Hello all!

As the season is nearing an end, here's a few reminders as to what needs to be done this weekend in order to be ready for the seed meeting on Tuesday. Please forward this to your coaches and anyone that may need this info.

Deadlines:
Saturday
If you are the home team, please make sure you send the results from all swim meets to the division record keepers for **both** teams as soon as possible. This will make life easier for everyone.

- Red Division record keeper is Margaret Banks mmbanks828@gmail.com
- White Division record keeper is Kim Swanson coachkim.swim@gmail.com

Sunday
Division Record Keepers should send out Top Times and Meets Attended Report to all teams in your division no later than 5 p.m. Sunday night. Instructions can be found here: https://docs.google.com/document/d/1GDPv8baqLcqYXu7_CHYk QAKGbesp9v2Fw85WIMMdlUo/edit?tab=t.0#heading=h.safu46lh vtxh

Monday
Line-Ups for both A & B Conferences should be submitted by teams to their division record keepers no later than 12 p.m. Monday afternoon. Instructions can be found here: https://docs.google.com/document/d/1GDPv8baqLcqYXu7_CHYk QAKGbesp9v2Fw85WIMMdlUo/edit?tab=t.0#heading=h.x4dwbhg

[qj3dc](#)

Tuesday
By Tuesday afternoon, Division Record Keepers email a PDF of the Meet Program for each team (DO NOT PRINT ONE PROGRAM FOR ALL TEAMS, KEEP THEM SEPARATE) in your division prior to the seed meeting so that coaches and record keepers can go through it at the seed meeting. [Instructions can be found here](#):
https://docs.google.com/document/d/1GDPv8baqLcqYXu7_CHYkQAKGbesp9v2Fw85WIMMdlUo/edit?tab=t.0#heading=h.x4dwbhgqj3dc

Tuesday Seed Meeting - [Additional Seed Meeting info](#):
[https://docs.google.com/document/d/1hYys1IMXZwE-MujkpZn9ftWEa3rqUVKQp-GKNbaPiNs/edit?tab=t.0#heading=h.z3p6rcciab7y](#)

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).
- Proof of meet rainout lineups (on computer or paper)
- Pencils/pens
- Highlighters

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

A CONFERENCE

Eligibility: "*A swimmer must swim in at least four (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.*"

So print out those Meets Attended reports, any swimmers that are to be in A conference that only have 2 meets attended due to a rain out, go back and look at any rained out meet entries.

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 and added PRIOR to sending in the entries to the division record keepers.

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.