SEED MEETING INSTRUCTIONS

The DSDC Rules state: "Entry sheets for the A and B Conference Meets must be completed prior to the start of the seed meeting. The seed meeting is for verifying times and eligibility. A conference representative from each team may assist with verifying the entry sheets."

Division Record Keepers should have already completed the Conference Seed Meeting tasks.

Each team's representatives, and/or coach must bring:

- A computer with their Team Manager file with A Conference and B Conference Entries
- Any officials' names NOT YET provided to the conference meet director for your Division. (Meet directors; remember effort should be made to use experienced judges and Starter/Referees, not newly certified people).
- Pencils/pens
- Highlighters

Coaches, please note that A and B Conference entry files must be exported from Team Manager and emailed to the Division Record Keeper prior to the seed meeting. This will make the process much easier and faster for everyone involved. All seed times must be verified for both A and B Conference. Included in this document is a summary of the instructions to verify seed times. All seed times must be in yards. The conversion factor is 1.1.

Division Record Keepers must bring:

- A computer with both Team Manager and Meet Manager installed
- A printer with paper, cords, etc.
- Team Manager files for all teams in the Division
- Meet Manager files for B Conference and A Conference created with imported entry files from each team.

- All records of swimmers' times for the entire season, using Team Manager. To streamline the meeting, please have the following reports printed:
    - [Meet Results for each meet](), sorted by Event Number
    - [Top Times Spread Sheet Report]()
    - [Top Times Report]() (All Swimmers / All Times report) in order to verify if a swimmer has an 'NT' as their best time.
    - [Number of Meets Attended Report](), sorted by Meets Attended, to indicate which swimmers have not met the four-met eligibility rule for A Conference
- Pencils/pens
- Highlighters

Conference Eligibility Rules

A CONFERENCE
Eligibility: "A swimmer must swim in at least three (3) dual meets before he/she can swim in the A conference meet. In the event a meet is rained out, the team line-up may be used to satisfy one (1) of the four dual meet requirements."

Swimmers must have non DQ seed times for their events.

Alternates are added to each age group by adding them as swimmer #5, #6, etc in the relays

If the exact relay did not swim during the dual meets, composite times (using the swimmers verified top times for that stroke) are to be calculated. The Division Record Keeper will use the 'Calculate Custom' button for relays with NT for times. Teams should be sure to have supporting documentation to alter these times if the times do not match.

In the event that a meet is rained out (ends early or is cancelled entirely) the lineup sheets will serve as the official record of whether the swimmer was entered in the meet (to count as one of their meets swum). The respective teams should be able to show lineup sheets, and any part of a meet that was held, along with

the partial scores. If necessary at the seed meeting, the lineup sheets can be used to verify a swimmer meeting the '3 meets swum' requirement for A Conference.

 The scoring for A Conference awards points for ALL places. For 6 teams competing, points are awarded for 1st through 12th place. For 5 teams competing, points are awarded for 1st through 10th place. For 4 teams competing, points are awarded for 1st through 8th place.

B CONFERENCE
Eligibility: "A swimmer must swim in at least one (1) dual meet before he/she can swim in the conference meet."

Seed times MAY be a DQ, however in Team Manager it will show as NT, you'll need to look at your top times spreadsheet to make sure there is a previous DQ.

Seed Meeting Procedures
- Print meet programs for each team (DO NOT PRINT ONE PROGRAM FOR ALL TEAMS, KEEP THEM SEPARATE) and distribute to team representatives.
- Team look over programs, entry names, seed times, etc. and highlight adjustments
- Verify alternates are listed on relays
- Make adjustments and reprint meet programs
- Print final program for all teams and distribute to team representatives
- Create a PDF of the final program and email to team coaches/representatives