

Week 3 News

We are halfway home, group, it will be over before you know it. We dodged some foul weather on Thursday, this time last year we were dodging some of the hottest June weather ever, so we have that going for us.. Our meets are no longer disorganized chaos, they are now highly organized chaos. Most of the kinks have been worked out and we have had some great meets, let's keep the fun going. I have been really impressed with how quickly most meets are being completed. Teams are doing a great job of communicating and working together to make meets run quickly, keep up the good work. Thanks again for calling in your scores as soon as your meets end and for your feedback throughout the season.

We have had a fairly cool June so far, but hot weather is likely around the corner. With that in mind, it is something teams need to monitor closely and take measures to protect swimmers and meet workers who do not have the luxury of leaving the pool at any time. Please do your best to ensure adequate shade for team bullpens and more importantly plenty of water for every person at your meet, especially meet workers who cannot leave their posting (I'm looking after you timers and place judges) as well as your official. Another quick reminder though with regard to safety in the case of thunder OR lightning; if you see lightning or hear thunder it should be an automatic 30 minute stop of the meet. There is no difference between either thunder or lightning, and I don't care if Glen Burns himself said that after 20 minutes the heavy stuff looks like it is past us, wait the full 30 minutes before you allow anyone in or near the pool. These are clearly established safety guidelines recommended by just about every aquatic safety expert on the planet.

A quick request from everyone, CALL ME if you have a rules question or problem during the season, I am here to help, at any time of day or night or even late dark. We have had several cases where teams had rules questions and instead of looking at the rule book or calling me for help they called everyone but me, and in several cases got the wrong interpretation of the rules. One coach who was struggling with a Swimtopia issue finally caved and called me after struggling for 12 hours, the solution took 5 minutes. When I asked why they didn't call sooner their reply was that they knew how busy I was this time of year. This is why I am busy, I am helping teams with questions and issues. I am never too busy for any team and always want you to feel free to call or e mail me any time you need help, just don't ask me to be the anchor for your relay, as I will sink like an anchor only faster.

Hypoxic Training and Drills

A safety note for teams. Shallow water blackouts are a very real and dangerous concern for even the most experienced swimmers. Many of us grew up with coaches that worked with breathing control and trying to limit the number of breaths a swimmer takes during a race. Some of that training and the pursuit of a "no-breather" can be taken to a very dangerous extreme. Which is why almost all levels of swimming discourage this kind of training and drills, especially at the summer league level. Here is Bob Bowman's (Michael Phelps' coach) PSA.

<https://www.youtube.com/watch?v=ODo0815FNK4> .

Baby Pools

A reminder to teams that have baby pools, as a safety matter during meets, you should have that baby pool secured in some manner. If it is fully gated, please be sure it is locked and inaccessible. If it is not locked you should drain it and block it off completely as you now have a giant hole in the ground, deck furniture is usually a good way to do this. If none of these measures are possible, the home team should have a lifeguard or a designated adult to watch that area at all times during the meet.

ASA Championship Update

For the most recent info on the meet, including when your team is swimming, please visit <https://asa.swimtopia.com/championship>. Full meet info can be found at [2023 Full Meet Information](#).

Team Status Form - We would like to get a little info on your team for this year's meet to help us plan and make sure we can be as organized as possible. Namely, we need to know whether or not you plan on swimming in the meet, a rough estimate of how many swimmers you expect to enter, and your preference for volunteer jobs. To provide this info please go to [ASA Championship Team Status](#) and provide us details on your team and your status for this year's meet. Please do this by June 16. This is also where teams can select which volunteer jobs they prefer to work for the meet.

Coach Credential Request Form - As we did last year, we are requiring teams to submit the names of all of your coaches who will be attending the meet. This includes any non-swimming coaches, and assistant coaches who may or may not be swimming in the meet. We do not need to know the names of any of your junior coaches age 15 or younger. Teams MUST submit these names in order to receive a credential for the meet. Please visit [Coach Credential Request](#) to provide us with that information. The deadline for this is Wednesday, June 21. Please note, any coaches submitted who have not completed their required background check and coaches certification will not receive a credential for the meet, and will be subject to a fine from ASA. Highlights of what is contained are as follows:

Session Assignments

To find out which date and time your team is swimming please visit

[2023 Team Session Assignments as of 5-1-23](#)

(Warmups will begin 60-90 minutes prior to each session)

Entry Fees and Entry Deadline

Entry fees for the meet will be \$45 per swimmer. This covers all individual and relay events. Entries are due Friday, June 23 at 1 pm. Fees can be paid either at team checkin or on your day of competition. Please bring ONE check made payable to Atlanta Swim Association.

Meet Format

This year's championship will be a timed final. Teams will compete in 1 session only. There will be 15-20 teams per session. Each session will be its own championship with medals, ribbons and team trophies.

Spectators

Spectators will be allowed for this year's meet.

Coaches Meeting and Orientation

There will be a REQUIRED coaches/reps meeting, it will be done virtually via Zoom several Saturday, June 17 at 1 pm. . A team rep or member of your coaching staff must be present at this meeting. Teams failing to do so will be subject to removal from the meet or a \$250 fine. The link to the meeting is

ASA Championship Orientation Meeting - Sat. June 17 at 1 pm

<https://us06web.zoom.us/j/93804786502>

Meeting ID: 938 0478 6502

One tap mobile

+19292056099,,93804786502# US (New York)

+13017158592,,93804786502# US (Washington DC)

ASA Divisional ad Championship T Shirts

ASA will again partner with Fine Designs Apparel. They will be providing ASA Championship t shirts and a broad line of specially designed items for this year's big meet. They will again be onsite at the meet, and will be setting up an online shop for this year's meet. This is a great addition as it allows everyone on your team to purchase souvenirs from the meet, even if they can't make the big meet, or they can make purchases even after the meet. The link to view their online store is [ASA Championship Merchandise](#)

PARKING -

Coaches and team vehicles will NOT receive free parking passes. Prepaid parking will be available in the W10 parking deck that is adjacent to the CRC. To park in this deck, you must prebuy a parking pass, you cannot pay at the gate. To prepurchase parking please visit <https://gatech.parkmobile.io/events> . Parking costs will be between \$12-15. Overflow parking for W10 and any day of parking for those who did not prepay is located at the W23 lot at 905 State St. These are relatively short walks from the pool. A map of the area can be found at [Georgia Tech General Parking Map](#) and [ASA Parking Diagram and Map](#) Please plan accordingly.

ASA Fall League

The Atlanta Swim Association (ASA) will be offering a "fall" season in 2023. This season is targeted (but not limited to) swimmer's age 8-14 and will have 5 meets will be on Saturday mornings and are tentatively scheduled to begin Saturday, August 19 – Saturday September 16. Age groups will be 8 & Under, 9-10, 11-12, 13 and over. The purpose of this season is to offer swimmers a few more chances to swim in meets without the full bore commitment to year round swimming. Additionally, this season will provide a great chance for kids who will be swimming for their school teams to stay in shape. If you would like more info or want to have a team please e mail Franke Marsden.

Important Dates

Friday, June 16	Deadline for ASA Championship Status and Volunteer Request Form
Saturday, June 17	Mandatory ASA Championship Orientation Meeting via Zoom
Wednesday, June 21	Deadline for ASA Championship Coach Credential Request Form
Friday, June 23	Entry Deadline ASA Championship (1 pm)
June 28 – 30	ASA Championship (See Above for Details)

Rules Reminders –

Remember, the rules are our friends, not just silly reminders of what to do at the swim meet. Follow them and you will go far. Play nice and play fair.

Inclement Weather

Please be sure to familiarize yourself with the league rules regarding what to do in the event of bad weather during a meet. **Each team should have an action plan in place for how to safely and quickly clear your deck to get everyone to safety in the event of bad weather.** This should be clearly communicated with your visiting team, as well as your official during the pre-meet discussions days in advance of the meets. Don't forget the National Lightning Safety Council and American Red Cross policy state to stay out of the water for 30 minutes for each occurrence of thunder OR lightning. The clock resets with each occurrence. A synopsis of the league rules regarding postponed or rescheduled meets is below:

- Care for everyone's safety should be the first concern before figuring out what to do with the meet. The home team should have a clear plan for how to get EVERYONE to safety, even if that means returning to their cars. Having people remain on the deck on in an open area during a heavy thunderstorm is not a great plan.
- Teams should communicate days in advance about their plans for bad weather, especially the evacuation plan of the home team. That plan in turn should be communicated to the team in advance of the meet, so it is not a mad scramble in the event of a pop up storm.
- Teams should have the conversation days before the meet about how long they are willing to wait for the weather to clear.
- If the two teams do not align on how long they are willing to wait the rule book specifies the delay after a 30 minute stoppage can be extended another 15 minutes at which point teams have the choice to do the following:
 - Call the meet based on the score if enough events are completed and one team leads by enough points with the team in the lead getting the win.
 - Reschedule the meet.
 - Complete the meet virtually (see more info below on how to do that)
 - Call the meet a "weather tie" and both teams are credited a win.
- If you do reschedule, please try to avoid rescheduling for Tuesday or Thursday nights, as it is a challenge to get officials for a regular meet night.
- Try to get your existing ref to return to cover the rescheduled meet if at all possible
- For a full recap of ASA rules on this please refer to pages 15-16 of the [ASA Rules](#)

Pre Meet Communication

As I have mentioned in just about every meeting we have had prior to the season, communication is one of the keys to success for teams in running a smooth meet. The home team should reach out to the visiting team at least 3 days prior to that week's meet and iron out important details. While e mail and text are convenient means of communication at some point teams should talk on the phone to have an open dialogue and make sure everyone is on the same page. Sometimes that call opens up items that may not be covered in a stock e mail that a team sends to their opponent about expectations for the meet. If you are the visiting team and have not heard from the home team by 2-3 days before the meet, initiate the conversation from your end. Below is a pretty good guidebook for home teams to share with their visitors.

Good Morning Visiting Team. We look forward to hosting your team this week. We just want to send you a few details to communicate with your team.

Exhibition Lane: *We have a 5 lane pool, we designate lane 5 as the non-scoring lane, when you complete your entries please be sure to enter your heat 1 scoring swimmers in lane 1 and 3 and NOT lane 5. This will allow the meet to be merged correctly and not have your scoring swimmers in a non-scoring lane.*

Number of Swimmers: *We have approximately 100 swimmers and you have how many? This helps for planning concessions for each week's meet.*

Lineup Exchanges: *Lets plan on marking our entries as ready by Wednesday at 3pm. If possible, please let us know if you are delayed, and if possible notify use when you have marked as ready for exchange. We will do the same from our end and will notify you as soon as we have merged the meet and combined any events we can combine.*

Parking, Bullpen & Warm Ups:

We will save you two parking spaces by the pool entrance. Our pool closes to residents at 4:00 so we ask that visitors not enter until after 4:15 pm. Visiting team warm ups will begin at 5:00. The meet will start at 5:30. Attached is a diagram of our deck and team area, as well as some pictures of our pool to familiarize yourself with the layout.

Timer and Judge's Meeting:

Please have your timers and place judges available for a pre-meet meeting by 5:15 pm by the scoring tent.

Lanes & Starts:

Our pool has 6 lanes. We will be in the even lanes you will be in the odd lanes per league rules. One side of our pool is too shallow to dive so we do in the water starts where the swimmer has a hand on the wall for the relay exchanges. The deep side is 5 feet deep and we have blocks for that side. All races will start from the block side of the pool. The timers will have to change ends for the 25 yard events, please remind them of this, so they can get from end to end quickly when it is time for the 25's.

Parking:

We will have 2 spots reserved for your team. Parking is always an issue, as I know you can relate to, It is very important that cars do not double park on the street. If cars are double parked they will be towed. If you could please let your families know this in advance that would be great. We have limited parking and encourage people to carpool if possible. There is no parking in the roundabout area.

Ribbons & Labels:

We will provide the ribbons for all scoring heats. Each team provides the ribbons for the exhibition heats. We will provide the labels for both teams. Please let us know if you would like us to print ribbons as the meet proceeds or if you want them all printed at the end of the meet.

Visiting Team Volunteers:

- Each team is to provide two timers for their lanes. - Total of 6 volunteers for each session*
- Each team is to provide a Master Recorder for each session*
- Each team should provide a computer operator for each session*
- Each team should provide their own ribbon writers for each session*
- Each team will provide a deck manager for each session*
- Each team will provide a Place Judge for each session*
- Each team will Provide their own Bull Pen Workers for each session*

We normally do a shift change after the end of the backstroke (event 46), those workers just report directly to their positions and we keep the meet moving along. If you need for our announcer to call for your second shift workers at a different time please let us know.

Concessions:

*We will have Hamburgers/Hot Dogs, Pizza, Kona Ice, chips, drinks and candy to buy at the meet. Our concession stand is **CASH and VENMO.***

Visitor Bullpen

Your team area will be located in a space that is partially shaded, you may want to bring some EZ up tents to keep your bullpens a little cooler. Please see the attached map and pictures to know where you will be set up.

Weather Contingency

If we hit inclement weather our plan is to clear the pool deck and have teams wait in their cars, as we do not have a facility large enough to get everyone inside safely. Please share this with your families, so we can get everyone to safety quickly if needed. We are willing to wait up to and hour and a half for a weather delay, if we are delayed by weather much longer it will likely be too dark at our pool, given our limited lighting to finish the meet. If that ends up happening, we are open to finishing the meet virtually or can reschedule for Saturday morning at 8 am.

Home Team Contact Info:

Team Rep - Franke: 404-664-3975

Head Coach Evan: 678-596-4015

Pool Address:

123 Swimfast Lane, Atlanta, GA 30350

The clubhouse is about 1/2 mile from the entrance of neighborhood on the right side near the roundabout. We will have the gate open.

Lineup Exchange Reminders -

This must be done by both teams the day before the meet by 3 pm, or an agreed upon time with other team. Should not be any later than 6 pm.

Be sure to check your opponent's lineup via the Athlete Check in report in Meet Maestro. Clear up and correct any lineup infractions **the night before the meet**, instead of having those mistakes appear in the heat sheet. This is an avoidable problem.

Entry Limits Scoring Lanes and Extra Events

A number of teams are struggling with this rule and are either entering swimmers in too many events, or missing the opportunity to cover open scoring lanes in age groups where they don't have a large number of swimmers. Below is a recap of the participation rules:

- Each club may enter three swimmers for team points in each individual event where lanes are available. If the pool is 8 or 10 lanes the teams may enter an even number of swimmers for points in heat 1.
- All lanes are eligible to score in heat 1, unless there are an odd number of lanes (5 lane pool) all swimmers in heat 1 can score points.
- Each swimmer may enter two individual scoring events and two relays (one medley and one free) with the following exceptions:
 - **EXTRA EVENTS RULE** - A swimmer may enter a third individual scoring (heat 1) event to fill all legal lanes provided all other swimmers from that team in that age group are entered in at least two heat 1 individual scoring events. Entries in exhibition heats or lanes or in relay events do not count toward meeting the requirement of all swimmers in an age group being in the required number of scoring events before a swimmer can be entered in an extra event.
 - A swimmer may not enter in more than three individual scoring (heat 1) events unless all other swimmers in that age group are entered in three individual scoring events and so on.
 - Therefore a swimmer may enter every event in the meet provided the required numbers of swimmers have been entered in the required number of individual scoring events. A good formula is listed below for teams to figure out if your team can enter swimmers in more than the allowed 2 heat 1 individual events and how many extra events they can be entered in without creating a rules infraction:

- Take the number of scoring lanes the pool has for each team (4 & 5 lane pools have 2; 6 lane pools have 3; 8 lane pools have 4; 10 lane pools have 5), multiply that number by 6 (the number of individual events a swimmer can swim). This calculates how many heat 1 scoring swims are available.
- Divide that number by the following: The number of swimmers you have for that meet in a particular age group that you will enter for that meet
- The number you have is the maximum number of heat 1 scoring events allowed in an age group. The remainder is the number of extra swimmers that can swim in one additional extra events above what you calculated.
- Example: 5 swimmers in 11-12 boys in a 6 lane pool. 6 lanes x 3 scoring chances = 18. Divide 18/5 = 3 with a remainder of 3. This means all swimmers in that age group can be entered in a maximum of 3 heat 1 scoring events with 3 swimmers in that age group being allowed to be entered in 4 heat 1 scoring events.
- Keep in mind, teams are not required though to enter all swimmers in an age group in one scoring event to allow a swimmer to be entered in a second scoring event. In some cases teams will have age groups where some swimmers are entered in up to two individual scoring events and others where swimmers are only entered in exhibition events.

- **Exhibition Event Limits**

- Swimmers may enter ONE additional exhibition event in addition to the maximum number of allowed scoring events.
- No swimmer may be entered in more than one exhibition events unless that swimmer is only swimming exhibition events, and the maximum number of exhibition events for that swimmer is two exhibition events only.
- Teams may only have ONE exhibition heat of Long Free, IM or the relays. **Just because they can, doesn't mean they should.**

Substitutions

Coaches, remember once you have exchanged lineups the only changes you can make to your individual event entries are substitutions for swimmers not able to be at the meet. Those changes can only take place up to 30 minutes before the meet starts and must be communicated to the computer operators so they can be put into Meet Maestro. However, teams should communicate these substitutions earlier in the day. Each team can input their substitutions into Meet Maestro. However, teams should communicate (via text, phone or e mail) what those substitutions are.

After 5 pm swimmers may not be pulled into individual events for missing swimmers.

Please make sure your swimmers, assistant coaches and parents understand this rule.

- For Individual Events - Swimmers may only be substituted into lanes that are now empty because a swimmer who was originally entered cannot participate.
 - Teams may move a swimmer from an exhibition heat into the scoring heat,
 - Teams can enter a swimmer in another event if they are not already maxed out on their individual events
 - Teams may enter a swimmer who was not originally entered in the meet during the original lineup exchange.
 - Teams may NOT move a swimmer from one scoring event to another scoring event and reconfigure their lineup through this process.
 - If swimmers in that age group are in more than 2 heat 1 scoring events, the participation rules must still be followed, and swimmers must be in the proper number of events to avoid a lineup rules infraction.
- Relay changes may happen at any time, including during the meet.

- Substitutions should take place as early as possible and be given to the COMPUTER OPERATOR so the computer operator can input the changes and print the needed updated paperwork. Many teams actually converse over the phone the day of the meet to get a jump on substitutions.
- Each team can input their substitutions into Meet Maestro on their end. However, coaches and/or computer people; Remember to keep track of the events that have substitutions so you can print revised Judges forms for just those events.
- The home team computer volunteers should coordinate last minute substitutions and printouts; each computer person should confirm all computer/roster/event issues directly with the other team's computer person.

Post Meet Procedures – Loading Your Results

Once the meet is complete and scored and all corrections have been made there are a couple of more steps to take to finalize the meet. Teams need to lock out changes to the meet, and Transfer results back into Swimtopia. This is done from the Settings screen of Meet Maestro. The meet must be locked first before you can transfer the results. **If you do not take this step, the times will not be loaded back into Swimtopia.**

2022 DeerBrookeWaters at Bwood Barracudas May 31, 2022

Reports
Athletes
Meet Setup
Seeding
Timing Setup
Benchmarks
Mobile App
Finish & Export
Current User
Franke Marsden
CHANGE MEET

Finish & Export

Lock out changes

TRANSFERS DOWNLOADS

Results can be transferred directly to the linked meets in SwimTopia listed below

STATUS	TEAM	MEET NAME
✓ TRANSFERRED 5/31/22, 9:08:37 PM	Bwood Barracudas	2022 DeerBrookeWaters at Bwood Barracudas
✓ TRANSFERRED 5/31/22, 9:08:37 PM	DeerBrookeWaters	2022 DeerBrookeWaters at Bwood Barracudas

TRANSFER RESULTS

Place Judges

The judges, one from each team, should work independently and record their order of finish on a Heat Sheet and then compare notes only after they have recorded their order of finish independently. No other individuals (including the Judges Recorder) should be consulted for this function. If there is a disagreement over a place the referee is consulted to break the tie. Teams do not consult stopwatches, video or the great beyond, only the ref. In an 8 lane pool teams should use 3 judges; one from each team to judge places 1-4 and a third judge from the home team to judge places 5-8.

A suggestion for new place judges, or if they have struggled with that job in the past, is to use swim practice as a great time for them to practice as well. Have them watch kids doing sprints (25's are best) and hone their skills seeing finishes and writing them down as quickly as possible.

Meet Maestro Feedback

Online Tutorials

You can find step by step tutorials if you have questions about how to do a particular function with Swimtopia and Meet Maestro. Those tutorials can be found at <https://asa.swimtopia.com/swimtopia-entry-tutorials> . Otherwise you can always call or e mail Franke Marsden or Swimtopia with your questions.

Combining Events

In some cases you may be able to swim certain events as combined events. For example, if you have one swimmer in the girls 13-14 50 free and two boys in the 13-14 50 free, you can save time by having them SWIM together. However, you **NEVER** set up a combined event in Swimtopia or Meet Maestro, this will result in the even not being scored correctly, and some swimmers getting left out in the cold when it comes to getting ribbons. To do this, do the following:

- Leave the swimmers in their respective events (13-14 girls in their event, boys in theirs).
- Move the swimmers into lanes that will allow them to swim together. Girls in lane 2, boys in lanes 3 and 4.
- Notify key people this will be a combined event. This includes coaches, swimmers, deck managers, place judges, timers, bullpen people, the referee and announcer

Ideally, this will be managed during the Meet Merge phase by the home team and communicated to each team, their coaches, coordinators, meet workers and swimmers. It can be done during the meet with the coordination of the referee, coaches, place judges, and deck managers make the adjustments needed to get swimmers into the lanes needed, and ensure that the places and scores for those swimmers are recorded correctly on the paperwork that makes its way to the computer operators.

- The visiting team should bring their computer and printer to the meet. It serves as backup equipment and allows the visiting team to print any forms and paperwork for their team as needed.
- It is beneficial if the visiting team prints out any preliminary reports it believes it needs for the management of its team (their own heat sheets and Athlete Check In forms for their team) prior to arriving at the meet.
- Teams should NEVER use the seeding feature in Meet Maestro once both team's entries are in the computer. By placing swimmers in the lanes when doing your lineup in the first place you have already manually seeded the meet. Using the seeding feature of the software will discard all of the lane assignments that your team has gone to the trouble of creating in the first place and will cause chaos for both teams.
- Be sure to cut Place Judges Forms in half to have one event per sheet to speed up flow of paper and to allow printing of event sheets with greater ease and allow the Judges Recorder to get one heat of information at a time.
- For the computer area, teams should have general office supplies on site, such as stapler, colored marker, colored paper, paper clips, and large envelopes to organize completed programs and result sheets, etc. after the meet.

- Both teams should have reasonable access to the computer running the meet, during the meet. Teams should alternate computer operators every event set; the home team does all the medley relays the visitor does the short free and so on. Since Meet Maestro is cloud based, teams could run 2 computers during the meet if they want, with one team inputting the girls events and one team inputting the boys events. When not entering times the other computer operator should check the entries for errors made by the other computer operator. This person can also screen the completed Place Judges Sheets for conflicts between the Judges and Times. Several types of errors could occur: mistaken keyed entry error; misinterpretation of written result; incorrect times written down by the Master Recorder. It would be ideal for one person to review the final Place Judges sheets. This could help identify any "obvious" errors...and could review the printed labels to ensure their accuracy while the other computer persons continue to enter data.
- More and more teams use 2 printers during the meet and it seems to speed things up a bit. If each team brings their printer then ribbons and labels can be printed simultaneously without having to change the contents of the paper tray.

Substitutions

Each team struggles each week with those swimmers who leave you high and dry by not showing. Teams may substitute swimmers into those holes in individual events created by these situations. Teams have 3 options to fill these holes

- Move swimmers up from the exhibition heats
- Enter swimmers who are not entered in the maximum number of events
- Enter swimmers who unexpectedly showed up and are not in the lineup.
- The only thing you can't do though is remove a swimmer from an existing scoring event and move them into another scoring event.

Substitutions should take place as early as possible and be given to the COMPUTER OPERATOR so the computer operator can input the changes and print the needed updated paperwork. Many teams actually converse over the phone the day of the meet to get a jump on substitutions. Each team can input their substitutions into Meet Maestro on their end. However, coaches and/or computer people; Remember to keep track of the events that have substitutions so you can print revised Judges forms for just those events. The home team computer volunteers should coordinate last minute substitutions and printouts; each computer person should confirm all computer/roster/event issues directly with the other team's computer person.

BYOC/P - The visiting team should bring their computer and printer to the meet. It serves as backup equipment and allows the visiting team to print any forms and paperwork for their team as needed.

Print Your Own Stuff - It is beneficial if the visiting team prints out any preliminary reports it believes it needs for the management of its team (their own heat sheets and Athlete Check In forms for their team) prior to arriving at the meet.

Don't Reseed/Remerge - Teams should NEVER use the seeding feature in Meet Maestro once both team's entries are in the computer. By placing swimmers in the lanes when doing your lineup in the first place you have already manually seeded the meet. Using the seeding feature of the software will discard all of the lane assignments that your team has gone to the trouble of creating in the first place and will cause chaos for both teams.

One Race/ One Page - Be sure to cut Place Judges Forms in half to have one event per sheet to speed up flow of paper and to allow printing of event sheets with greater ease and allow the Judges Recorder to get one heat of information at a time.

Office Supplies - For the computer area, teams should have general office supplies on site, such as stapler, colored marker, colored paper, paper clips, and large envelopes to organize completed programs and result sheets, etc. after the meet.

Share the Computer and Work- Both teams should have reasonable access to the computer running the meet, during the meet. Teams should alternate computer operators every event set; the home team does all the medley relays the visitor does the short free and so on.

Since Meet Maestro is cloud based, teams could run 2 computers during the meet if they want, with one team inputting the girls events and one team inputting the boys events.

When not entering times the other computer operator should check the entries for errors made by the other computer operator. This person can also screen the completed Place Judges Sheets for conflicts between the Judges and Times. Several types of errors could occur: mistaken keyed entry error; misinterpretation of written result; incorrect times written down by the Master Recorder. It would be ideal for one person to review the final Place Judges sheets. This could help identify any "obvious" errors...and could review the printed labels to ensure their accuracy while the other computer persons continue to enter data.

Judges Decision

This process is much easier to manage in Meet Maestro. Once times are entered The Heat Place can be edited by hovering over the number until a blue pencil icon appears -- click on the pencil, then the number can be changed:

EVENT		HEAT		LANE		STANDINGS		WOMEN		MEN		COMBINED	
18 25M FREESTYLE Boys 9-10		< 1 >		Blue Dolphins Green Turtles		3 16 19 6 11 17							
LANE	TEAM	ATHLETE	SEED TIME	TIMER 1 SC METERS	RESULT TIME	DQ	OFFICIAL TIME SC METERS	HEAT PLACE	PLACE	PTS			
1	TURL	Stout, Demetrius (10)	26.28	26.65	26.65	...	26.65	5	5				
2	DLPHN	Mackown, Alberto (10)	20.09	21.15	21.15	...	21.15	2	2	3			
3	TURL	Rocha, Joel (10)	22.69	22.69	22.69	...	22.69	3	3	1			
4	DLPHN	McDonald, Ronald (10)	19.58	19.58	19.58	...	19.58	1	1	5			
5	DLPHN	Knight, Darrell (9)	23.07	23.07	23.07	...	23.07	4	4				

Officials

Each week you will receive a schedule of officials for your meet. If the home team has not been in contact with their official by 9 pm the NIGHT BEFORE THE MEET call or e mail Franke Marsden ASAP. This will prevent a situation where you do not have a referee for your meet. Please remember the only person at the meet who can disqualify a swimmer or charge a false starts is the starter-referee.

The pay for officials this season is \$100 per meet, split between both teams. If your meet runs past 3 ½ hours the ref should be paid \$10 per team for each 20 minutes the meet runs past 3.5 hours.

Ref Parking

While this isn't necessarily a rule, it is a courtesy to save a parking spot for your official for the meet. Many times they arrive after the bulk of cars have arrived and have to park very far away. If possible, save a spot for your official, it will likely get them on deck quicker and get your meet underway sooner.

Mark Your Lanes

One team passed along a great idea that I thought other teams might want to try. You can create lane markers to attach to your lanes by laminating a sheet of paper with the corresponding lane number on them. This will make the judges jobs a little easier by providing them a visual reminder of which lane is which.

Ribbons

Each team is responsible for providing their own ribbon workers who will label their team's ribbons and place them in a box or holder to be distributed as they see fit. The home team provides the ribbon labels for all heats and the ribbons for the scoring heat only. Each team is responsible for providing their own exhibition ribbons.

Please remember ribbons for relay events are for only first and second place. If you run low on ribbons, please contact Franke ASAP to make arrangements to get more. If you do so, please let me know the current inventory of ribbons you have for the place you need, it will help me provide enough ribbons to get you to the end of the season.

Remember, play nice and play fair.

End of Season Awards - All Nominations are Due by Friday, June 23 at 1 pm

Team Sportsmanship

If you have had a particularly positive experience with another team that exhibited what ASA embraces, good sportsmanship, please send ONE nominating e mail. This award will be presented at the league championship.

Coach of the Year

Teams wishing to nominate their coach for the Coach of the Year Award must submit nominating letters by June 23 at 1 pm . Please submit ONE nominating letter to Franke Marsden via e mail. Teams can also e mail their nominating letter. Please include as much detail as possible as to why you think your coach deserves the award. The award will be handed out during the League Championship Meet.

League Scholarship Programs

ASA is pleased to announce the creation of two \$750 scholarships to be awarded to an eligible graduating senior, male and female, planning to continue their education after high school. Our goal is to encourage our swimmers, help promote the positive benefits of swimming, the importance of community involvement and offer educational support.

Eligibility will be based on the following selection criteria:

1. Must be a graduating Senior and registered in the ASA swim league
2. A written Letter of Recommendation must be submitted to the league for the swimmer to

be considered. Please submit ONE nominating letter to Franke Marsden (fmarsden@atlantaswimming.com) by June 23 at 1 pm.

The scholarship will be based on the combination of the above criteria and will be presented at the conclusion of the ASA Championship meet.

Week 3 Scores

Score	Visitor	at	Home Team	Score	Day	Date
357	Sugar Mill	at	Atlanta Athletic Club	421	Tuesday	13-Jun
367	Echo Ridge	at	Briarcliff/Sagamore	339	Tuesday	13-Jun
207	Glenwood Park	at	Briarmoor Manor	447	Tuesday	13-Jun
386	Hanover West	at	Brittany Club	399	Tuesday	13-Jun
413	Murphey Candler	at	Byrnwyck	374	Tuesday	13-Jun
415	Brookwood Hills	at	Chastain Park	347	Tuesday	13-Jun
387	Deerfield-Spalding Lake	at	Fontainebleau	278	Tuesday	13-Jun
392	Kingsley	at	Georgetown	398	Tuesday	13-Jun
424	Gainsborough	at	Hampton Hall-S	369	Tuesday	13-Jun
389	Spalding Woods	at	Huntcliff	389	Tuesday	13-Jun
349	Roxboro	at	Huntley Hills	442	Tuesday	13-Jun
375	Intown Dolphins	at	Lake Claire	324	Tuesday	13-Jun
85	Morehouse	at	MALO Aquatics	274	Tuesday	13-Jun
230	CC of Roswell	at	Mill Glen (Tues. 6-13)	521	Tuesday	13-Jun
415	Hammond Hills	at	Mountaire	378	Tuesday	13-Jun
301	Avondale	at	Northumberland	401	Tuesday	13-Jun
277	Lindmoor Woods	at	Nottaway	409	Tuesday	13-Jun
206	Westhampton/Embry Hills	at	Pangborn	420	Tuesday	13-Jun
391	Mark Trail/Princeton Sq.	at	Redfield	394	Tuesday	13-Jun
355	Briarwood	at	Riverside	438	Tuesday	13-Jun
510	HLHK	at	Smokerise	179	Tuesday	13-Jun
341	Garden Hills	at	Smyrna	455	Tuesday	13-Jun
153	Chattahoochee	at	St. Ives	587	Thursday	13-Jun
367	Dunwoody CC	at	The Branches	429	Tuesday	13-Jun
307	Leslie Beach Club	at	Twin Lakes	379	Tuesday	13-Jun
278	Decatur	at	Venetian Pools	424	Tuesday	13-Jun
358	Dunwoody North	at	Village Mill	428	Tuesday	13-Jun
280	Leafmore Creek Park	at	Winding Vista	426	Tuesday	13-Jun
325	Vermack	at	Wynterhall	458	Tuesday	13-Jun
436	Deerbrooke Waters	at	Zaban Sharks	228	Tuesday	13-Jun
297	Windward	at	Alpharetta	469	Thursday	15-Jun
337	Orange Shoals	at	Arbor View	446	Thursday	15-Jun
474	Eagle Watch	at	Deer Run	322	Thursday	15-Jun

Score	Visitor	at	Home Team	Score	Day	Date
296	Tuxford	at	Doublegate	479	Thursday	15-Jun
	Nesbit Lakes	at	Dunmoor		Thursday	15-Jun
360	CC of the South	at	Falls of Autry Mill	421	Thursday	15-Jun
333	Oxford Mill	at	Glastonberry	453	Thursday	15-Jun
329	Edenwilde	at	Glen Abbey	437	Thursday	15-Jun
379	Aberdeen	at	Grand Cascades	414	Thursday	15-Jun
446	Roswel Rapids	at	Hampton Hall-N	259	Thursday	15-Jun
240	Bridgemill	at	Harmony on the Lakes	171	Thursday	15-Jun
387	Pennbrooke	at	Harrington Falls	385	Thursday	15-Jun
352	Spring Ridge	at	Haynes Landing	440	Thursday	15-Jun
373	Martin's Landing	at	Inverness	423	Thursday	15-Jun
297	Grandview Glen	at	Lake Forest	486	Thursday	15-Jun
326	Brookfield CC	at	Laurel Brooke	386	Thursday	15-Jun
322	DeerLake	at	Laurel Springs	434	Thursday	15-Jun
522	Fieldstone	at	Longlake	269	Thursday	15-Jun
282	Horseshoe Bend CC	at	Mayfair St. Clair	487	Thursday	15-Jun
265	Seven Oaks	at	Medlock Bridge	521	Thursday	15-Jun
343	Crooked Creek	at	Milton	450	Thursday	15-Jun
422	Highland Park	at	Olde Atlanta	343	Thursday	15-Jun
407	Neely Farm	at	Pinewalk	383	Thursday	15-Jun
317	Woodstock Knoll	at	River Green	312	Thursday	15-Jun
411	Wildwood Springs	at	Saddle Creek	341	Thursday	15-Jun
356	Cambridge	at	Shakerag	434	Thursday	15-Jun
280	Atlanta Athletic Club	at	St. Ives	516	Thursday	15-Jun
227	Swim Kids of Georgia	at	St. Marlo	440	Thursday	15-Jun
490	Hillbrooke	at	Sugar Mill	282	Thursday	15-Jun
447	Towne Lake Sharks	at	Towne Lake Hills	335	Thursday	15-Jun
400	White Columns	at	Wexford	344	Thursday	15-Jun
235	Three Chimney Farms	at	Windermere	527	Thursday	15-Jun
367	Chartwell	at	Woodfield	397	Thursday	15-Jun
377	Woodlands	at	Woodmont	401	Thursday	15-Jun
514	Bradshaw Farms	at	Wyngate	270	Thursday	15-Jun

Standings Through Week 3

Teams	W	L	T
Aberdeen	0	3	0
Alpharetta	3	0	0
Arbor View	3	0	0
Atlanta Athletic Club	2	2	0
Avondale	0	3	0
Bradshaw Farms	2	1	0

Teams	W	L	T
Briarcliff / Sagamore	1	2	0
Briarwood	0	3	0
Briarwood Manor	2	1	0
Bridgemill	2	0	0
Brittany Club	3	0	0
Brookfield CC	1	2	0
Brookwood Hills	2	1	0
Byrnwyck	0	3	0
Cambridge	0	3	0
CC of Roswell	1	2	0
CC of the South	1	2	0
Chartwell	1	2	0
Chastain Park	2	1	0
Chatt. River Club	2	1	0
Chattahoochee	0	3	0
Crooked Creek	1	2	0
Decatur	2	1	0
Deer Lake	1	2	0
Deer Run	1	2	0
Deerbrooke Waters	3	0	0
Deerfield-Spalding Lake	1	2	0
Doublegate	2	1	0
Dunmoor	0	2	0
Dunwoody CC	2	1	0
Dunwoody North	0	3	0
Eagle Watch	1	2	0
Echo Ridge	3	0	0
Edenwilde	1	2	0
Falls of Autry Mill	3	0	0
Fieldstone	3	0	0
Fontainebleau	1	2	0
Gainsborough	3	0	0
Garden Hills	3	0	0
Georgetown	1	2	0
Glastonberry	3	0	0
Glen Abbey	3	0	0
Glenwood Park	2	1	0
Grand Cascades	3	0	0
Grandview Glen	2	1	0
Hammond Hills	2	1	0

Teams	W	L	T
Hampton Hall-N	0	3	0
Hampton Hall-S	1	2	0
Hanover West	1	2	0
Harmony on the Lakes	0	3	0
Harrington Falls	1	2	0
Haynes Landing	3	0	0
Healthy Lifestyles Healthy Kids	3	0	0
Highland Park	2	1	0
Hillbrooke	3	0	0
Horseshoe Bend CC	0	3	0
Huntcliff	2	1	0
Huntley Hills	2	1	0
Intown Dolphins	3	0	0
Inverness	2	1	0
Kingsley	1	2	0
Lake Claire	1	2	0
Lake Forest	1	2	0
Laurel Brooke	2	1	0
Laurel Springs	1	2	0
Leafmore Creek Park	2	1	0
Leslie Beach Club	2	1	0
Lindmoor Woods	1	2	0
Longlake	2	1	0
Malo Aquatics	2	1	0
Mark Trail/Princeton Sq.	2	1	0
Martin's Landing	0	3	0
Mayfair-St. Clair	1	2	0
Medlock Bridge	3	0	0
Mill Glen	2	1	0
Milton	2	1	0
Morehouse	1	2	0
Mountaire	0	3	0
Murphey Candler	2	1	0
Neely Farm	2	1	0
Nesbit Lakes	0	2	0
Northumberland	3	0	0
Nottaway	3	0	0
Olde Atlanta	1	2	0
Orange Shoals	1	2	0
Oxford Mill	0	3	0

Teams	W	L	T
Pangborn	2	1	0
Pennbrooke	2	1	0
Pinewalk	2	1	0
Redfield	1	2	0
River Green	0	3	0
Riverside	3	0	0
Roswel Rapids	2	1	0
Roxboro	1	2	0
Saddle Creek	0	3	0
Seven Oaks	2	1	0
Shakerag	2	1	0
Smokerise	1	2	0
Smyrna	1	2	0
Spalding Woods	3	0	0
Spring Ridge	2	1	0
St. Ives	3	0	0
St. Marlo	1	2	0
Sugar Mill	0	3	0
Swim Kids GA	0	3	0
The Branches	3	0	0
Three Chimney Farms	1	2	0
Towne Lake Hills	1	2	0
Towne Lake Sharks	1	2	0
Tuxford	1	2	0
Twin Lakes	2	1	0
Venetian Pools	1	2	0
Vermack	1	2	0
Village Mill	3	0	0
Westhampton/Embry Hills	1	2	0
Wexford	1	2	0
White Columns	1	2	0
Wildwood Springs	3	0	0
Windermere	3	1	0
Winding Vista	3	0	0
Windward	1	2	0
Woodfield	2	1	0
Woodlands	2	1	0
Woodmont	3	0	0
Woodstock Knoll	2	1	0
Wyngate	2	1	0

Teams	W	L	T
Wynterhall	3	0	0
Zaban Sharks	0	3	0