

Seed Meeting

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.”

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

- Completed A Conference Entry Forms
- A Conference Meet Entries export from Team Manager on CD
- Completed B Conference Entry Forms
- B Conference Meet Entries export from Team Manager on CD
- All event cards from all home meets, as these could be necessary for verification.
- 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, and whiteout should changes be necessary
- Calculator
- Highlighters

Coaches, please note that the entry sheets provided at the June meeting to Coaches and Meet Directors must be completed 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 packet is a summary of the instructions that accompanied the entry forms. Should you choose to use another type of entry form (i.e. export/printout from Team Manager); this would be acceptable as long as it includes all required information. All seed times must be in yards. The conversion factor is 1.1.

Division Record Keepers must bring:

- All original dual meet results
- 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
 - ✓ 2 copies (one for A, one for B) of the Top Times Spread Sheet Report, using the Custom Age Groups, sorted by Gender, then by Age Group. Make sure that you select ‘YY (Convert to Yards, Show Yards)’.
 - ✓ Top Times Report (All Swimmers / All Times report) in order to verify if a swimmer has an ‘NT’ as their best time. Printed as one column, this report will also display the location and date of the meet. Make sure that you select ‘YY (Convert to Yards, Show Yards)’. Make sure you check the box ‘Include DQs and NSs’.
 - ✓ Number of Meets Attended Report, sorted by Meets Attended, to indicate which swimmers have not met the four-meet eligibility rule for A Conference
- Pencils/pens, and whiteout should changes be necessary
- Calculator
- Highlighters

In order to efficiently utilize the results for the last meet, each home team **MUST** hand deliver an official copy of the results of their last Saturday (10th dual meet) to the division record keepers by 5:00 PM on Saturday. Teams hosting the last Saturday meets must supply an official copy to the opponent immediately following the meet. Results from the ninth meet must be (e-)mailed to their division recorder 24 hours after the meet. Record keepers **must** have these results recorded and included in all reports for the Seed Meeting. This will insure that all swimmers' best times are easily verifiable for A and B Conference.

The Conference will supply the event cards for the A and B Conference Meets to the hosting teams. Trophies and Conference ribbons will be delivered to the host teams by the DSDC Treasure.

A Conference Entry Forms

The entry form must provide the information for the record keepers to verify that the entered swimmers have satisfied the Conference's eligibility rules **and** to verify the entered seed time. This will also provide the necessary information to the team hosting the A Conference Meet to utilize Meet Manager to create the Heat Sheet and to score the meet.

All entry forms must provide the following information:

- Team Name:
- Swimmer's Name: printed *Last Name, First Name*
- Age: swimmer's age as of June 1, 20--
- Event Entries: Each event must show the seed time, the meet and date for that seed time.
- Relay Entries: When using an actual relay time swum by a particular team of four swimmers, show the seed time, meet and date, and indicate order. (For medley relays, the order, or who swam which stroke, must be verified.)
- Relay Entries using composite times: For each of the four swimmers show the individual time, meet and date for the stroke and distance of the leg of the relay to be swum by each of the four swimmers. When using composite times, the swimmers need not have swum that relay during a dual meet. Show the relay composite time in the same event column, below the swimmers' names.
- Alternates: Enter name and age and put ALT in the event column(s) for the appropriate relay(s). The substitution swimmer(s) must have met all meet eligibility and entry requirements. For the medley relay, it will be necessary to indicate which of the four strokes the swimmer is eligible to be an alternate for. Times for each stroke must be verified.
- Swim Ups: If a swimmer is swimming in more than one age group or is only swimming up:
 1. Enter them on their own age group sheet and put an UP in the event column(s) for the same stroke and distance as the event(s) they will be swimming up. A swimmer may swim in their own age group and swim up, but not in the same stroke and distance.
 2. Enter them on the sheet that lists the actual age event to be swum and enter the seed time, meet, and date.

A Conference Eligibility Rules

1. A swimmer must swim in at least four (4) dual meets before he/she can swim in the Conference Meet. In the event a meet is totally or partially rained out, the team line-up may be used to satisfy one (1) and only one of the four dual meet requirements.
2. Exhibition times are valid seed times.
3. All seed times for individual events turned in at the Conference Seed Meeting must have been done in a dual meet within our Conference that season and prior to the seed meeting. Individual seed times must be for the same stroke and distance (regardless of event number) to be swum. Relay seed times turned in at the Conference Seed Meeting must be determined by one of the following two methods. No other method may be used to determine relay seed times.
 - a. The four swimmers swam as a team in a dual meet and swam the same relay type (free or medley), the same distance, the same stroke at that meet. Relay event cards must have numbers indicating the swimmer's order. Actual medley relay times swum by four individuals where the order is not indicated on the event card CANNOT be used a valid seed time for A Conference.
 - b. A composite seed time can be calculated from proven component individual (see above) seed times for the same individual strokes and distance as the leg of the relay to be swum for each of the four swimmers. When using composite times, the swimmers need not have swum that relay during a dual meet.
4. Substitutions in relays are allowed as long as swimmers have met all qualifications and are listed as Alternates. For the medley relay, it will be necessary to indicate which of the four strokes the swimmer is eligible to be an alternate for. Times for each stroke must be verified.
5. A swimmer may be listed in only one age group per relay as either a swimmer or an alternate.
6. Two swimmers from each team and one relay team from each team per event will be allowed.
7. Names of the four relay members and no more than three (3) alternate names must be indicated for the relays.
8. Exceptions for emergencies may be made by the President and Vice President of the Conference Board. Their decision is final.

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

B Conference Entry Forms

The entry form must provide the information for the record keepers to verify that the entered swimmers have satisfied the Conference's eligibility rules and to verify the entered seed time. This will also provide the necessary information to the team hosting the B Conference Meet to utilize Meet Manager to create the Heat Sheet and to score the meet.

All entry forms must provide the following information:

- Team Name:
- Swimmer's Name: printed *Last Name, First Name*
- Age: swimmer's age as of June 1, 20--
- Event Entries: Each event must show the seed time, the meet and date for that seed time.
- Relay Entries: There are **no** relays.
- NT Seed Times: Enter the 'NT' in the time space, and the meet and date the event was swum but DQ'd. A rainout lineup does not qualify for a seed time of 'NT'. The swimmer must have attempted to swim the event during the season.
- Swim Ups: Since the swimmers are swimming against their own best time, not each other, swimming up has no meaning. All swimmers should be entered into the events appropriate for their age.

B Conference Eligibility Rules

1. A swimmer must swim in at least one (1) dual meets before he/she can swim in the B Conference Meet.
2. Exhibition times are valid seed times.
3. Only individual events will be held. All seed times for individual events turned in at the Conference Seed Meeting must have been done in a dual meet within our Conference that season and prior to the seed meeting.
4. Individual seed times must be for the same stroke and distance (regardless of event number) to be swum.
5. Since scoring is based on improving a personal best, seed times **MUST** be the fastest valid time.
6. For a swimmer who has no valid seed times for an event due to disqualification(s), he/she may be entered with a seed time of NT for that event. This means the swimmer must have swum in the event during the regular season but was disqualified. Swimmers never attempting the event during the regular season are **NOT** eligible to enter the event with a NT for a seed time.
7. Every swimmer may swim no more than 4 events.
8. Any swimmer entered in the A Conference Meet cannot swim in the B Conference Meet unless the only A Conference entry is as a relay alternate.
9. Exceptions for emergencies may be made by the President and Vice President of the Conference Board. Their decision is final.

Conference Host Teams

The 6 teams hosting the A and B Conference Championship Meets will leave the seed meeting with:

- Original and signed (by the Division Record Keeper) copy of the Conference Entry Form from each team in their division
- Original and signed (by the Division Record Keeper) copy of the Top Times Spreadsheet Report for each team in their division
- CD of each team's Team Manager Meet Entry export file
 - ☞ NOTE: If any changes were made to the paper copies during the seed meeting, these changes must be made after the file is imported into Meet Manager. Make sure that the Meet Manager entries match the entries and times that were verified and signed-off by the division record keepers.
- Contact information for each team's record keeper, in the event of questions or challenges with the file import.

Additional copies of the A and B Meet Entry Forms and Seed Meeting instructions can be downloaded from the DuPage Swim and Dive Conference website: <http://www.dsdcswim.org>.