Reports to produce after Swim Meet Entry Deadline Date

At the September 2019 Fall Master and Senior Officials meeting, the Referees discussed what reports they want after the entry deadline date, to try to obtain some consistency amongst the referees. 😊

Therefore, as soon as possible, after you have imported all the entry files and no less than 72 hours after the entry deadline, please send the following to your referees.

Reports to send to Referees

1. Original Psych Sheet after importing the entry files from the Swimming Canada National System.

   NOTE: After initial entry deadline and importing entry files, please ensure that you keep all any emails with requested changes. Once you make a change in Hytek there is no way to trace it; therefore you need to keep all your work until after the meet.

                     If you received any emails that pertains to a swimmer that is entered into the meet and then decides not to attend, please do not delete the swimmer, just indicate them as a scratch.

   NOTE: you will also send Psych sheets to coaches (see below)

2. Meet Program/Heat sheets
   a. Please produce as 2 columns
   b. Show empty lanes
   c. Do not need to provide Referees with relay names at this point in time.
   d. Show heat start times. (Note: when producing final meet program for coaches and public, make sure that the heat start times are not shown.)

   Day of competition - Meet referee wants the heat sheets that they have initialed.

3. Session Report

4. Event list Report (Reports, then Events) then be sure to click on the following options in the tab called "event list"
   a. Include Entry Count
   b. Expanded Multi-ages

   See picture on next page

5. Para Classification report – if there are no Para swimmers in your meet then the (far right-hand side of the Meet Entry Management (entry file) screen/page in the Swimming Canada system). If there are no Para swimmers in your meet, then the report will not produce. If this is the case, then please ensure that you tell the Referee's that there are no Para swimmer.

Reports to send to coaches

i. Psych sheets as soon as possible after entry deadline and ask them to review and get back to you within a certain timeframe if anything is missing (especially important if there has been numerous files uploaded by a club).

ii. Session reports (you may want to wait to send them this until after the deadline you provide to them with the psych sheets)