

**ASA Week 1 Recap**  
[Week 1 Scores and Rankings](#)  
[Week 2 Referee Schedule](#)

Whoever is in charge of the weather is on notice, not the greatest welcome to the 2025 season, but hopefully this will be our only foul weather week. Congrats on making it to the fun part of the season, thankfully we did not need a wetsuit and parka to get through swim practices in May, getting geared up for the season. There was a little rust to shake off but teams seemed to get off to a great start. We had a great week of swimming in week 1, thank you for your patience in dedication in making this summer swim season a reality. I appreciate the feedback from our teams and will share as much as I can to help smooth the road to travel for the next few weeks. Scores from this week are at the end of this newsletter. If you notice your score missing, please email it to me ASAP and I will make sure it gets posted on the league website. Don't forget, please communicate your score in as soon as your meet gets done.

No rainouts last season at all means karma moves quickly this year. Please familiarize yourself with the league policies on what to do in the event of bad weather, always have a plan for what to do with a crowd in the event of bad weather. Use your pre-meet planning conversation with the other team several days before the meet:

- Communicate the home team's safety plan in the event the deck needs to be cleared.
- Possible make-up dates in advance of your meet.
- Plan out how long both teams are willing to wait for weather to clear before moving onto rescheduling or calling your meet.
- Refer to rule 22 on page 16 of the rule book for rules governing weather impacted meets.
- Further info on how to manage this in Swimtopia is listed later in the newsletter.

In doing so you can communicate with your families before they get to the meet so they know what to expect. This will help minimize the stress of bad weather the day of the meet and will avoid a possibly contentious discussion about what to do if weather hits. Also, don't forget to keep your referee in the communication loop with your plans. Teams did a great job with this in week 1. Your original ref is your first option for any rescheduled meets, check with them before they leave that night to see if they can work your rescheduled meet. If they are unavailable, please notify Franke and/or Evan ASAP to arrange for a replacement.

Teams are becoming old pros using the Swimtopia Meet Maestro software. Things went incredibly well for a number of first time users and we received a lot of feedback that I will pass along to everyone. Your feedback is important and will allow the league to better use the software to run its meets. Good or bad, please let us know how it goes with your team's use of the software goes so we can learn from everyone's experience. Thanks to everyone for communicating your scores in a timely fashion as soon as your meet is done

**Referee Notes – Ref Schedule and Pay**

Please remember to confirm with your meet ref, no later than 6 pm the night before the meet. The weekly officials schedule will be posted each week at [ASA Referee Schedule](#) Teams, please remember, the refs get paid \$100 per meet (\$50 per team) and that overtime pay applies to any meet running longer than 3 ½ hours. Referee payment must be completed before the official leaves the pool that night, not tomorrow, or next week. Overtime pay is \$10 per team for each 20 minutes a meet runs past the 3 ½ hour mark, this even applies in weather delayed meets, like Tuesday night. Referee payment must be completed before the official leaves the pool that night. Please make sure this is taken care of each week.

## **Team Contact Info**

Several of you inquired, how do I get in touch with the other team? Go to <https://asa.swimtopia.com/asa-teams> . A couple of teams are missing information on their team page. To update this please include full contact info (e mail and phone number for at least one of your team reps as well as your head coach), as well as the details of your pool configuration (yards or meters, number of lanes, and pool depth at each end of the pool. Teams rely on this info to communicate with each other. If you are one of those pools, please update your team info using the following steps at [Team Info Page Editing Instructions](#)

## **Good Deeds in ASA**

Each week, we will try and spotlight some of the positive things that teams are doing for the community. If your team is having a fundraiser or special event, please e mail us and we will give you some exposure in our weekly newsletter. Special thanks to all of the teams who shepherded new teams and coaches through their first meets, I had several teams e mail me about how warmly they were welcomed and how helpful their opponents were in helping them through their first meet. We've all been the new guy before, it's always great to have a helping hand there when you feel buried.

This week, many of our teams honored our good friend Thomas Benefield from Briarcliff Woods/Sagamore Hills, who recently passed away from a long battle with cancer. Teams showed out in their best superhero costumes for this week's meets, something Thomas was a big fan of. Thomas was in his own right a superhero, touching the lives of so many families; as a coach, teacher, and friend. His motto was "Go Do Good", something we should all aspire to each and every day.

## **ASA Championship Update - [2025 Full Meet Information](#)**

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 [2025 Full Meet Information](#) . We need some info on your team for this year's meet to help us plan and make sure we can be as organized as possible. 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 Friday, June 14.

Highlights of what is contained are as follows:

### **Session Assignments**

To find out which date and time your team is swimming please visit <https://asa.swimtopia.com/championship>

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

### **Entry Fees and Entry Deadline**

- Entry fees for the meet will be \$50 per swimmer. This covers all indiv. and relay events.
- Fees can be paid at team checkin on your day of competition.
- Entries are due Friday, June 20 at 1 pm.

### **Coaches Name Submission**

Teams participating in the meet must submit the names of all coaches (who are not also swimming in the meet) by Wednesday, June 19 at 6 pm.

- If you fail to do so, they will not be allowed on the deck for the meet.
- To submit the names of your coaches please visit [Championship Coaches Names](#)
- You only need to submit the names of your coaches who are NOT swimming in the meet.

- All coaches attending the meet must have completed the required background check (for coaches 18 & older) as well as the coaches certification course (for coaches 16 & older).

### **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.

### **Coaches Meeting and Orientation - [Coaches Meeting Zoom Link](https://us06web.zoom.us/j/93804786502)**

There will be a REQUIRED coaches/ reps meeting, it will be done virtually via Zoom several Saturday, June 14<sup>th</sup> 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 15 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)

### **WEEK 1 MEET NOTES**

#### **Start on Time - Finish on Time**

We were pleased to see most meets completed within the targeted 3.5 hour meet duration. It might sound silly, but the best way to hit this target or get done sooner is to start on time. This means making sure your paperwork (heat sheets, timer sheets and judges sheets are in place no later than 15-20 minutes before the start time of your meet. Your swimmers for the first 2-3 events should be lined up behind the blocks no later than 5-10 minutes before first splash. Since this involves 6 and under relays start working on this around 3 pm.

#### **Pool Depth**

Please remember the minimum depth for swimmers to dive into the pool is 4 feet. Anything shallower than that requires in water starts from that side of the pool. A couple of officials provided feedback about swimmers trying to dive into 3 ½ foot deep pools. This is a huge safety and liability risk and a non-starter with ASA. Please make sure you stick to this rule at ALL times. Make sure you confirm that your pool depth meets league requirements if you are using blocks or allowing swimmers to dive from the side of the pool. Full info on pool depth rules and safe start protocols can be found on page 15 (rule 20) and page 35 or the ASA rule book.

#### **Lineup Exchange and Meet Merge –**

Lineup completion and exchange went smoothly for most teams. A quick reminder for teams,

- When you do your lineups you need to manually input heat and lane info for your heat 1 swimmers only. Swimtopia and Meet Maestro can merge all the subsequent heats using seed times for the swimmers. It will stick to the odd/even lane assignments until one team runs out of swimmers and then will use all available lanes from there.
- Please remember in a 5 lane pool, do not manually assign any swimmers to lane 5, let Swimtopia manage this process during the merge process. I will have more notes on 5 lane pools later in this newsletter.
- Teams should notify each other once they have marked their team as ready for merge. At that point, the home team can merge the 2 teams entries together in Meet Maestro.
- The home team should notify the visiting team as soon as they have merged the meet and that the meet is available in Meet Maestro.

- The meet merge should happen no later than 10 pm the night before the meet. This process will change the swimmers' lane assignments in the exhibition heats, so it is crucial for both teams to have these updates so they can begin printing paperwork needed for their bullpens and write heats and lanes on their swimmer's arms prior to the meet.
- Once the meet is merged each team should check the other team's entries to make sure there are no participation violations. Run an Athlete Check in Report in Meet Maestro to do this. If violations are found, notify the other team ASAP so corrections can be made.

### **Combine 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 the night before the meet 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.

### **Don't Re-Merge the Meet**

Once the meet has been merged DO NOT make changes in Swimtopia (where you did your original entries) and then re-merge the meet. This will cause problems with any existing paperwork you have printed and could cause chaos for your bullpen workers and result in swimmers being in the wrong lanes. Any changes once the meet has been merged should take place directly in Meet Maestro.

### **Ribbon Reminders**

Don't forget to do your ribbon labels by heat and NOT overall place. You need to select the Award Type by heat in 2 places (under Place Type and under Award type). Also, you need to select the team one by one to generate separate groups of labels for each team. See the screen capture below for a reminder of how to set this up.

||| OPTIONS CLOSE X

<p>Heat: 1 Place: 1 Time: 1:40.48 #1 Girls 6&amp;U 100yd Free Relay Chapman, Amelia Grace (5) DHGC Dolphins A – May 28, 2024 Home Meet vs. PDC</p> <p>Heat: 1 Place: 2 Time: 1:58.38 #1 Girls 6&amp;U 100yd Free Relay Garrison, Eliza (6) Seahorses A – May 28, 2024 Home Meet vs. PDC</p> <p>Heat: 1 Place: 2 Time: 1:58.38 #1 Girls 6&amp;U 100yd Free Relay Wilson, Mary Margaret (6) Seahorses A – May 28, 2024 Home Meet vs. PDC</p> <p>Heat: 1 Place: 3 Time: 2:22.91 #1 Girls 6&amp;U 100yd Free Relay Presswala, Eliza (5) DHGC Dolphins C – May 28, 2024 Home Meet vs. PDC</p> <p>Heat: 1 Place: 4 Time: 2:37.31 #1 Girls 6&amp;U 100yd Free Relay Cleveland, Lollie (6) Seahorses B – May 28, 2024 Home Meet vs. PDC</p> <p>Heat: 1 Place: 5 Time: 3:53.86 #1 Girls 6&amp;U 100yd Free Relay Bandy, Greer (5) Seahorses C – May 28, 2024 Home Meet vs. PDC</p>	<p>Heat: 1 Place: 1 Time: 1:40.48 #1 Girls 6&amp;U 100yd Free Relay Horrocks, Mary (6) DHGC Dolphins A – May 28, 2024 Home Meet vs. PDC</p> <p>Heat: 1 Place: 2 Time: 1:58.38 #1 Girls 6&amp;U 100yd Free Relay Ladson, Wren (6) Seahorses A – May 28, 2024 Home Meet vs. PDC</p> <p>Heat: 1 Place: 3 Time: 2:22.91 #1 Girls 6&amp;U 100yd Free Relay Kane, Jael (5) DHGC Dolphins C – May 28, 2024 Home Meet vs. PDC</p> <p>Heat: 1 Place: 3 Time: 2:22.91 #1 Girls 6&amp;U 100yd Free Relay Sondia, Greer (6) DHGC Dolphins C – May 28, 2024 Home Meet vs. PDC</p> <p>Heat: 1 Place: 4 Time: 2:37.31 #1 Girls 6&amp;U 100yd Free Relay Starr, Georgia (6) Seahorses B – May 28, 2024 Home Meet vs. PDC</p> <p>Heat: 1 Place: 5 Time: 3:53.86 #1 Girls 6&amp;U 100yd Free Relay Frayser, Lelia (5) Seahorses C – May 28, 2024 Home Meet vs. PDC</p>
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**FILTERS**

EVENTS: 1 to 10

EVENT TYPE: All

HEATS: to

AGES: to

COMPETITION CATEGORY: All

TEAM: All

**AWARDED PLACES**

PLACE TYPE: Heat Place

INDIVIDUAL PLACES: to

RELAY PLACES: to

**DISPLAY OPTIONS**

SORT BY: Event

AWARD TYPE: Heat Place

### 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. This should not be any later than 6 pm.

Once the meet is merged, 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.

### 5 Lane Pools

Please check your opponent's pool configuration before you begin your lineup. This is especially important for the away team. Do you want to enter a swimmer in lane 6 in a 5 lane pool, probably not, unless you have a shovel and some spare water. Please communicate BEFORE lineups are completed about which lane will be the exhibition lane for a meet. You do not want to enter your swimmers in a lane that will be designated to NOT score points. Home teams should be clear with the visiting team which lane that will be, so you can avoid a lot of stress and extra work. Some reminders about how to manage a 5 lane pool in Meet Maestro:

- Teams should not assign a lane to a swimmer for the non scoring lane (lane 1 or lane 5) during the lineup process.
- When the home team merges the meet, carefully assign the lanes to each team when prompted. Designating Lanes Including Non-Scoring Lanes for 5 Lane Pools
  - [Merge Meet Entries \(Home Team\)](#) –
- In a 5 lane pool assign teams to their designated lanes for heat 1. Ex: Home Team Lanes 2 and 4, Visiting Team Lanes 1 and 3. The unassigned lane will automatically be the non-scoring lane. Pay close attention to the screen below for how to configure the meet properly.

**Assigned Lanes per Team**

Team	Individual	Relay
Stingrays	2,4	2,4
🏠 Wahoos	1,3	1,3

Assign lanes to teams by inputting lane numbers above (ex: 1,3,5)

< Back      Cancel      Merge

- Once the meet is merged, look in the main screen of Meet Maestro to ensure that the non-scoring swimmers ended up in the correct non-scoring lanes. If this did not happen, re-merge the meet and be sure you designate the correct lanes for teams (see above). If that does not work contact Swimtopia immediately and they will troubleshoot the issue for you. They can be reached at [help@swimtopia.com](mailto:help@swimtopia.com) or 877-856-2940 ext. 2 or 6.

### 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. Do not verbally call out the order of finish, each place judge should WRITE the order of finish on their heat sheet. **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 Reports and Meet Operation

A few teams struggled with following the processes and use of the needed paperwork to operate a smooth and efficient meet. This process is designed to ensure accurate info is recorded, and that info makes its way to the computer operator quickly and in an easy to understand format with all times and places for a race on one piece of paper. Please refer to pages 18 and 19 of your ASA rule book for reminders of which forms need to be printed before the meet and when those reports should be completed and how they are used.

- Timer Sheets – Can be printed within an hour or 2 of the start of the meet. Be sure to select Continuous format (not 2 events per page) to minimize use of paper. The home team prints these for both teams and puts them on clipboards.
- Place Judges Sheets – Should be printed not long after the merge. **They have to be cut in half and stacked in order.** Only print revisions for the events and heats that had substitutions after the original set has been printed.
- Heat Sheets – Multiple versions can and will be printed. However, once all substitutions are in the computer 12-15 copies of a final revised version should be printed on colored paper for key people (one for each coach, one for each deck manager, one for each place judge, on for the announcer, one for the meet referee, and the remaining several copies for each team for their own use.
- The following people use the following forms to complete their jobs

- i. **Place Judges** from each team write the order of finish down on a **Heat Sheet** and then compare their order. If they agree they communicate that order to the **Judges's Recorder**. If they disagree they ask the ref to break the tie and that is the order of finish.
- ii. The Judge's Recorder writes down their order of finish on a **Place Judges Form** (see sample below). They write the order first across the top in logical place order and then transpose that order into the vertical place column. They then hand off that completed form to the **Master Recorder**.
- iii. The **Master Recorder** takes the **Place Judges Form** with the places already written in and goes from lane to lane to get the times from the timers. They then take that completed **Place Judges Form** to the computer operator who will input those times into Meet Maestro.
- iv. The **Timers** record their times onto the **Lane Timer Sheets**.
- v. Times and Places should be recorded for EACH RACE on the **Place Judges Form** (that has been cut in half) and be taken immediately to the computer table. Do not wait to collect all the times on one of the lane timer sheets, or on separate strips of paper for each lane. Those methods delay the communication of information and can be easily misplaced.

### Place Judges Form Sample

4/11/22, 3:56 PM

Meet Maestro™

PLACE JUDGE

Event 3 Heat 3: Men Open 50m Freestyle

1st	2nd	3rd	4th	5th	6th
4	3	2	6	5	1

LANE	ATHLETES	TEAM	PLACE	TIME
1	Cater, Krzysztof (15)	MJHS	6	19.11
2	Evans, Jeremiah (11)	BTW	3	16.11
3	Sanchez, Aldrich	BTW	2	15.11
4	Manning, Ashton (17)	MJHS	1	14.89
5	Warner, Jack (13)	MJHS	5	17.55
6	Tookes, Bryson (14)	MJHS	4	17.11

2021-22 APS Nov 11 Meet — Nov 11, 2021

Printed 04/11/22 03:51 PM

### Lane Timer Sheet Sample Form

Timer Sheets

2021-22 APS Nov 11 Meet — Nov 11, 2021

Page 1 of 12

**#1 Men Open 200m Medley Relay**

Lane 1 Heat 1 No Swimmer \_\_\_\_\_

**#2 Women Open 200m Medley Relay**

Lane 1 Heat 1 No Swimmer \_\_\_\_\_

**#3 Men Open 50m Freestyle**

Lane 1 Heat 1 No Swimmer \_\_\_\_\_

Lane 1 Heat 2 Palmer, Dionte () DOUG NT \_\_\_\_\_

Lane 1 Heat 3 Cater, Krzysztof (15) MJHS 45.84 \_\_\_\_\_

**#4 Women Open 50m Freestyle**

Lane 1 Heat 1 No Swimmer \_\_\_\_\_

Lane 1 Heat 2 Reinblatt, Chloe (17) MJHS 55.81 \_\_\_\_\_

## Every Entered Swimmer Needs a Result to Be Scored

A few teams had events in Meet Maestro that were not scored. In a close meet, this mistake can certainly impact the outcome of the meet. The status for all events should be green (see below for what it looks like if it is not all Green). The ones in yellow are missing a result for some swimmers. Each lane where a swimmer is present must have some form of result; a time, a dq, or NS for no show, or the swimmer should be removed from that lane). Until that is the case the system will not score the event.

Home Meet against Haynes Landing - May 30, 2024

EVENT 85 200YD FREESTYLE RELAY Women 15 & Over

1 Actions

LANE	TEAM	ATHLETE	SEED TIME	TIMER 1
1		HLR	NT	
2		SPR	1:57.63	1:54.76
3				
4				
5 EXH				

ADD ENTRY

ADD ENTRY

ADD ENTRY

## Announcers

This is an important position during the meet. This person can play an integral role in keeping everyone informed of what is going on during the meet, when swimmers should go to the blocks, and ensuring every single item from the concession stand gets sold. However, this person can grind a meet to a halt and distract the swimmers and meet referee. Less is more with this person. Please remind your announcer to stick to the basics, who needs to go to the blocks, occasionally announce the score, and remind people about concessions. Most importantly they need to pay close attention to when the starter/referee is communicating with the swimmers and has them on the blocks. The referee should NEVER speak if they see swimmers on the blocks or getting ready to step up. A good rule of thumb is to talk, play music, etc... only when swimmers are inbetween the backstroke flags in the middle of the pool. Once they are inside the flags at the finish, stop talking and cut the music.

## Head Timer

Although this position is not listed in the required workers for a meet, having a head timer/backup timer is a good insurance policy during your meets. If the home team can spare one more body it always helps to have a head timer stationed by the finish end of the pool. Their job is to start two stopwatches at the start of each race, if one of the timers fails to start their watch or has a malfunction with their watch the head timer can take one of their watches to that lane. If that is not needed for their race, the head timer can stop their watch when the first swimmer touches the wall in that race.

## Post Meet Procedures

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.

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

## POST MEET SAFETY

I know that it is a tradition for some teams to jump in the pool en masse after the meet is over if they have won the meet. While I know this is something many teams have done for years I advise a great deal of caution with this practice. You are essentially having in excess of 100 people jump in the pool at a time of day where the lighting may not be very good, the number of lifeguards watching this massive group of people in the pool at one time is limited at best, and the idea of everyone trying to occupy the same space at one time can lead to a very unsafe situation. Not to mention the fact that more \$400+ lane ropes have been broken in this tradition that anyone can count. We strongly urge teams to get away from this form of post meet celebration, primarily as a safety matter for obvious reasons. If you do decide to jump in though, make sure you have multiple lifeguards on hand to ensure the safety of everyone.

## MEET REFS ARE NOT TIMING OPERATORS

Your meet referee has a lot on their plate; starting races, watching swimmers and enforcing the rules and keeping the meet moving. Do not add to their to do list with having them operate parts of your timing equipment. If you are using Time Drops and do not have an automatic start, the referee should not be tasked with pushing the start button for your timing system for each race. If you are using Dolphin, they should not have to advance the system to the next race. That responsibility lies with the home team and one of their volunteers.

## Rules Reminders

### Entry Limits

Please keep in mind the league participation rule regarding how many events swimmers can be entered in. Each club may enter three swimmers for team points in each individual event where lanes are available. Each swimmer may enter two individual scoring events and two relays (one medley and one free) with the following exceptions: A swimmer may enter a third individual (heat 1) scoring event to fill all legal lanes provided all other swimmers from that team in that age group are entered in at least two individual (heat 1) scoring events. A swimmer may not enter in more than three individual (heat 1) scoring events unless all other swimmers in that age group are entered in three individual (heat 1) 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. Remember, entries in exhibition events or relays don't count toward everyone in an age group being entered in the needed number of individual (heat 1) scoring events before a swimmer can be entered in an extra (heat 1) individual scoring event.

A good formula to calculate which situations allow for swimmers to be in more than 2 heat 1 scoring events is as follows:

- Take the number of scoring lanes the pool has for each team (4 & 5 lane pools have 2, 6 & 8 lane pools have 3), 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.

### Swimming Up

Swimmers may swim up in age groups for their individual events, but must swim all their individual events in one meet in one age group. Swimming up on relays is allowed, but does not compel a swimmer to swim up for their individual events. Please remember swimmers can swim on only one medley and one free relay.

### 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 in order to get them into Meet Maestro as early as possible. 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.

### **Exhibition Heats and Entries**

Please remember that teams are limited to only one heat of exhibition in Relays, Long Free and IM. While the heats are allowed, they should only be added in situations where teams have very large numbers of swimmers in a particular age group. One extra heat of relays takes up to 3-4 minutes, so several heats can add 30 minutes to your meet. Please also remember swimmers not be entered in more than one exhibition event unless they are only swimming exhibition events, and the maximum number of exhibition events that a swimmer can compete in is two events.

### **Ribbons and Ribbon Labels**

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. If you run low on ribbons, please contact Franke to make arrangements for more.

**Remember, play nice and play fair.**

### **Important Dates**

Friday, June 13	Deadline for submitting <a href="#">ASA Championship Team Status</a>
Saturday, June 14	Mandatory <a href="#">ASA Championship Orientation Meeting via Zoom</a>
Wednesday, June 16	Deadline for submitting <a href="#">Championship Coaches Names</a>
Friday, June 20	Entry Deadline ASA Championship (1 pm)
June 25-27	ASA Championship (See Above for Details)

### **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.

**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.

### **Timing Equipment**

More and more teams are using timing equipment to help run their meets, seems like a bunch of teams are now using Time Drops. With that in mind a couple of suggestions/reminders.

1. The person/people who are running Meet Maestro should NEVER also be the person operating the timing equipment. Each job is a handful on its own, trying to do both is a recipe for disaster, even for the most experienced operators.
2. The timing operator should be located on the pool deck with a clear view of both ends to ensure they can see the finish of each race. This helps ensure the timers are doing their jobs correctly.
3. Pay close attention to which race is being swum and communicate with the starter referee and the Meet Maestro folks if events get done in an odd order. Such as when events are combined, a false start happens and a heat has to be reswum after other heats to allow swimmers time to recover if they were not recalled quickly.
4. Tied to item 3 above, make sure the Meet Maestro operators are pulling the correct races into the software. If they get off by just one race, the results will be a complete mess and will not be accurate.
5. **Even though you have timing equipment, each lane should have one manual stopwatch in use as a backup in case the timing system fails.**

### **Meet Reports and Meet Operation**

1. Please refer to pages 18 and 19 of your ASA rule book for reminders of which forms need to be printed before the meet and when those reports should be completed.
  - a. Timer Sheets – Can be printed within an hour or 2 of the start of the meet. The home team prints these for both teams and puts them on clipboards.
  - b. Place Judges Sheets – Should be printed not long after the merge. They have to be cut in half and stacked in order. Only print revisions for the events and heats that had substitutions after the original set has been printed.
  - c. Heat Sheets – Multiple versions can and will be printed. However, once all substitutions are in the computer 12-15 copies of a final revised version should be printed on colored paper for key people (one for each coach, one for each deck manager, one for each place judge, one for the announcer, one for the meet referee, and the remaining several copies for each team for their own use.
2. 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.

3. 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.
4. 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 or re-merge feature of the software will discard many 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.
5. 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.
6. 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.
7. 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.
8. 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.

### **Exhibition Swimmers**

1. Some teams marked all swimmers as Exh in the exhibition heats (heats 2 and beyond). Doing this may prevent those swimmers from showing up properly in the results and on ribbons. You do not need to check those swimmers off as Exh.
2. Print Labels with Award type "by heat" to print labels for the exhibition swimmers in heats 2 and beyond.

### **Judges Decision**

1. 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		Blue Dolphins Green Turtles		3 6		16 11		19 17	
1		2		3		4		5		Actions		Saved	
LANE	TEAM	ATHLETE	SEED TIME	TIMER 1 SC METERS	RESULT TIME	DQ	OFFICIAL TIME SC METERS	HEAT PLACE	PLACE	PTS			
1	TURTL	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	TURTL	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				

### Award Labels

Print Labels with Award Type "by heat" and sorted "by team". This will allow teams to print ribbons for the exhibition heats and allows each team to have their own labels of each event. If they are sorted "by event", then both team's ribbon groups will have to share the same page and coordinate it accordingly (which can work but may be confusing).

### Publishing Heat Sheets/Results/Scores to Swimtopia Mobile Ap

Teams can publish heat sheets, live meet results and team scores to the mobile app when they're ready, and send an alert to parents. This is helpful if they need to make some lane changes and deck changes right after the merge, and they're not quite ready to have parents seeing heat/lane assignments. Once those edits are complete, the meet admin can then publish the heat sheets, and send an alert to let parents know the online heat sheets are ready. For more details on the mobile app and how to configure everything see [Publish Info to Mobile App](#)

### Rainouts and Rescheduled Meets with Swimtopia and Meet Maestro

If you do reschedule, use your existing Meet Maestro meet you already created, you don't have to create a new one. Teams are allowed to make changes to their lineups for these situations, refer to the rule book for specifics. Where you make the changes will depend on the nature of your rescheduled meet.

- **If the Meet Never Started** - The changes can be made either in the existing merged meet in Meet Maestro, this would apply if both teams only have a handful of changes to make. If a lot of changes need to be made, then teams should unlock the existing meet, and go back and make changes and then re-merge the meet.
- **If the Meet Started and You Swam Events** - The changes must be made in the existing merged meet in Meet Maestro, DO NOT try to go back to Swimtopia and then re-merge the meet. It will eliminate your existing events you have swum, as well as their results.

### Week 1 Scores Through Thursday

Score	Visitor	at	Home Team	Score	Day	Date
348	Wynterhall	at	Chastain Park	443	Tuesday	27-May
0	Zaban Sharks	at	Deerbrooke Waters	1	Tuesday	27-May
446	Deerfield-Spalding Lake	at	Fontainebleau	197	Tuesday	27-May

<b>Score</b>	<b>Visitor</b>	<b>at</b>	<b>Home Team</b>	<b>Score</b>	<b>Day</b>	<b>Date</b>
247	Briarwood	at	Gainsborough	426	Tuesday	27-May
200	Brittany Club	at	Huntley Hills	200	Tuesday	27-May
371	Riverside	at	Mark Trail/Princeton Sq.	323	Tuesday	27-May
395.5	Hammond Hills	at	Mountaire	398.5	Tuesday	27-May
329	Murphey Candler	at	Redfield	411	Tuesday	27-May
379.5	Georgetown	at	Roxboro	396.5	Tuesday	27-May
475	Martin's Landing	at	Spalding Woods	256	Tuesday	27-May
358	Briarwood Manor	at	Avondale	348	Tuesday	27-May
0	Twin Lakes	at	Bye	0	Tuesday	27-May
318	Leafmore Creek Park	at	Echo Ridge	379	Tuesday	27-May
235	Glenwood Park	at	Leslie Beach Club	466	Tuesday	27-May
283	Pangborn	at	Nottaway	384	Tuesday	27-May
232	Westhampton/Embry Hills	at	Smokerise	307	Tuesday	27-May
	Briarcliff / Sagamore	at	Venetian Pools		Thursday	12-Jun
317	Intown Dolphins	at	Winding Vista	372	Tuesday	27-May
404	Smyrna	at	Brookwood Hills	389	Wednesday	28-May
207	Hanover West	at	Garden Hills	577	Wednesday	28-May
372	Byrnwyck	at	Hampton Hall-S	413	Wednesday	28-May
409	Village Mill	at	Huntcliff	381	Wednesday	28-May
460	The Branches	at	Kingsley	327	Wednesday	28-May
400	Vermack	at	Mill Glen	376	Wednesday	28-May
216	HLHK	at	Lake Claire	459	Wednesday	28-May
233	Decatur	at	Lindmoor Woods	412	Wednesday	28-May
61	Morehouse	at	Malo Aquatics	276	Wednesday	28-May
530	Saddle Creek	at	Brookfield CC	205	Thursday	29-May
221	Haynes Landing	at	CC of the South	462	Thursday	29-May
505	Spring Ridge	at	Chartwell	233	Thursday	29-May
468	Laurel Springs	at	DeerLake	285	Thursday	29-May
499	Oxford Mill	at	Dunmoor	194	Thursday	29-May
449	Dunwoody CC	at	Dunwoody North	321	Thursday	29-May
224	Milton	at	Edenwilde	559	Thursday	29-May
401	Doublegate	at	Falls of Autry Mill	389	Thursday	29-May
502	Three Chimney Farms	at	Grandview Glen	196	Thursday	29-May
377	St. Marlo	at	Highland Park	396	Thursday	29-May
308	Cambridge	at	Hillbrooke	476	Thursday	29-May
463	Atlanta Athletic Club	at	Horseshoe Bend	246	Thursday	29-May
296	Roswell Rapids	at	Inverness	472	Thursday	29-May
356	Aberdeen	at	Lake Forest	429	Thursday	29-May
538	Fieldstone	at	Longlake	255	Thursday	29-May
320	Seven Oaks	at	Medlock Bridge	474	Thursday	29-May
397	Mayfair-St. Clair	at	Neely Farm	392	Thursday	29-May
490	Chatt. River Club	at	Olde Atlanta	264	Thursday	29-May
361	Crooked Creek	at	Park Bridge	407	Thursday	29-May
461	Glastonberry	at	Pinewalk	281	Thursday	29-May
143	Chattahoochee Run	at	St. Ives	579	Thursday	29-May
455	Shakerag	at	Sugar Mill	296	Thursday	29-May

Score	Visitor	at	Home Team	Score	Day	Date
328	Nesbit Lakes	at	Tuxford	394	Thursday	29-May
350	Harrington Falls	at	Wexford	320	Thursday	29-May
491	Glen Abbey	at	White Columns	264	Thursday	29-May
209	Hampton Hall-N	at	Wildwood Springs	472	Thursday	29-May
389	Grand Cascades	at	Windermere	407	Thursday	29-May
200	Alpharetta	at	Windward	200	Thursday	29-May
353	CC of Roswell	at	Woodfield	399	Thursday	29-May
313	Deer Run	at	Bradshaw Farms	476	Thursday	29-May
0	Bridgemill	at	Bye	0	Thursday	29-May
342	River Green	at	Harmony on the Lakes	434	Thursday	29-May
0	Orange Shoals	at	Bye	0	Thursday	29-May
478	Woodmont	at	Towne Lake Hills	200	Thursday	29-May
545	Eagle Watch	at	Towne Lake Sharks	236	Thursday	29-May
467	Woodstock Knoll	at	Woodlands	329	Thursday	29-May
506	Arbor View	at	Wyngate	277	Thursday	29-May
	Mountain Creek	at	Northumberland		Friday	30-May

### Rankings Through Week 1

Team	W	L	T
Aberdeen	0	1	0
Alpharetta	1	0	0
Arbor View	1	0	0
Atlanta Athletic Club	1	0	0
Avondale	0	1	0
Bradshaw Farms	1	0	0
Briarcliff / Sagamore	1	0	0
Briarwood	0	1	0
Bridgemill	0	0	0
Brittany Club	1	0	0
Brookfield CC	0	1	0
Brookwood Hills	0	1	0
Byrnwyck	0	1	0
Cambridge	0	1	0
CC of Roswell	0	1	0
CC of the South	1	0	0
Chartwell	0	1	0
Chastain Park	1	0	0
Chatt. River Club	1	0	0
Chattahoochee	0	1	0
Crooked Creek	0	1	0
Decatur	0	1	0
Deer Lake	0	1	0
Deer Run	0	1	0
Deerbrooke Waters	1	0	0
Deerfield-Spalding Lake	1	0	0
Doublegate	1	0	0
Dunmoor	0	1	0

<b>Team</b>	<b>W</b>	<b>L</b>	<b>T</b>
<b>Dunwoody CC</b>	1	0	0
<b>Dunwoody North</b>	0	1	0
<b>Eagle Watch</b>	1	0	0
<b>Echo Ridge</b>	1	0	0
<b>Edenwilde</b>	0	1	0
<b>Falls of Autry Mill</b>	0	1	0
<b>Fieldstone</b>	1	0	0
<b>Fontainebleau</b>	0	1	0
<b>Gainsborough</b>	1	0	0
<b>Garden Hills</b>	1	0	0
<b>Georgetown</b>	0	1	0
<b>Glastonberry</b>	1	0	0
<b>Glen Abbey</b>	1	0	0
<b>Glenwood Park</b>	0	1	0
<b>Grand Cascades</b>	0	1	0
<b>Grandview Glen</b>	0	1	0
<b>Hammond Hills</b>	0	1	0
<b>Hampton Hall-N</b>	0	1	0
<b>Hampton Hall-S</b>	1	0	0
<b>Hanover West</b>	0	1	0
<b>Harmony on the Lakes</b>	1	0	0
<b>Harrington Falls</b>	1	0	0
<b>Haynes Landing</b>	0	1	0
<b>Highland Park</b>	1	0	0
<b>Hillbrooke</b>	1	0	0
<b>HLHK</b>	0	1	0
<b>Horseshoe Bend CC</b>	0	1	0
<b>Huntcliff</b>	0	1	0
<b>Huntley Hills</b>	1	0	0
<b>Intown Dolphins</b>	0	1	0
<b>Inverness</b>	1	0	0
<b>Kingsley</b>	0	1	0
<b>Lake Claire</b>	1	0	0
<b>Lake Forest</b>	1	0	0
<b>Laurel Springs</b>	1	0	0
<b>Leafmore Creek Park</b>	0	1	0
<b>Leslie Beach Club</b>	1	0	0
<b>Lindmoor Woods</b>	1	0	0
<b>Longlake</b>	0	1	0
<b>Malo Aquatics</b>	1	0	0
<b>Mark Trail/Princeton Sq.</b>	0	1	0
<b>Martin's Landing</b>	1	0	0
<b>Mayfair-St. Clair</b>	1	0	0
<b>Medlock Bridge</b>	1	0	0
<b>Mill Glen</b>	0	1	0
<b>Milton</b>	1	0	0
<b>Morehouse</b>	0	1	0

<b>Team</b>	<b>W</b>	<b>L</b>	<b>T</b>
<b>Mountain Creek</b>	0	0	0
<b>Mountaire</b>	1	0	0
<b>Murphey Candler</b>	0	1	0
<b>Neely Farm</b>	0	1	0
<b>Nesbit Lakes Lightning</b>	0	1	0
<b>Northumberland</b>	0	0	0
<b>Nottaway</b>	1	0	0
<b>Olde Atlanta</b>	0	1	0
<b>Orange Shoals</b>	0	0	0
<b>Oxford Mill</b>	1	0	0
<b>Pangborn</b>	0	1	0
<b>Park Bridge</b>	1	0	0
<b>Pinewalk</b>	0	1	0
<b>Redfield</b>	1	0	0
<b>River Green</b>	0	1	0
<b>Riverside</b>	1	0	0
<b>Roswell Rapids</b>	0	1	0
<b>Roxboro</b>	1	0	0
<b>Saddle Creek</b>	1	0	0
<b>Seven Oaks</b>	0	1	0
<b>Shakerag</b>	1	0	0
<b>Smokerise</b>	1	0	0
<b>Smyrna Sharks</b>	1	0	0
<b>Spalding Woods</b>	0	1	0
<b>Spring Ridge</b>	1	0	0
<b>St. Ives</b>	1	0	0
<b>St. Marlo</b>	0	1	0
<b>Sugar Mill</b>	0	1	0
<b>The Branches</b>	1	0	0
<b>Three Chimney Farms</b>	1	0	0
<b>Towne Lake Hills</b>	0	1	0
<b>Towne Lake Sharks</b>	0	1	0
<b>Tuxford</b>	1	0	0
<b>Twin Lakes</b>	0	0	0
<b>Venetian Pools</b>	1	0	0
<b>Vermack</b>	1	0	0
<b>Village Mill</b>	1	0	0
<b>Westhampton/Embry Hills</b>	0	1	0
<b>Wexford</b>	0	1	0
<b>White Columns</b>	0	1	0
<b>Wildwood Springs</b>	1	0	0
<b>Windermere</b>	1	0	0
<b>Winding Vista</b>	1	0	0
<b>Windward</b>	1	0	0
<b>Woodfield</b>	1	0	0
<b>Woodlands</b>	0	1	0
<b>Woodmont</b>	1	0	0

<b>Team</b>	<b>W</b>	<b>L</b>	<b>T</b>
<b>Woodstock Knoll</b>	1	0	0
<b>Wyngate</b>	0	1	0
<b>Wynterhall</b>	0	1	0
<b>Zaban Sharks</b>	0	1	0