

# **RCSL DUAL MEET GUIDELINES (2011)**

## **Meet Entries**

**Turn in Official Roster on Monday before the first Dual Meet. The official roster will be an export file from TEAM MANAGER emailed to [records@swimrcsl.org](mailto:records@swimrcsl.org) (please, no disks). ALL ADDRESSES MUST BE INCLUDED. SWIMMERS CAN NOT RECEIVE POINTS UNLESS THEIR NAME IS ON YOUR TEAM ROSTER.**

Entries are to be turned in at the **HOME TEAM'S POOL ON THE MONDAY BEFORE THE DUAL MEET. THIS SHOULD BE PROVIDED VIA EMAIL ATTACHMENT TO THE SCORING REP AND LEAGUE SCORING CHAIR (records@swimrcsl.org) FOR THE HOST POOL WITH YOUR TEAM ROSTER AND ENTRIES EXPORTED FROM TEAM MANAGER – AS WELL AS A PDF REPORT FROM TEAM MANAGER OF ALL ENTRIES. ALTERNATELY YOU MAY DELIVER THE USB THUMB DRIVE WITH THE TEAM MANAGER EXPORT AND PAPER HARD COPY TO THE POOL. ALL RELAY SWIMMERS NAMES MUST BE INCLUDED. WHEN CREATING ENTRIES IN TEAM MANAGER ENTER THE SWIMMER INTO EACH EVENT WITH THEIR BEST TIME, DO NOT ASSIGN LANES**

## **HOME TEAM'S PRE-MEET RESPONSIBILITIES:**

1. Import both teams' roster and entries into Meet Manager.  
Consolidate Freestyle exhibition entries to reduce the number of heats as needed

### **SWIMMERS IN ANY INDIVIDUAL STROKE ARE NOT TO SWIM EXHIBITION.**

2. Either print out entry labels to be adhered to index cards or print out entry cards which will be cut. This includes home and visiting swimmers in both scoring events and Freestyle Exhibition. Organize cards in event order.
3. Print out a Heat Sheet from Meet Manager. Make at least 10 copies (1 for each stroke/turn judge, one for the Referee and Starter, at least two for the scoring table). Additional copies are nice to give the coaches of each team. Make additional copies to sell at the meet, it is small but usefull fund raiser.
4. **Don't forget to bring labels, white printer paper, the visiting team's USB thumb drive (if provided), results can be provided via writable CD, USB drive or email after meet completion.**