Section 3. A swimmer's age group of participation shall be defined by the age group in which the swimmer appears on the Final Roster or Amended Roster for the Member Club filed with the Commissioner of Records.

Section 4. A swimmer may NEVER swim in an Event in an age group younger than the swimmer's normal age group.

Section 5. A swimmer may participate in Events in their normal age group and in older age groups subject to the limitations in 403.

402. ORDER OF PARTICIPATION

Section 1. Within each age group, girls shall swim first, followed by boys.

Section 2. Notwithstanding Section 1, above, the 6 and Under age group will participate in relay events as a single, co-ed event.

Section 3. Within each event series, the order shall proceed from the youngest age group through the oldest.

Section 4. The order of events for SSL dual meets is:

EVENT NUMBER	AGE GROUP	SEX	RACE	DISTANCE
1	9-10	Girls	INDIVIDUAL MEDLEY	100 Yards
2	9-10	Boys	INDIVIDUAL MEDLEY	100 Yards
3	11-12	Girls	INDIVIDUAL MEDLEY	100 Yards
4	11-12	Boys	INDIVIDUAL MEDLEY	100 Yards
5	13-14	Girls	INDIVIDUAL MEDLEY	100 Yards
6	13-14	Boys	INDIVIDUAL MEDLEY	100 Yards
7	15-16	Girls	INDIVIDUAL MEDLEY	100 Yards
8	15-16	Boys	INDIVIDUAL MEDLEY	100 Yards
9	17-18	Girls	INDIVIDUAL MEDLEY	100 Yards
10	17-18	Boys	INDIVIDUAL MEDLEY	100 Yards
11	6 & Under	Coed	FREE RELAY	100 Yards
12	7-8	Girls	MEDLEY RELAY	100 Yards
13	7-8	Boys	MEDLEY RELAY	100 Yards
14	9-10	Girls	MEDLEY RELAY	100 Yards
15	9-10	Boys	MEDLEY RELAY	100 Yards
16	11-12	Girls	MEDLEY RELAY	200 Yards
17	11-12	Boys	MEDLEY RELAY	200 Yards
18	13-14	Girls	MEDLEY RELAY	200 Yards
19	13-14	Boys	MEDLEY RELAY	200 Yards
20	15-18	Girls	MEDLEY RELAY	200 Yards
21	15-18	Boys	MEDLEY RELAY	200 Yards
22	6 & Under	Girls	FREESTYLE	25 Yards
23	6 & Under	Boys	FREESTYLE	25 Yards
24	7-8	Girls	FREESTYLE	25 Yards
25	7-8	Boys	FREESTYLE	25 Yards
26	9-10	Girls	FREESTYLE	25 Yards
27	9-10	Boys	FREESTYLE	25 Yards
28	11-12	Girls	FREESTYLE	50 Yards
29	11-12	Boys	FREESTYLE	50 Yards
30	13-14	Girls	FREESTYLE	50 Yards
31	13-14	Boys	FREESTYLE	50 Yards
32	15-16	Girls	FREESTYLE	50 Yards
33	15-16	Boys	FREESTYLE	50 Yards
34	17-18	Girls	FREESTYLE	50 Yards
35	17-18	Boys	FREESTYLE	50 Yards
36	7-8	Girls	LONG FREESTYLE	50 Yards
37	7-8	Boys	LONG FREESTYLE	50 Yards
38	9-10	Girls	LONG FREESTYLE	50 Yards
39	9-10	Boys	LONG FREESTYLE	50 Yards
40	11-12	Girls	LONG FREESTYLE	100 Yards
41	11-12	Boys	LONG FREESTYLE	100 Yards
42	13-14	Girls	LONG FREESTYLE	100 Yards
43	13-14	Boys	LONG FREESTYLE	100 Yards
44	15-16	Girls	LONG FREESTYLE	100 Yards
45	15-16	Boys	LONG FREESTYLE	100 Yards
46	17-18	Girls	LONG FREESTYLE	100 Yards
47	17-18	Boys	LONG FREESTYLE	100 Yards
48	6 & Under	Girls	BACKSTROKE	25 Yards

EVENT NUMBER	AGE GROUP	SEX	RACE	DISTANCE
49	6 & Under	Boys	BACKSTROKE	25 Yards
50	7-8	Girls	BACKSTROKE	25 Yards
51	7-8	Boys	BACKSTROKE	25 Yards
52	9-10	Girls	BACKSTROKE	25 Yards
53	9-10	Boys	BACKSTROKE	25 Yards
54	11-12	Girls	BACKSTROKE	50 Yards
55	11-12	Boys	BACKSTROKE	50 Yards
56	13-14	Girls	BACKSTROKE	50 Yards
57	13-14	Boys	BACKSTROKE	50 Yards
58	15-16	Girls	BACKSTROKE	100 Yards
59	15-16	Boys	BACKSTROKE	100 Yards
60	17-18	Girls	BACKSTROKE	100 Yards
61	17-18	Boys	BACKSTROKE	100 Yards
62	7-8	Girls	BREASTSTROKE	25 Yards
63	7-8	Boys	BREASTSTROKE	25 Yards
64	9-10	Girls	BREASTSTROKE	25 Yards
65	9-10	Boys	BREASTSTROKE	25 Yards
66	11-12	Girls	BREASTSTROKE	50 Yards
67	11-12	Boys	BREASTSTROKE	50 Yards
68	13-14	Girls	BREASTSTROKE	50 Yards
69	13-14	Boys	BREASTSTROKE	50 Yards
70	15-16	Girls	BREASTSTROKE	100 Yards
71	15-16	Boys	BREASTSTROKE	100 Yards
72	17-18	Girls	BREASTSTROKE	100 Yards
73	17-18	Boys	BREASTSTROKE	100 Yards
74	7-8	Girls	BUTTERFLY	25 Yards
75	7-8	Boys	BUTTERFLY	25 Yards
76	9-10	Girls	BUTTERFLY	25 Yards
77	9-10	Boys	BUTTERFLY	25 Yards
78	11-12	Girls	BUTTERFLY	50 Yards
79	11-12	Boys	BUTTERFLY	50 Yards
80	13-14	Girls	BUTTERFLY	50 Yards
81	13-14	Boys	BUTTERFLY	50 Yards
82	15-16	Girls	BUTTERFLY	50 Yards
83	15-16	Boys	BUTTERFLY	50 Yards
84	17-18	Girls	BUTTERFLY	50 Yards
85	17-18	Boys	BUTTERFLY	50 Yards
86	7-8	Girls	FREE RELAY	100 Yards
87	7-8	Boys	FREE RELAY	100 Yards
88	9-10	Girls	FREE RELAY	100 Yards
89	9-10	Boys	FREE RELAY	100 Yards
90	11-12	Girls	FREE RELAY	200 Yards
91	11-12	Boys	FREE RELAY	200 Yards
92	13-14	Girls	FREE RELAY	200 Yards
93	13-14	Boys	FREE RELAY	200 Yards
94	15-18	Girls	FREE RELAY	200 Yards
95	15-18	Boys	FREE RELAY	200 Yards

Section 5. The order of events for league championship meet competition is:

EVENT NUMBER	HEAT	AGE GROUP	SEX	RACE		DISTANCE
1	Heats 1-n	9-10	Girls	INDIVIDUAL MEDLEY	Preliminaries	100 Yards
2	Heats 1-n	9-10	Boys	INDIVIDUAL MEDLEY	Preliminaries	100 Yards
3	Heats 1-n	11-12	Girls	INDIVIDUAL MEDLEY	Preliminaries	100 Yards
4	Heats 1-n	11-12	Boys	INDIVIDUAL MEDLEY	Preliminaries	100 Yards
5	Heats 1-n	13-14	Girls	INDIVIDUAL MEDLEY	Preliminaries	100 Yards
6	Heats 1-n	13-14	Boys	INDIVIDUAL MEDLEY	Preliminaries	100 Yards
7	Heats 1-n	15-16	Girls	INDIVIDUAL MEDLEY	Preliminaries	100 Yards
8	Heats 1-n	15-16	Boys	INDIVIDUAL MEDLEY	Preliminaries	100 Yards
9	Heats 1-n	17-18	Girls	INDIVIDUAL MEDLEY	Preliminaries	100 Yards
10	Heats 1-n	17-18	Boys	INDIVIDUAL MEDLEY	Preliminaries	100 Yards
11	Heat 1	9-10	Girls	INDIVIDUAL MEDLEY	Consolation	100 Yards
	Heat 2	9-10	Girls	INDIVIDUAL MEDLEY	Event Final	100 Yards
12	Heat 1	9-10	Boys	INDIVIDUAL MEDLEY	Consolation	100 Yards
	Heat 2	9-10	Boys	INDIVIDUAL MEDLEY	Event Final	100 Yards
13	Heat 1	11-12	Girls	INDIVIDUAL MEDLEY	Consolation	100 Yards
	Heat 2	11-12	Girls	INDIVIDUAL MEDLEY	Event Final	100 Yards
14	Heat 1	11-12	Boys	INDIVIDUAL MEDLEY	Consolation	100 Yards
	Heat 2	11-12	Boys	INDIVIDUAL MEDLEY	Event Final	100 Yards
15	Heat 1	13-14	Girls	INDIVIDUAL MEDLEY	Consolation	100 Yards
	Heat 2	13-14	Girls	INDIVIDUAL MEDLEY	Event Final	100 Yards
16	Heat 1	13-14	Boys	INDIVIDUAL MEDLEY	Consolation	100 Yards
	Heat 2	13-14	Boys	INDIVIDUAL MEDLEY	Event Final	100 Yards
17	Heat 1	15-16	Girls	INDIVIDUAL MEDLEY	Consolation	100 Yards
	Heat 2	15-16	Girls	INDIVIDUAL MEDLEY	Event Final	100 Yards
18	Heat 1	15-16	Boys	INDIVIDUAL MEDLEY	Consolation	100 Yards
	Heat 2	15-16	Boys	INDIVIDUAL MEDLEY	Event Final	100 Yards
19	Heat 1	17-18	Girls	INDIVIDUAL MEDLEY	Consolation	100 Yards
	Heat 2	17-18	Girls	INDIVIDUAL MEDLEY	Event Final	100 Yards
20	Heat 1	17-18	Boys	INDIVIDUAL MEDLEY	Consolation	100 Yards
	Heat 2	17-18	Boys	INDIVIDUAL MEDLEY	Event Final	100 Yards
21	Heats 1-n	6 & Under	Girls	BACKSTROKE	Preliminaries	25 Yards
22	Heats 1-n	6 & Under	Boys	BACKSTROKE	Preliminaries	25 Yards
23	Heats 1-n	7-8	Girls	BACKSTROKE	Preliminaries	25 Yards
24	Heats 1-n	7-8	Boys	BACKSTROKE	Preliminaries	25 Yards
25	Heats 1-n	9-10	Girls	BACKSTROKE	Preliminaries	25 Yards
26	Heats 1-n	9-10	Boys	BACKSTROKE	Preliminaries	25 Yards
27	Heats 1-n	11-12	Girls	BACKSTROKE	Preliminaries	50 Yards
28	Heats 1-n	11-12	Boys	BACKSTROKE	Preliminaries	50 Yards
29	Heats 1-n	13-14	Girls	BACKSTROKE	Preliminaries	50 Yards
30	Heats 1-n	13-14	Boys	BACKSTROKE	Preliminaries	50 Yards
31	Heats 1-n	15-16	Girls	BACKSTROKE	Preliminaries	50 Yards
32	Heats 1-n	15-16	Boys	BACKSTROKE	Preliminaries	50 Yards
33	Heats 1-n	17-18	Girls	BACKSTROKE	Preliminaries	50 Yards
34	Heats 1-n	17-18	Boys	BACKSTROKE	Preliminaries	50 Yards
35	Heats 1-n	6 & Under	Girls	FREESTYLE	Preliminaries	25 Yards
36	Heats 1-n	6 & Under	Boys	FREESTYLE	Preliminaries	25 Yards
37	Heats 1-n	7-8	Girls	FREESTYLE	Preliminaries	25 Yards
38	Heats 1-n	7-8	Boys	FREESTYLE	Preliminaries	25 Yards

EVENT NUMBER	HEAT	AGE GROUP	SEX	RACE		DISTANCE
39	Heats 1-n	9-10	Girls	FREESTYLE	Preliminaries	25 Yards
40	Heats 1-n	9-10	Boys	FREESTYLE	Preliminaries	25 Yards
41	Heats 1-n	11-12	Girls	FREESTYLE	Preliminaries	50 Yards
42	Heats 1-n	11-12	Boys	FREESTYLE	Preliminaries	50 Yards
43	Heats 1-n	13-14	Girls	FREESTYLE	Preliminaries	50 Yards
44	Heats 1-n	13-14	Boys	FREESTYLE	Preliminaries	50 Yards
45	Heats 1-n	15-16	Girls	FREESTYLE	Preliminaries	50 Yards
46	Heats 1-n	15-16	Boys	FREESTYLE	Preliminaries	50 Yards
47	Heats 1-n	17-18	Girls	FREESTYLE	Preliminaries	50 Yards
48	Heats 1-n	17-18	Boys	FREESTYLE	Preliminaries	50 Yards
50	Heats 1-n	7-8	Girls	LONG FREESTYLE	Preliminaries	50 Yards
51	Heats 1-n	7-8	Boys	LONG FREESTYLE	Preliminaries	50 Yards
52	Heats 1-n	9-10	Girls	LONG FREESTYLE	Preliminaries	50 Yards
53	Heats 1-n	9-10	Boys	LONG FREESTYLE	Preliminaries	50 Yards
54	Heats 1-n	11-12	Girls	LONG FREESTYLE	Preliminaries	100 Yards
55	Heats 1-n	11-12	Boys	LONG FREESTYLE	Preliminaries	100 Yards
56	Heats 1-n	13-14	Girls	LONG FREESTYLE	Preliminaries	100 Yards
57	Heats 1-n	13-14	Boys	LONG FREESTYLE	Preliminaries	100 Yards
58	Heats 1-n	15-16	Girls	LONG FREESTYLE	Preliminaries	100 Yards
59	Heats 1-n	15-16	Boys	LONG FREESTYLE	Preliminaries	100 Yards
60	Heats 1-n	17-18	Girls	LONG FREESTYLE	Preliminaries	100 Yards
61	Heats 1-n	17-18	Boys	LONG FREESTYLE	Preliminaries	100 Yards
62	Heat 1	6 & Under	Girls	BACKSTROKE	Consolation	25 Yards
	Heat 2	6 & Under	Girls	BACKSTROKE	Event Final	25 Yards
63	Heat 1	6 & Under	Boys	BACKSTROKE	Consolation	25 Yards
	Heat 2	6 & Under	Boys	BACKSTROKE	Event Final	25 Yards
64	Heat 1	7-8	Girls	BACKSTROKE	Consolation	25 Yards
	Heat 2	7-8	Girls	BACKSTROKE	Event Final	25 Yards
65	Heat 1	7-8	Boys	BACKSTROKE	Consolation	25 Yards
	Heat 2	7-8	Boys	BACKSTROKE	Event Final	25 Yards
66	Heat 1	9-10	Girls	BACKSTROKE	Consolation	25 Yards
	Heat 2	9-10	Girls	BACKSTROKE	Event Final	25 Yards
67	Heat 1	9-10	Boys	BACKSTROKE	Consolation	25 Yards
	Heat 2	9-10	Boys	BACKSTROKE	Event Final	25 Yards
68	Heat 1	11-12	Girls	BACKSTROKE	Consolation	50 Yards
	Heat 2	11-12	Girls	BACKSTROKE	Consolation	50 Yards
69	Heat 1	11-12	Boys	BACKSTROKE	Event Final	50 Yards
	Heat 2	11-12	Boys	BACKSTROKE	Consolation	50 Yards
70	Heat 1	13-14	Girls	BACKSTROKE	Consolation	50 Yards
	Heat 2	13-14	Girls	BACKSTROKE	Event Final	50 Yards
71	Heat 1	13-14	Boys	BACKSTROKE	Consolation	50 Yards
	Heat 2	13-14	Boys	BACKSTROKE	Event Final	50 Yards
72	Heat 1	15-16	Girls	BACKSTROKE	Consolation	100 Yards
	Heat 2	15-16	Girls	BACKSTROKE	Event Final	100 Yards
73	Heat 1	15-16	Boys	BACKSTROKE	Consolation	100 Yards
	Heat 2	15-16	Boys	BACKSTROKE	Event Final	100 Yards
74	Heat 1	17-18	Girls	BACKSTROKE	Consolation	100 Yards
	Heat 2	17-18	Girls	BACKSTROKE	Event Final	100 Yards
75	Heat 1	17-18	Boys	BACKSTROKE	Consolation	100 Yards
	Heat 2	17-18	Boys	BACKSTROKE	Event Final	100 Yards
76	Heat 1	6 & Under	Girls	FREESTYLE	Consolation	25 Yards

EVENT NUMBER	HEAT	AGE GROUP	SEX	RACE		DISTANCE
77	Heat 2	6 & Under	Girls	FREESTYLE	Event Final	25 Yards
	Heat 1	6 & Under	Boys	FREESTYLE	Consolation	25 Yards
78	Heat 2	6 & Under	Boys	FREESTYLE	Event Final	25 Yards
	Heat 1	7-8	Girls	FREESTYLE	Consolation	25 Yards
79	Heat 2	7-8	Girls	FREESTYLE	Event Final	25 Yards
	Heat 1	7-8	Boys	FREESTYLE	Consolation	25 Yards
80	Heat 2	7-8	Boys	FREESTYLE	Event Final	25 Yards
	Heat 1	9-10	Girls	FREESTYLE	Consolation	25 Yards
81	Heat 2	9-10	Girls	FREESTYLE	Event Final	25 Yards
	Heat 1	9-10	Boys	FREESTYLE	Consolation	25 Yards
82	Heat 2	9-10	Boys	FREESTYLE	Event Final	25 Yards
	Heat 1	11-12	Girls	FREESTYLE	Consolation	50 Yards
83	Heat 2	11-12	Girls	FREESTYLE	Event Final	50 Yards
	Heat 1	11-12	Boys	FREESTYLE	Consolation	50 Yards
84	Heat 2	11-12	Boys	FREESTYLE	Event Final	50 Yards
	Heat 1	13-14	Girls	FREESTYLE	Consolation	50 Yards
85	Heat 2	13-14	Girls	FREESTYLE	Event Final	50 Yards
	Heat 1	13-14	Boys	FREESTYLE	Consolation	50 Yards
86	Heat 2	13-14	Boys	FREESTYLE	Event Final	50 Yards
	Heat 1	15-16	Girls	FREESTYLE	Consolation	50 Yards
87	Heat 2	15-16	Girls	FREESTYLE	Event Final	50 Yards
	Heat 1	15-16	Boys	FREESTYLE	Consolation	50 Yards
88	Heat 2	15-16	Boys	FREESTYLE	Event Final	50 Yards
	Heat 1	17-18	Girls	FREESTYLE	Consolation	50 Yards
89	Heat 2	17-18	Girls	FREESTYLE	Event Final	50 Yards
	Heat 1	17-18	Boys	FREESTYLE	Consolation	50 Yards
90	Heat 2	17-18	Boys	FREESTYLE	Event Final	50 Yards
	Heat 1	7-8	Girls	LONG FREESTYLE	Consolation	50 Yards
91	Heat 2	7-8	Girls	LONG FREESTYLE	Event Final	50 Yards
	Heat 1	7-8	Boys	LONG FREESTYLE	Consolation	50 Yards
92	Heat 2	7-8	Boys	LONG FREESTYLE	Event Final	50 Yards
	Heat 1	9-10	Girls	LONG FREESTYLE	Consolation	50 Yards
93	Heat 2	9-10	Girls	LONG FREESTYLE	Event Final	50 Yards
	Heat 1	9-10	Boys	LONG FREESTYLE	Consolation	50 Yards
94	Heat 2	9-10	Boys	LONG FREESTYLE	Event Final	50 Yards
	Heat 1	11-12	Girls	LONG FREESTYLE	Consolation	100 Yards
95	Heat 2	11-12	Girls	LONG FREESTYLE	Event Final	100 Yards
	Heat 1	11-12	Boys	LONG FREESTYLE	Consolation	100 Yards
96	Heat 2	11-12	Boys	LONG FREESTYLE	Event Final	100 Yards
	Heat 1	13-14	Girls	LONG FREESTYLE	Consolation	100 Yards
97	Heat 2	13-14	Girls	LONG FREESTYLE	Event Final	100 Yards
	Heat 1	13-14	Boys	LONG FREESTYLE	Consolation	100 Yards
98	Heat 2	13-14	Boys	LONG FREESTYLE	Event Final	100 Yards
	Heat 1	15-16	Girls	LONG FREESTYLE	Consolation	100 Yards
99	Heat 2	15-16	Girls	LONG FREESTYLE	Event Final	100 Yards
	Heat 1	15-16	Boys	LONG FREESTYLE	Consolation	100 Yards
100	Heat 2	15-16	Boys	LONG FREESTYLE	Event Final	100 Yards
	Heat 1	17-18	Girls	LONG FREESTYLE	Consolation	100 Yards
101	Heat 2	17-18	Girls	LONG FREESTYLE	Event Final	100 Yards
	Heat 1	17-18	Boys	LONG FREESTYLE	Consolation	100 Yards
102	Heat 2	17-18	Boys	LONG FREESTYLE	Event Final	100 Yards
	Heat 1	6 & Under	Coed	FREE A RELAY	Consolation	100 Yards

EVENT NUMBER	HEAT	AGE GROUP	SEX	RACE		DISTANCE
103	Heat 2	6 & Under	Coed	FREE B RELAY	Event Final	100 Yards
	Heat 1		Girls	MEDLEY A RELAY	Consolation	100 Yards
104	Heat 2	7-8	Girls	MEDLEY B RELAY	Event Final	100 Yards
	Heat 1		Boys	MEDLEY A RELAY	Consolation	100 Yards
105	Heat 2	7-8	Boys	MEDLEY B RELAY	Event Final	100 Yards
	Heat 1		Girls	MEDLEY A RELAY	Consolation	100 Yards
106	Heat 2	9-10	Girls	MEDLEY B RELAY	Event Final	100 Yards
	Heat 1		Boys	MEDLEY A RELAY	Consolation	100 Yards
107	Heat 2	9-10	Boys	MEDLEY B RELAY	Event Final	100 Yards
	Heat 1		Girls	MEDLEY A RELAY	Consolation	200 Yards
108	Heat 2	11-12	Girls	MEDLEY B RELAY	Event Final	200 Yards
	Heat 1		Boys	MEDLEY A RELAY	Consolation	200 Yards
109	Heat 2	11-12	Boys	MEDLEY B RELAY	Event Final	200 Yards
	Heat 1		Girls	MEDLEY A RELAY	Consolation	200 Yards
110	Heat 2	13-14	Girls	MEDLEY B RELAY	Event Final	200 Yards
	Heat 1		Boys	MEDLEY A RELAY	Consolation	200 Yards
111	Heat 2	13-14	Boys	MEDLEY B RELAY	Event Final	200 Yards
	Heat 1		Girls	MEDLEY A RELAY	Consolation	200 Yards
112	Heat 2	15-18	Girls	MEDLEY B RELAY	Event Final	200 Yards
	Heat 1		Boys	MEDLEY A RELAY	Consolation	200 Yards
	Heat 2	15-18	Boys	MEDLEY B RELAY	Event Final	200 Yards
113	Heats 1-n	7-8	Girls	BREASTSTROKE	Preliminaries	25 Yards
114	Heats 1-n	7-8	Boys	BREASTSTROKE	Preliminaries	25 Yards
115	Heats 1-n	9-10	Girls	BREASTSTROKE	Preliminaries	25 Yards
116	Heats 1-n	9-10	Boys	BREASTSTROKE	Preliminaries	25 Yards
117	Heats 1-n	11-12	Girls	BREASTSTROKE	Preliminaries	50 Yards
118	Heats 1-n	11-12	Boys	BREASTSTROKE	Preliminaries	50 Yards
119	Heats 1-n	13-14	Girls	BREASTSTROKE	Preliminaries	50 Yards
120	Heats 1-n	13-14	Boys	BREASTSTROKE	Preliminaries	50 Yards
121	Heats 1-n	15-16	Girls	BREASTSTROKE	Preliminaries	50 Yards
122	Heats 1-n	15-16	Boys	BREASTSTROKE	Preliminaries	50 Yards
123	Heats 1-n	17-18	Girls	BREASTSTROKE	Preliminaries	50 Yards
124	Heats 1-n	17-18	Boys	BREASTSTROKE	Preliminaries	50 Yards
125	Heats 1-n	7-8	Girls	BUTTERFLY	Preliminaries	25 Yards
126	Heats 1-n	7-8	Boys	BUTTERFLY	Preliminaries	25 Yards
127	Heats 1-n	9-10	Girls	BUTTERFLY	Preliminaries	25 Yards
128	Heats 1-n	9-10	Boys	BUTTERFLY	Preliminaries	25 Yards
129	Heats 1-n	11-12	Girls	BUTTERFLY	Preliminaries	50 Yards
130	Heats 1-n	11-12	Boys	BUTTERFLY	Preliminaries	50 Yards
131	Heats 1-n	13-14	Girls	BUTTERFLY	Preliminaries	50 Yards
132	Heats 1-n	13-14	Boys	BUTTERFLY	Preliminaries	50 Yards
133	Heats 1-n	15-16	Girls	BUTTERFLY	Preliminaries	50 Yards
134	Heats 1-n	15-16	Boys	BUTTERFLY	Preliminaries	50 Yards
135	Heats 1-n	17-18	Girls	BUTTERFLY	Preliminaries	50 Yards
136	Heats 1-n	17-18	Boys	BUTTERFLY	Preliminaries	50 Yards
137	Heat 1	7-8	Girls	BREASTSTROKE	Consolation	25 Yards
	Heat 2		Girls	BREASTSTROKE	Event Final	25 Yards
138	Heat 1	7-8	Boys	BREASTSTROKE	Consolation	25 Yards
	Heat 2		Boys	BREASTSTROKE	Event Final	25 Yards
139	Heat 1	9-10	Girls	BREASTSTROKE	Consolation	25 Yards
	Heat 2		Girls	BREASTSTROKE	Event Final	25 Yards

EVENT NUMBER	HEAT	AGE GROUP	SEX	RACE		DISTANCE
140	Heat 1	9-10	Boys	BREASTSTROKE	Consolation	25 Yards
	Heat 2	9-10	Boys	BREASTSTROKE	Event Final	25 Yards
141	Heat 1	11-12	Girls	BREASTSTROKE	Consolation	50 Yards
	Heat 2	11-12	Girls	BREASTSTROKE	Event Final	50 Yards
142	Heat 1	11-12	Boys	BREASTSTROKE	Consolation	50 Yards
	Heat 2	11-12	Boys	BREASTSTROKE	Event Final	50 Yards
143	Heat 1	13-14	Girls	BREASTSTROKE	Consolation	50 Yards
	Heat 2	13-14	Girls	BREASTSTROKE	Event Final	50 Yards
144	Heat 1	13-14	Boys	BREASTSTROKE	Consolation	50 Yards
	Heat 2	13-14	Boys	BREASTSTROKE	Event Final	50 Yards
145	Heat 1	15-16	Girls	BREASTSTROKE	Consolation	100 Yards
	Heat 2	15-16	Girls	BREASTSTROKE	Event Final	100 Yards
146	Heat 1	15-16	Boys	BREASTSTROKE	Consolation	100 Yards
	Heat 2	15-16	Boys	BREASTSTROKE	Event Final	100 Yards
147	Heat 1	17-18	Girls	BREASTSTROKE	Event Final	100 Yards
	Heat 2	17-18	Girls	BREASTSTROKE	Consolation	100 Yards
148	Heat 1	17-18	Boys	BREASTSTROKE	Event Final	100 Yards
	Heat 2	17-18	Boys	BREASTSTROKE	Consolation	100 Yards
149	Heat 1	7-8	Girls	BUTTERFLY	Consolation	25 Yards
	Heat 2	7-8	Girls	BUTTERFLY	Event Final	25 Yards
150	Heat 1	7-8	Boys	BUTTERFLY	Consolation	25 Yards
	Heat 2	7-8	Boys	BUTTERFLY	Event Final	25 Yards
151	Heat 1	9-10	Girls	BUTTERFLY	Consolation	25 Yards
	Heat 2	9-10	Girls	BUTTERFLY	Event Final	25 Yards
152	Heat 1	9-10	Boys	BUTTERFLY	Consolation	25 Yards
	Heat 2	9-10	Boys	BUTTERFLY	Event Final	25 Yards
153	Heat 1	11-12	Girls	BUTTERFLY	Consolation	50 Yards
	Heat 2	11-12	Girls	BUTTERFLY	Event Final	50 Yards
154	Heat 1	11-12	Boys	BUTTERFLY	Consolation	50 Yards
	Heat 2	11-12	Boys	BUTTERFLY	Event Final	50 Yards
155	Heat 1	13-14	Girls	BUTTERFLY	Consolation	50 Yards
	Heat 2	13-14	Girls	BUTTERFLY	Event Final	50 Yards
156	Heat 1	13-14	Boys	BUTTERFLY	Consolation	50 Yards
	Heat 2	13-14	Boys	BUTTERFLY	Event Final	50 Yards
157	Heat 1	15-16	Girls	BUTTERFLY	Consolation	50 Yards
	Heat 2	15-16	Girls	BUTTERFLY	Event Final	50 Yards
158	Heat 1	15-16	Boys	BUTTERFLY	Consolation	50 Yards
	Heat 2	15-16	Boys	BUTTERFLY	Event Final	50 Yards
159	Heat 1	17-18	Girls	BUTTERFLY	Event Final	50 Yards
	Heat 2	17-18	Girls	BUTTERFLY	Consolation	50 Yards
160	Heat 1	17-18	Boys	BUTTERFLY	Event Final	50 Yards
	Heat 2	17-18	Boys	BUTTERFLY	Consolation	50 Yards
161	Heat 1	7-8	Girls	FREE A RELAY	Consolation	100 Yards
	Heat 2	7-8	Girls	FREE B RELAY	Event Final	100 Yards
162	Heat 1	7-8	Boys	FREE A RELAY	Consolation	100 Yards
	Heat 2	7-8	Boys	FREE B RELAY	Event Final	100 Yards
163	Heat 1	9-10	Girls	FREE A RELAY	Consolation	100 Yards
	Heat 2	9-10	Girls	FREE B RELAY	Event Final	100 Yards
164	Heat 1	9-10	Boys	FREE A RELAY	Consolation	100 Yards
	Heat 2	9-10	Boys	FREE B RELAY	Event Final	100 Yards
165	Heat 1	11-12	Girls	FREE A RELAY	Consolation	200 Yards
	Heat 2	11-12	Girls	FREE B RELAY	Event Final	200 Yards

EVENT NUMBER	HEAT	AGE GROUP	SEX	RACE		DISTANCE
166	Heat 1	11-12	Boys	FREE A RELAY	Consolation	200 Yards
	Heat 2	11-12	Boys	FREE B RELAY	Event Final	200 Yards
167	Heat 1	13-14	Girls	FREE A RELAY	Consolation	200 Yards
	Heat 2	13-14	Girls	FREE B RELAY	Event Final	200 Yards
168	Heat 1	13-14	Boys	FREE A RELAY	Consolation	200 Yards
	Heat 2	13-14	Boys	FREE B RELAY	Event Final	200 Yards
169	Heat 1	15-18	Girls	FREE A RELAY	Consolation	200 Yards
	Heat 2	15-18	Girls	FREE B RELAY	Event Final	200 Yards
170	Heat 1	15-18	Boys	FREE A RELAY	Consolation	200 Yards
	Heat 2	15-18	Boys	FREE B RELAY	Event Final	200 Yards

Section 6. The Executive Board will publish a final schedule of events based on the League Championship Meet entries received.

403. LIMITATIONS

Section 1. During dual meets, teams may enter per Officially Scored Heats up to five (5) swimmers and three (3) relay teams in pools with ten (10) lanes, up to four (4) swimmers and three (3) relay teams in pools that have eight (8) lanes, and up to three (3) swimmers and three (3) relay teams in pools with six (6) lanes.

Section 2. In League Championship meet competition, Teams may enter one (1) official relay team (i.e. "A" Relay team) in each age-group and gender to participate in the Officially Scored Heat of the Event Finals.

Section 3. Relay team swimmers may swim in any order without penalty provided that the team performs the event in the proper stroke order.

Section 4. A swimmer may NOT swim:

- (1) More than one (1) Event in each of the five (5) individual stroke series (IM, Freestyle, Backstroke, Breaststroke, and Butterfly)
- (2) More than one (1) of the two (2) distances of the Freestyle stroke series (Short Freestyle and Long Freestyle)

Section 5. In dual-meet competition, a swimmer may enter a maximum of three (3) Officially Scored Heats in INDIVIDUAL events except in the following circumstances:

(1) A swimmer may enter a fourth (4th) Officially Scored Heat in an individual Event, provided that all swimmers in his/her normal age group, AND all swimmers in all other age groups in which he/she is entered have been entered in three (3) Officially Scored Heats.

(2) A swimmer may enter a fifth (5th) Officially Scored Heat in an individual Event, provided that all swimmers in his/her normal age group, AND all swimmers in all other age groups in which he/she is entered have been entered in four (4) Officially Scored Heats.

(3) If a swimmer swims any individual Event in an older age group, then no swimmers in that swimmer's normal age group may swim more than three (3) Officially Scored Heats.

Section 6. A swimmer may swim an Event as an exhibition swim only upon advance mutual agreement by both teams, which must be obtained not later than 6 PM, two (2)

days prior to the scheduled meet (Thursday for a Saturday meet), and only if adding such exhibition swim does not increase the number of heats in such Event; provided, however, that exhibition swims may be added after the scratch session on the day of the Dual Meet upon mutual agreement of both teams, and with both teams having equal access to available lanes for exhibition swims. Exhibition swim times may be used for the purposes of qualifying times for Championships.

Section 7. The following limitations apply to a swimmer participating in an age group higher than his/her normal age group:

(1) In dual meet competition, a swimmer may ONLY move up ONE (next higher) age group and ONLY in the first heat, when swimming individual Events. A swimmer DOES NOT have to move up in age group for ALL individual Events. A swimmer may NOT swim in one or more individual Events in an older age group unless ALL swimmers in the older age group who are participating in the meet have been entered in at least three individual (non-relay) Officially Scored Heats.

(2) In dual and league championship competition, a swimmer may NOT swim in a relay Event in an older age group unless all swimmers in the older age group who are participating in the meet have been entered in an Event of that relay series.

(3) In league championship meet competition, a swimmer may NEVER swim in an individual Event in an age group older than the swimmer's "normal" age group. Relay Events are excluded from this requirement, but still subject to Section 7, Subsection (2), above.

404. WAIVER OF LIMITATIONS

Section 1. In dual meet competition, the Meet Referee may waive Limitations in Rule 303, Subsections 5, 6, and 7, prior to the start of the meet, if in his/her opinion, the application of the limitation(s) would violate the intent of Section 403.

Section 2. A grant of Waiver of Limitation must be determined PRIOR to the start of the meet, and shall be noted by the Meet Referee on the Heat Sheet.

Section 3. A Referee granting a Waiver of Limitation shall provide notice to each Member Club PRIOR TO the start of the meet.

Section 4. A Referee's decision to grant a Waiver of Limitation is subject to protest by a Member Club.

405. SUBSTITUTIONS

Section 1. In dual-meet competition substitutions are allowable as follows:

- (1) Prior to meet during Coach's scratch session.
- (2) At the time of the event, substitutions may be made in cases of illness. However, those swimmers replaced will not be re-entered during that Meet.
- (3) Relay entries may have two (2) alternative swimmers listed on pre-seeded heat sheets, or listed during scratch session. Alternate swimmers can also come from any of the relay teams entered. There may be up to a total of four alternate swimmers.

Section 2. In league championship meet competition substitutions for Stroke-Series events will not be allowed once the field of entrants has been "seeded". The Meet Director and Head Scorer shall determine the exact time for cutoff of relay team substitutions and

inform all coaches accordingly. "A" Relay teams swim prior to "B" relay teams within each age-group and gender. Up to 10 swimmers may be designated on the submitted rosters for the Relay teams, so that 4 swimmers are designated for the "A" Relay team, 4 swimmers are designated for the "B" Relay team, plus two alternate swimmers. Alternates for an "A" Relay team can be any designated "B" Relay team swimmer or an alternate swimmer.

406. SELF ELIMINATION

Section 1. In dual-meet competition:

(1) Any swimmer failing to compete in an individual event shall not be penalized (SSC Rule 223.4).

(2) Substitutions are not allowable for "No Show" swimmer.

Section 2. In league championship meet competition:

(1) Any swimmer failing to compete in a preliminary heat shall not be penalized.

(2) Any swimmer who has qualified for a Final Event heat and who wishes to withdraw from that heat MUST provide notice to the Meet Referee no earlier than 45 minutes from the scheduled start of the heat. The swimmer must provide notification only of the decision to withdraw, and is not obligated to provide a reason for the decision to withdraw.

(3) Any swimmer who has qualified for a Final Event heat and who fails to provide proper notification of intent to withdraw shall be barred from further competition for the remainder of the meet, including relay events.

(4) Once a swimmer has notified the Meet Referee of his/her intent to withdraw from a Final Event heat, the swimmer is considered to be scratched from the heat and the decision may not be reversed.

(5) The Meet Referee may grant waivers of disqualification for failing to provide notice of withdrawal in the event that the swimmer's non-participation is due to illness or injury. The Referee's decision to grant such a waiver is subject to protest.

407. ELIMINATION FOR CAUSE

Section 1. Swimmers eliminated for cause, i.e. misconduct, horseplay, disobedience to Officials, arguing with Officials, etc. will not be permitted to compete for the remainder of that Meet.

Section 2. The Meet Referee is the sole authority during dual and league championship meet competitions to eliminate a swimmer for cause.

Section 3. A Referee's decision to eliminate a swimmer for cause is subject to protest by the affected Member Club. If the SSL Executive Board upholds the Meet Referees' decision, the athlete may be suspended for the following meet at the discretion of the Executive Bboard.

PART V – DUAL MEET PREPARATION

501. MEET ENTRY FILES

Section 1. Each team will create a Meet Entries file in the Team Manager setup screen.

Section 2. The SSL standard for Meet Entries files is: VTA at HTA where VTA is the two or three-letter, visiting team abbreviation and HTA is the two or three-letter host team abbreviation. Abbreviations are written in upper case characters while the word “at” appears in lower case. For example, the dual meet in which El Dorado Hills visits Park Terrace is written EDH at PT. *Failure to comply with this standard will cause errors when importing meet results.*

Section 3. Standard Member Club team abbreviations are:

Abbr	Member Club
BB	Broadstone
CG	College Greens
EDH	El Dorado Hills
FSO	Folsom
LBD	Loomis Basis
PT	Park Terrace
SS	Sierra

502. MEET ENTRIES PROCESS

Section 1. The Head Coach of each team is responsible for ensuring that the team’s meet entries conform to existing SSL Bylaws and published meet policies and procedures for meet and event eligibility.

Section 2. The Head Coach or his/her designated representative should create the meet entries for the designated meet using the following steps:

- (1) In Team Manager, use the Team Entries option to enter swimmer information
- (2) Run whatever reports are deemed appropriate to verify that the entries are correct and conform with published eligibility requirements. Teams should run an Exceptions report to identify swimmers entered into more than 3 individual events and more than 2 relays.
- (3) In Team Manager, create a “Roster Only” data file. The Roster file is used by the host team during the meet to add eligible swimmers who did not originally sign up for the meet.
- (4) In Team Manager, create a “Meet Entries” data file.
- (5) Create a “Records” data file.

503. PRE-MEET COORDINATION

Section 1. The representative of the visiting team should contact the representative of the host team the Tuesday prior to the Saturday meet to discuss any questions, formats, or general issues.

Section 2. The visiting team transmits via e-mail the following files NLT 6:00 PM on the Thursday prior to the Saturday meet:

- (1) Team Manager Roster File
- (2) Team Manager Meet Entries file
- (3) Meet Manager records file

Section 3. Team Manager files have a naming structure CLDATAxx.CL2. The e-mail should specify which file is the Roster file, and which file is the Meet Entries file. Files may be zipped prior to transmission via e-mail.

Section 3. The host team imports the CL2 files into Meet Manager via the File/Import option. The Records file is imported from the Events/Records option in Meet Manager. The order of file import is:

- (1) Roster File
- (2) Meet Entries File
- (3) Records file

Section 4. The host team seeds the meet in Meet Manager and prints a meet program (Reports). The host team performs a visual verification of the seeded meet using the following points of emphasis:

(1) One team takes more than half the lanes *in the fastest heat* for a given event. This happens when one of the teams does not have sufficient swimmers to fill its assigned lanes. No team may fill more than its assigned lanes in the fastest heat (also known as the scored heat, or Heat 1) of each event.

(2) Heats where there are empty lanes. This normally occurs when one team has more swimmers entered into an event than its opponent. Host team computer operators may assign swimmers to previous heats (except Heat 1) with open lanes.

Section 5. The host team runs an Exceptions Report to determine if any swimmers are entered in more than 3 individual events or more than 2 relay events. The host team should notify the visiting team of any exceptions on the report. If necessary, the visiting team must provide an updated Meet Entries file that corrects improper entries.

Section 6. Upon completion and verification of corrections, the home team computer operator makes a Meet Manager Backup File and transmits the backup file to the visiting team. This must be completed by 8:00 AM Friday morning prior to the Saturday meet.

Section 7. The host team prints the **Master Meet Program**. This version of the program will be used at the pre-meet scratch session. Any changes to be entered into Meet Manager on the morning of the meet must be reflected on this version of the Meet Program.

- (1) Use single column output
- (2) Leave blank spaces for unfilled lanes
- (3) *Print the Master Meet Program on goldenrod paper*

Section 8. The host team prints out two copies of the Meet Program in 3-column format. These copies should be posted first thing on Saturday morning. These copies allow both teams to know the schedule of meet entries for that day.

(1) Host team is encouraged to announce over the PA the location of the posting so swimmers and families know where to look.

(2) The programs should be printed on blue paper to indicate that the Meet Program is preliminary.

Section 9. The host and visiting teams are responsible for printing their own "blue slips". Blue slips are not mandatory and are not required for meet operations. Teams can print them at their own convenience.

Section 10. The host team prints Check-in Sheets on white paper for both teams.

504. PRE-MEET SCRATCH SESSION

Section 1. No later than 45 minutes prior to the scheduled meet start time, both teams perform the following functions known as the "Scratch Session."

(1) Identify from Check-in the names of all swimmers who have not checked in for the current meet. These swimmers names are logged on an "All Scratch" list, which is given to the Computer Operator.

(2) Review the Meet Program (goldenrod copy) and makes scratches as appropriate. Scratches are written on the Master Meet Program.

(3) Teams are encouraged to fill in empty lanes in both the fastest heat and, where optimal, in subsequent heats.

Section 2. The Individual Medley portion of the Master Meet Program must be given to Computer Operations NLT 30 minutes prior to the scheduled start time of the meet.

Section 3. Computer Operations processes results from Scratch Session using the following guidelines:

(1) Swimmers to be scratched from the entire meet are scratched through the Athlete or Relay Entry screens. This option removes them from all events in which they were entered and leaves blank entries in those places.

(2) Individual changes may be made through the Run screen by double-clicking an athlete to remove that athlete from that heat. Operators can also use the Adjust menu in the Run screen. Through this option, the individual swimmer can be located by event/heat/lan and the entry modified.

505. FINAL MEET PROGRAM AND REPORTING

Section 1. Computer Operations updates the Master Meet Program (goldenrod) in Meet Manager. The updated meet program is known as the Final Meet Program. It is printed on white paper. Computer Operations prints and distributes the following copies of the Final Meet Program in 3-column format

- (1) 1 copy to Meet Announcer
- (2) 1 copy to Meet Referee
- (3) 4 copies to Stroke and Turn
- (4) 1 copy to visiting team Head Coach
- (5) 1 copy to home team Head Coach
- (6) 2 copies for general posting in team areas
- (7) 2 copies to Clerk of the Course
- (8) 1 copy to visiting team Ready Bench
- (9) 1 copy to home team Ready Bench
- (10) 1 copy to Colorado

Section 2. The SSL recommends the "best practice" of printing reports for each stroke series as that series is updated with changes from Scratch Session.

Section 3. The host team Computer Operator **MUST RETAIN** the Master Meet Program (goldenrod). Any discrepancies found on the Final Meet Program will be compared against the Master Meet Program.

PART VI – DUAL MEET COMPUTER OPERATIONS

601. DUAL MEET OPERATIONS

Section 1. The Computer Table is the hub of non-swimming operations during a swim meet. It is important that the Computer Operator(s) be free to focus on their activities and avoid distractions. Distractions and interruptions can cause delays that impact the meet schedule.

Section 2. As races are completed, the Lane/Timer Sheets are brought to the scoring table by runners or clerks and reviewed by the Scorekeeper prior to processing by Computer Operations. The review consists of the following checks:

- (1) Verify that Lane/Timer Sheets are for the correct events and heats
- (2) Ensure all hand-written entries contain the new swimmer's name
- (3) Organizing slips into ascending order by lanes
- (4) Check for DQ slips and validate the DQ slip if present. It must have
 - (a) Event number
 - (b) Lane number
 - (c) Specified infraction
 - (d) Signed by stroke and turn judge
 - (e) Missing or incorrect information must be returned to the Meet

Referee

- (5) Write "DQ" is written in the Official Time section of the Lane/Timer sheet
- (6) DQ slips are retained and may be attached to the appropriate lane time sheet
- (7) If the meet is being manually timed, ensure that the MIDDLE time is written in the official time section of the Lane/Timer Sheet.
- (8) If the meet is being electronically timed with a Colorado system, ensure that the times provided by the Colorado align with the times on the Lane/Timer Sheets
 - (a) Blank lanes in Colorado are also blank on Lane/Timer Sheets
 - (b) Times are approximate in both CTS and Lane/Timer Sheets

Section 3. The Computer Operator scores the meet as follows:

- (1) In Run mode, select the desired event heat
- (2) If the meet is being manually timed, type the times for each swimmer into Meet Manager.
- (3) If the meet is being electronically timed using a Colorado Timing System (CTS), obtain the heat times from CTS using the Get Times button (F3). Ensure that the displayed Race Number matches the number written on the Final Meet Program by CTS.
- (4) Computer Operators must be cognizant of new team or SSL records, which are displayed in Meet Manager when times are entered. In these cases, refer to the section in this policy on Records (below).
- (5) Certified Team or SSL Records should be given to the Meet Announcer
- (6) When times are entered or imported, score the heat using the Score button.

Section 4. Upon completion of each event, Computer Operations prints a Results report. Results should be printed on white paper and posted in a conspicuous area so that athletes and families can review them.

Section 5. Ribbons

- (1) If 1-column labels are used, ribbon award labels are printed at the end of each event.

(2) If 3-column labels are used (normally the case for laser printers), ribbon award labels are generally printed at a time when a full sheet can be used.

(3) Award labels are printed by heat

(4) Award labels are provided to each Member Club's Ribbons Clerk.

Section 6. Computer Operations bundles Lane/Timer Sheets, DQ slips, and Results reports. The SSL recommends the Best Practice of 3-hole punching materials for placement into a binder for safe keeping. The host team must retain all records for a period of 1 year.

Section 7. Upon completion of each stroke, a Scores report is generated in Meet Manager and provided to the Meet Announcer.

Section 8. Upon completion of each stroke, the Computer Operator should create a Meet Manager backup file.

602. MEET COMPLETION

Upon completion of the meet and prior to shutting down the computer system, the Computer Operator makes a Meet Manager Backup file. One copy of the Backup file is given to the visiting team. One copy is retained by the host team.

PART VII – POST MEET OPERATIONS

701. MEET RESULTS EXPORT FILE

Section 1. Shortly after completion of the meet, the host team Computer Operator creates an Exporting Results file from Meet Manager. This file contains the results for each team. Each file must be transmitted to the SSL Commissioner of Records for incorporation into the SSL database.

Section 2. As part of the e-mail containing the Export Results file, the e-mail must identify any SSL records established at the meet.

Section 3. The text of the e-mail should indicate the meet name using the correct standard (EDH at PT) and the final score.

Section 4. The e-mail transmission must occur by midnight of the Sunday following the meet.

702. TEAM RESULTS

The Computer Operations teams for the host and visiting teams will use their backup copies of the meet to create an Export Results file. These results can be loaded into the team's Team Manager database.

703. RETENTION OF RECORDS

Section 1. The host team is required to retain all physical records for a period of 1 year.

Section 2. Physical records to be retained include:

- (1) Lane/Timer Sheets
- (2) DQ slips
- (3) CTS printouts (if created)
- (4) Master Meet Program (goldenrod, inclusive of changes from Scratch Session)
- (5) Printed copy of the Meet Results
- (5) Printed copy of the final meet score

PART VIII – LEAGUE CHAMPIONSHIP MEET ENTRIES

801. MEET RESULTS EXPORT FILE

Section 1. Shortly after completion of the meet, the host team Computer Operator creates an Exporting Results file from Meet Manager. This file contains the results for each team. Each file must be transmitted to the SSL Commissioner of Records for incorporation into the SSL database.

PART IX – LEAGUE RECORDS

901. PROCEDURES FOR CERTIFYING AND RECOGNIZING LEAGUE RECORDS

Section 1. Meet Manager software used to run all dual and league championship meets will identify new SSL records when reports for each race are generated. In this way, the host team's computer operator is generally the first person to identify new SSL records.

Section 2. The host team's computer operator will report the record to the Meet Referee.

Section 3. The Meet Referee will obtain the lane slip or timer sheet and present it to the lane timers for verification. The three (3) lane timers shall each verify the time and attest to the time by signing the lane slip or timer sheet. If the original timers are not available due to shift change, the Meet Referee and Head Timer must each verify the time and attest to the time by signing the lane slip or timer sheet.

Section 4. The host team computer operator will generate an Event Results Report in Meet Manager for the event in which the record was established. The host team's Head Scorer and visiting team's Head Scorer must sign the report to verify the record. If either Head Scorer is not available, each club's SSL League Representative may sign the Event Results Report.

Section 5. Following the completion of the dual meet, the home team scorekeeper or computer operator e-mails the Meet Results to the SSL Commissioner of Records. The e-mail must include an indication of any League Records that were set.

Section 6. The host team scorekeeper or computer operator must mail the signed Event Results Report to the Commissioner of Records within 7 days of completion of the meet.