



// VIRTUAL MEETS



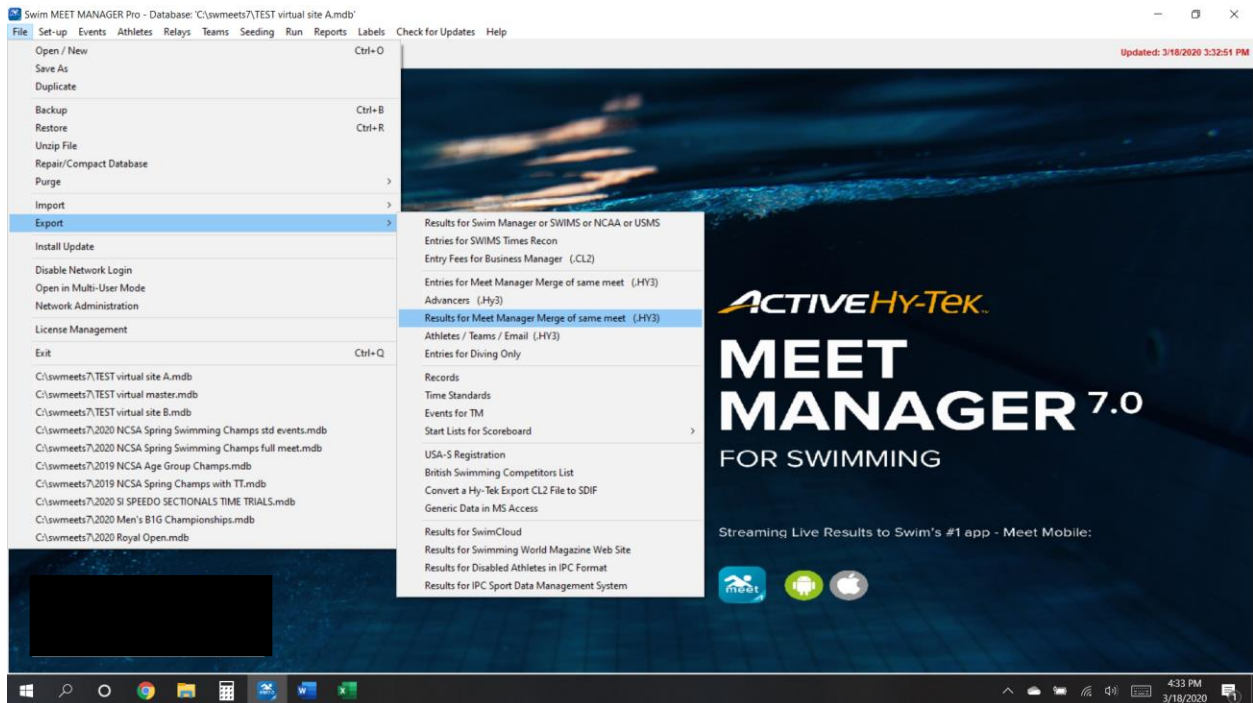
Virtual meets allow club teams to compete against each other but swim locally within their own LSC or different LSCs.

1. Competition must be held as a single meet but may have multiple sessions.
 - a. All venues shall complete their competition within a ten (10) day period.
 - b. The start and end date must be the same for all venues.
 - i. The age on the start date established for all venues shall determine the swimmer's age for the entire meet regardless of when a venue begins their sessions. For example, the start and end date for the virtual meet is June 19 and June 28, respectively. Venue A swims June 19 and June 20 with Venue B swimming June 27 and June 28. The swimmer's age for the meet regardless of the venue is as of June 19.
2. A team may swim a virtual meet as an intra-squad competition at different venues, or USA Swimming club teams may compete against each other.
3. If running the virtual meet **within the same LSC**
 - a. For multiple club team competitions, it is recommended that a host team be determined with their responsibilities to include, but not limited to:
 - i. Development of meet announcement
 - ii. Order of events
 - iii. Fee structure, if applicable
 - iv. Application for sanction
 - v. Pre-meet registration recon submission according to LSC policy
 - vi. The merging of the meet for scoring and awards, if applicable
 - vii. Submission of any fees according to LSC policy
 - viii. Submit file for uploading to SWIMS after merging and scoring/placing
 - ix. For OTS, identify administrators from each venue to enter official sessions
4. If running the virtual meet **in multiple LSCs**
 - a. Recommend that a host team be determined with their responsibilities to include, but not limited to:
 - i. Development of meet announcement
 - ii. Order of events
 - iii. Fee structure, if applicable
 - iv. The merging of the meet for scoring and awards, if applicable
 - v. Submit file for uploading to SWIMS after merging and scoring/placing
 - b. Each LSC venue would be responsible for, including but not limited to:
 - i. Application for sanction
 - ii. Fee structure, if applicable
 - iii. Pre-meet registration recon submission according to LSC policy
 - iv. Submission of any fees according to LSC policy
 - v. For OTS, identify administrators from each venue to enter official sessions
5. USA Swimming technical rules shall apply, to include Timing (102.24 in the USA Swimming Rulebook). Officials at each venue shall conform to 102.10 in the Rulebook.
 - a. Each venue **MUST** have an AO. It is suggested that there be a "lead" AO that performs the merge of the meet from all venues.
 - b. At venues where there are one to two teams, it is recommended that there be 3-6 officials.
 - c. At venues where there are more than two teams, it is recommended that there be 4-7 officials.
 - d. All venues should be comparably staffed with officials (there should be no extreme staffing difference between venues).
6. Swimmers may swim not more than three (3) events per day in a preliminaries and finals meet, or no more than six (6) events each day in a timed final meet, according to 102.2.2. and 3 in the Rulebook.
7. Meet Set-up Guidelines

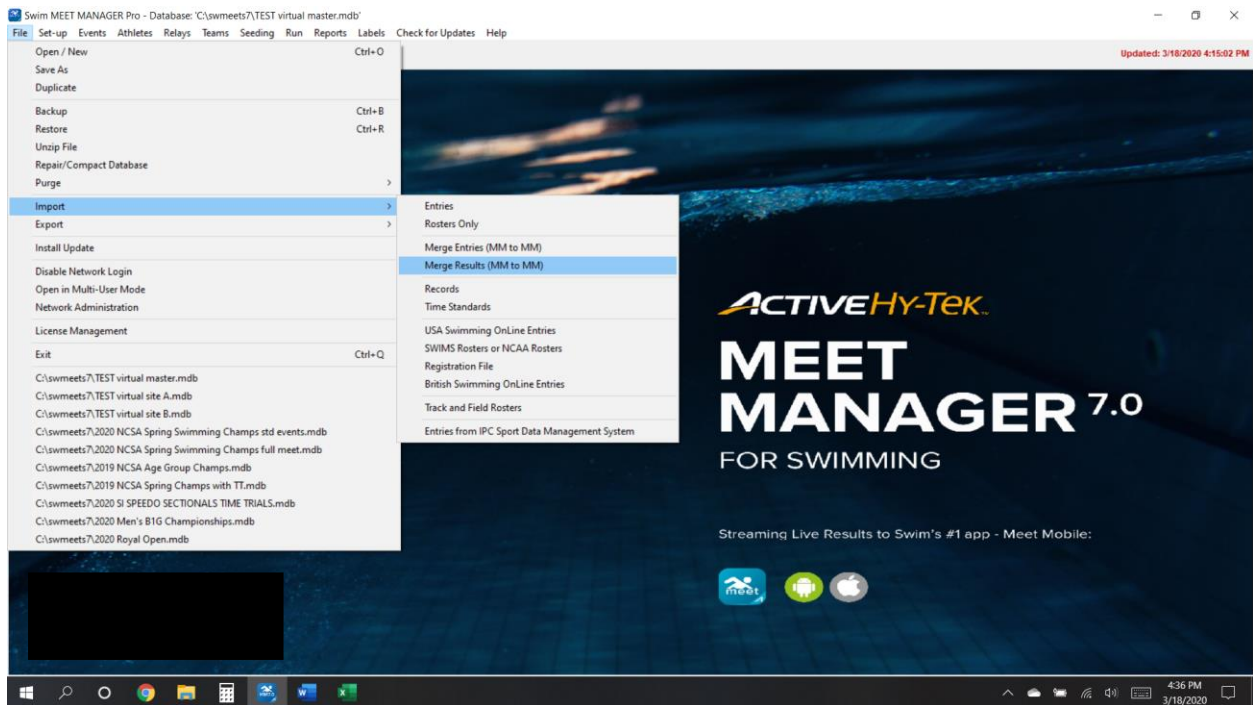
- a. Setup meets for all locations (meet names do not have to be the same for each venue but the start and end date **must** be the same); it is recommended that a meet set up is duplicated by one person and backups sent to each venue including just that venue's events
 - i. Number the events for master meet 1 to xx
 - ii. Number the events for venue
 - 1. For example, venue A, 101 to xxx; venue B, 201 to xxx; venue C, 301 to xxx, as applicable
 - 2. Master database must have each of the venue's events for the import; imports are completed based on event number which is why master database must include each venue's event numbers
 - iii. Use the same event info for age group, distance, and stroke for events you want to combine (recommend using the copy function)
 - 1. Event 1, 10U, 50 free
 - 2. Event 101, 10U, 50 free
 - 3. Event 201, 10U, 50 free

Event #	Status	Gender	Age Group	Distance	Stroke	Entry Fee	Rnds	Finals Setup	Lanes	Type	Preims	Finals	Assonment	Score	Multi-Age	Manual-Seed
1	Scored	Girls	10 & Under	50	Free	0.00	F	Timed finals	8	Standard	N/A	Slow to Fast	Standard	Yes	No	No
2	F - Done	Boys	10 & Under	50	Free	0.00	F	Timed finals	8	Standard	N/A	Slow to Fast	Standard	Yes	No	No
3	F - Done	Girls	11-12	50	Free	0.00	F	Timed finals	8	Standard	N/A	Slow to Fast	Standard	Yes	No	No
4	F - Done	Boys	11-12	50	Free	0.00	F	Timed finals	8	Standard	N/A	Slow to Fast	Standard	Yes	No	No
5	F - Done	Girls	10 & Under	100	Free	0.00	F	Timed finals	8	Standard	N/A	Slow to Fast	Standard	Yes	No	No
6	F - Done	Boys	10 & Under	100	Free	0.00	F	Timed finals	8	Standard	N/A	Slow to Fast	Standard	Yes	No	No
7	F - Done	Girls	11-12	100	Free	0.00	F	Timed finals	8	Standard	N/A	Slow to Fast	Standard	Yes	No	No
8	F - Done	Boys	11-12	100	Free	0.00	F	Timed finals	8	Standard	N/A	Slow to Fast	Standard	Yes	No	No
101	Unseeded	Girls	10 & Under	50	Free	0.00	F	Timed finals	8	Standard	N/A	Slow to Fast	Standard	Yes	No	No
102	F - Done	Boys	10 & Under	50	Free	0.00	F	Timed finals	8	Standard	N/A	Slow to Fast	Standard	Yes	No	No
103	Unseeded	Girls	11-12	50	Free	0.00	F	Timed finals	8	Standard	N/A	Slow to Fast	Standard	Yes	No	No
104	Unseeded	Boys	11-12	50	Free	0.00	F	Timed finals	8	Standard	N/A	Slow to Fast	Standard	Yes	No	No
105	F - Done	Girls	10 & Under	100	Free	0.00	F	Timed finals	8	Standard	N/A	Slow to Fast	Standard	Yes	No	No
106	F - Done	Boys	10 & Under	100	Free	0.00	F	Timed finals	8	Standard	N/A	Slow to Fast	Standard	Yes	No	No
107	Unseeded	Girls	11-12	100	Free	0.00	F	Timed finals	8	Standard	N/A	Slow to Fast	Standard	Yes	No	No
108	Unseeded	Boys	11-12	100	Free	0.00	F	Timed finals	8	Standard	N/A	Slow to Fast	Standard	Yes	No	No
201	Unseeded	Girls	10 & Under	50	Free	0.00	F	Timed finals	8	Standard	N/A	Slow to Fast	Standard	Yes	No	No
202	F - Done	Boys	10 & Under	50	Free	0.00	F	Timed finals	8	Standard	N/A	Slow to Fast	Standard	Yes	No	No
203	Unseeded	Girls	11-12	50	Free	0.00	F	Timed finals	8	Standard	N/A	Slow to Fast	Standard	Yes	No	No
204	Unseeded	Boys	11-12	50	Free	0.00	F	Timed finals	8	Standard	N/A	Slow to Fast	Standard	Yes	No	No
205	F - Done	Girls	10 & Under	100	Free	0.00	F	Timed finals	8	Standard	N/A	Slow to Fast	Standard	Yes	No	No
206	F - Done	Boys	10 & Under	100	Free	0.00	F	Timed finals	8	Standard	N/A	Slow to Fast	Standard	Yes	No	No
207	Unseeded	Girls	11-12	100	Free	0.00	F	Timed finals	8	Standard	N/A	Slow to Fast	Standard	Yes	No	No
208	Unseeded	Boys	11-12	100	Free	0.00	F	Timed finals	8	Standard	N/A	Slow to Fast	Standard	Yes	No	No

- b. Run meets at each venue as usual
- c. At the end of the meet export results from each venue (recommend only once at the end of the meet but, may do by session if desired),
 - i. Recommend that a backup be completed
 - ii. From main screen: File-Export-Results from Meet Manager Merge of same meet (.HY3)
 - iii. Send export file to the individual handling the import and merging results



- d. Import results from each venue to master
 - i. Imports are done on event number which is why master database must include each venue's event numbers
 - ii. From main screen: File-Import-Merge Results (MM to MM)
 - iii. Recommend that a backup be completed after each import



- e. Combine Events
 - i. Backup database before combining

- ii. From the Run screen, click Combine
 1. Source – from venues
 2. Target – master
 3. Select either radio button regarding the data from source
 - a. *Copy results to target event and delete results from source event OR Copy results to target event and leave source results unchanged*

If scoring, event will score automatically. Each venue will add heats to the event in the target event in the master database.

The screenshot shows the HY-TEK's MEET MANAGER software interface. The main window displays an event list with columns for Event #, Rnd, Status, Event Name, Heats, NS, DQ, DFS, Lane, and 50. A dialog box titled 'Combine Results' is open, showing 'Source Event Number' as 101 and 'Target Event Number' as 1. The 'Method' section has two radio buttons: 'Copy Results to Target Event and Delete Results from Source Event' (selected) and 'Copy Results to Target Event and leave Source Results unchanged'. The interface also shows a 'Heat 1 of 3 == Finals == Event 1 Girls 10 and Under 50 Yard Freestyle' table with columns for Lane, Athlete Name, Age, Team, Seed Time, Finals Time, DQ, Exh, DQcode, Backup 1, Backup 2, Backup 3, HPL, PL, Pts, and AdjStat.

Event #	Rnd	Status	Event Name	Heats	NS	DQ	DFS	Lane	50
1	F	Scored	Girls 10 & Under 50 Yard Freestyle	3	-	-	-	1	
2	F	Done	Boys 10 & Under 50 Yard Freestyle	1	-	-	-	2	
3	F	Done	Girls 11-12 50 Yard Freestyle						
4	F	Done	Boys 11-12 50 Yard Freestyle						
5	F	Done	Girls 10 & Under 100 Yard Freestyle						
6	F	Done	Boys 10 & Under 100 Yard Freestyle						
7	F	Done	Girls 11-12 100 Yard Freestyle						
8	F	Done	Boys 11-12 100 Yard Freestyle						
101	F	Un-Seeded	Girls 10 & Under 50 Yard Freestyle	0					
102	F	Done	Boys 10 & Under 50 Yard Freestyle	0					
103	F	Un-Seeded	Girls 11-12 50 Yard Freestyle	0					
104	F	Un-Seeded	Boys 11-12 50 Yard Freestyle	0					
105	F	Done	Girls 10 & Under 100 Yard Freestyle	0					
106	F	Done	Boys 10 & Under 100 Yard Freestyle	0					
107	F	Un-Seeded	Girls 11-12 100 Yard Freestyle	0					
108	F	Un-Seeded	Boys 11-12 100 Yard Freestyle	0					
201	F	Un-Seeded	Girls 10 & Under 50 Yard Freestyle	0					
202	F	Done	Boys 10 & Under 50 Yard Freestyle	1	-	-	-		
203	F	Un-Seeded	Girls 11-12 50 Yard Freestyle	0					
204	F	Un-Seeded	Boys 11-12 50 Yard Freestyle	0					
205	F	Done	Girls 10 & Under 100 Yard Freestyle	1	-	-	-		
206	F	Done	Boys 10 & Under 100 Yard Freestyle	1	-	-	-		
207	F	Un-Seeded	Girls 11-12 100 Yard Freestyle	0					
208	F	Un-Seeded	Boys 11-12 100 Yard Freestyle	0					

Lane	Athlete Name	Age	Team	Seed Time	Finals Time	DQ	Exh	DQcode	Backup 1	Backup 2	Backup 3	HPL	PL	Pts	AdjStat
1															
2															
3															
4	Smith, Abby	10	Team 1-NC	NT	36.78							2	2	7	
5	Alm, Emma	6	Team 1-NC	NT	36.55							1	1	9	
6															
7															
8															

8. As noted above, Technical and Administrative Rules of Competition DO NOT change and must be followed by each venue. These include but are not limited to:
 - a. All USA Swimming technical, administrative, and membership rules continue to be in force for all sanctioned and approved meets
 - b. MAAPP policy remains in effect for all activities and interactions.
 - c. Number/type of required certified officials remains the same.
 - d. Timing system requirements remain the same.
 - e. Membership requirements remain the same