

# Rosters (2011)

- Email your Official Roster to the Records & Rosters Chairperson ([records@swimrcsl.org](mailto:records@swimrcsl.org)) by Tuesday before your first Dual Meet. I'm not asking for a hardcopy because I want to be able to take your roster and print my own.
- All teams should use their Team Manager database from last year to start this year. Just make all swimmers inactive and activate them as they register.
- Whether setting up your team in Team Manager or using last year's, go to the **SetUp** tab and click **Preferences** from the dropdown menu then select **System Preferences**. Make sure the following settings are set in the **Team/Swimmer defaults** box on the **System Preferences** popup window:
  - **Default Team Registration**                      **OTH**
  - **Default Team Type**                                **AGE**
  - **Default Citizenship**                              **USA**
  - **Default LSC**                                        **Leave this blank**
  - **Default State**                                      **AL**
- The **Meet Age-Up Date** box should have the radio button selected for **Meet Start Date**
- **GO THROUGH YOUR ROSTER AND MAKE SURE THAT**
  - (1) **ALL SWIMMERS ARE THERE**
  - (2) **ALL SWIMMERS HAVE BIRTHDAYS (Accurate)**
  - (3) **ALL SWIMMERS HAVE ADDRESSES**
  - (4) **NO SWIMMER IS LISTED MORE THAN ONCE IN YOUR ROSTER**
- The Official Roster will be an **export** file from **TEAM MANAGER..** **ALL ADDRESSES MUST BE INCLUDED IN THE EXPORTED FILE.** **SWIMMERS CAN NOT RECEIVE POINTS UNLESS THEIR NAME IS ON YOUR TEAM ROSTER.** This will show up each week when the results are tabulated.
- Rosters are a vital tool. It is imperative that rosters be kept current. When you export your entries each week to give to the home team, you will also export your roster – **YOUR COMPLETE ROSTER.** Rosters from both teams will be imported into the meet with the entries. For any late entries or changes made on deck, the swimmer must already be in the roster for that team. **If a swimmer is added during the meet such an add must be accompanied by a completed deck add form, signed by the referee, and included with the meet's final paperwork.**
- Roster changes after the first meet **MUST** be forwarded to the Rosters Chairperson ([records@swimrcsl.org](mailto:records@swimrcsl.org)) when the swimmer is added to the team anytime during the season. The league will keep a master roster of all eligible throughout the season.