

# RCSL DUAL MEET GUIDELINES

## Meet Entries

Entries are to be turned in at the **HOME TEAM'S POOL ON THE MONDAY BEFORE THE DUAL MEET. THIS SHOULD BE PROVIDED VIA EMAIL ATTACHMENT TO THE SCORING REP FOR THE HOST POOL WITH YOUR TEAM ROSTER AND ENTRIES EXPORTED FROM TEAM MANAGER – AS WELL AS A PDF REPORT FROM TEAM MANAGER OF ALL ENTRIES. ALTERNATELY YOU MAY DELIVER THE USB THUMB DRIVE WITH THE TEAM MANAGER EXPORT AND PAPER HARD COPY TO THE POOL. ALL RELAY SWIMMERS NAMES MUST BE INCLUDED.**

## HOME TEAM'S PRE-MEET RESPONSIBILITIES:

1. Import both teams' roster and entries into Meet Manager.  
Consolidate Freestyle exhibition entries to reduce the number of heats as needed

**SWIMMERS IN ANY INDIVIDUAL STROKE ARE NOT TO SWIM EXHIBITION.**

2. Either print out entry labels to be adhered to index cards or print out entry cards which will be cut. This includes home and visiting swimmers in both scoring events and Freestyle Exhibition.
3. Print out a Heat Sheet from Meet Manager. Make at least 10 copies (1 for each stroke/turn judge, one for the Referee and Starter, at least two for the scoring table). Additional copies are nice to give the coaches of each team.
4. **Don't forget to bring labels, white printer paper, the visiting team's USB thumb drive (if provided), results can be provided via writable CD, USB drive or email after meet completion.**

## HOME TEAM'S POST-MEET RESPONSIBILITIES:

1. Print out three (3) copies of the meet results – on white paper (1 for each team and 1 to be retained).
2. Make a **backup** of the meet and put it on the visiting team's and the host team's USB thumb drive (before leaving the pool and closing down the computer).
3. **Email a backup** of the meet to the Records & Roster Chairperson Wednesday night after the meet – [records@swimrcsl.org](mailto:records@swimrcsl.org) & [rosters@swimrcsl.org](mailto:rosters@swimrcsl.org)
5. Retain the hard copy and the thumb drive copy in case either is required by the Records Chairperson until the end of the season.