Sussex Swimming League

Reply to Secretary   Briansmithbsc@gmail.com

Instructions on how to enter teams in Team manager
& for meet manager gala recording in Hy-Tek MM6 or later

- 2 pre-programmed Hy-Tek gala files, are available and will be sent to clubs for loading into meet manager.
- If you have never done this before then open up your Meet Manager system, select "File" - "Restore" then select the 4th option which is:- **Unzip, copy database to a selected folder, and open this database**.
- Once the file is in your system then you can just select it from the main File menu
- 1 is set for 6 lane pools & the other for 8 lane pools.
- Both show on the meet setup page as:- **Meet type – By Event   &   Meet Style - 3+ Team dbl Dual.**
- The host club should select the correct file for their pool and then alter the information in the meet setup to denote their specific gala for example (**Sussex league Div 1, R 1, Horsham)** The dates must then also be altered as appropriate for each round. This is the same process as would be used for any meet using Hy-Tek MM.
- The age qualifying date must always be set as at the last gala of the year.
- Also you should alter the start time in the meet setup – Events – Sessions, to suit your gala.
- Now create the entry file for the gala and send it to the competing clubs.

- When the entry files have been returned & all 3 imported into meet manager go to –
  "Seeding Preferences" - **"Dual Meets"** where you will find the teams at that gala. Drag each team across into their 2 pre-allocated lanes Team *lanes are pre allocated in the gala seeding document produced from the previous years results and these are available from the Sussex County website.*
  In the **6 lane** database, teams should be placed in **lanes 1 & 4, 2 & 5**, **3 & 6**.
  In the **8 lane** database, teams should be placed in **lanes 2 & 5, 3 & 6, 4 & 7.**
- The swimmers with the fastest entry times will be seeded into their clubs' middle lane. In events with 2 relay teams, times will allocate the fastest teams into the middle lane. Any entries with NT will be placed in the outer lane and if both entries for an event are NT then the programme will select the lanes randomly although always in your preselected lanes.
- As the Squadron relay has just one team per club, these will automatically be placed into **lanes 3, 4 & 5** in all pools so an entry time is not required. You may enter all relay teams with **NT** if you wish and they will be randomly seeded by MM.
- At this point a **team specific Psych sheet** should be sent to each club so that they can check their entries are correct. A Psych sheet with all entries should **not** be sent, to ensure that tactical changes are not able to be made. The host club must be honest in their approach to this as well.

On the night

- The gala **must** now be seeded in the normal manner so placing the swimmers and their teams into their correct lanes.
- Heat start & lane timer sheets should now be produced & distributed at the gala to the Referee and the clubs in the usual manner.

> After producing these documents **you must** return to the main **MEET SETUP** menu and alter:-
> **MEET STYLE from (3+ Team dbl Dual) to (Standard).** This is necessary to create the points report for the league. Check that the **correct current DQ codes** have been selected. All other settings should be left as they are.

The gala can then be sent to the AOE computer in the normal manner but If AOE is not being used then the times will, of course, need to be entered manually from the referee/Chief timekeepers report.

Points will be viewed on the meet manager **run page** as the gala progresses and can also be accessed from the reports menu at any time in the gala if required. Only the combined scores are used by the league.

A further advantage is that Meet mobile can now be used to show real time results & team points, even for galas where no electronic timing is being used. The host club will of course need to publish their gala to meet mobile in the usual manner.

At the end of the gala a **results report** and a **scores report** should be produced in the usual way and sent to the league secretary who will then produce and distribute the results table after each round. All the results and points will also be published on the Sussex County website

Team manager entry process

In HY-Tek TM. use the **"Enter by event"** option as this will show both individual and relay events on the same page.

Team unify, SCM & other systems may operate in slightly different ways.

Clubs should send their entry file to the host club by the date and time published for that gala. Providing the swimmer is in the team manager file, they can easily be changed, even on the night.

If Hy-Tek TM has been used to produce the entry file then all swimmers within that clubs system will be included in the file. This may not be the case for Team unify, SCM & other systems so please be aware of this.

To access individual swimmers on the night, to make changes, use the

"Adjust" function on the **"Run Page"** select **"Show eligible athletes"** and substitute the swimmer as necessary.

To alter relay team members, on the **"Run page"** got to **"Relays"** and alter names from there.

If a swimmer is not in the system, they can still be used as a substitute but their full details Name, DOB & Registration number will be required to be supplied to the recorder on the night using the official name change form.

There is one difference in scoring rules to those currently agreed for the league, in that ties will have half points.

eg a 1st place tie will be given 5.5 points each instead of 6. This cannot be changed within Hy-Tek so the league rules have been modified to accommodate this difference.

Any further questions please contact the league secretary, briansmithbsc@gmail.com