



NVSL DIVISION INDIVIDUAL CHAMPIONSHIPS (DIVISIONALS) MEET PROCEDURES

This document provides a basic guide for preparing for and running the Division Individual Championships (Divisionals) meet. The procedures are written in a chronological order and cover activities for participating teams and division officials using both *Team Manager* and *Meet Manager* software.

1. MEET PREPARATION PART 1 – Team Computer Meet Setup. This set of tasks should occur prior to selecting swimmers for the Division Individual Championships.

- a. Download and Import Meet Events
 - i. Create a folder into which you will place all of the files for this meet within C:\Hy-Sport\Meets\yyyy\ directory. The suggested naming format is **YYYY-MM-DD NVSL Divisionals - Divxx@[host team initial]**, e.g. C:\Hy-Sport\Meets\2025\2025-07-19 NVSL Divisionals -Div 09@KR.
 - ii. Download the Meet Events file for the Division Individual Championships meet from the Hy-Tek folder on the Documents tab of the NVSL website (www.mynvsl.com), e.g. NVSL / Hy-Tek / 2025 / 2025-07-19 Division Individual Championships / Meet Events-NVSL Divisionals-Div[xx]@[host initials]-19Jul2025-01.zip. Place the file in the directory you created for the meet documents.
 - iii. Import the meet events for the meet into *Team Manager* via **File | Import | Meet Events** and navigating to the directory created for the meet documents. This will create a meet in *Team Manager* so that you can enter swimmers.
 - iv. Edit the Division Individual Championships meet details
 - In *Team Manager* click **Meets** from the Main Menu.

- Highlight the Divisionals meet and double-click the meet name or select **Edit**
- Edit the *Meet Name* filling in the **Division number (e.g. 06)**, host team initials, and other meet details such as facility (host team name), city (host pool), state and zip code. Verify the meet date and meet age-up date (under Eligibility Rules) (i.e. June 1, 2025) are correct.
- Please make sure to use the host pool name instead of the city name. For Example: City = Hunt Valley, **NOT** City = Springfield
- Verify “Use Time Since” date is June 1st of the current year and verify the checkbox is checked
- Click “Save” to return to **Meets** screen.
- LSC should be blank!
- Check Abbreviations, Short Name and Full Name (Short Name: Rolling Valley and Full Name:: Rolling Valley Dolphins)

You are ready to select two swimmers and bid-ins (alternates) for each Divisionals meet event

2. MEET PREPARATION PART 2 – Selecting Swimmers and Bid-ins. This set of tasks must occur before the Division seeding meeting.

Each team is to review NVSL rules 2d, 3b, 5c, and 6 (with emphasis on 6c). For each event you can:

1. Select two (2) swimmers as firm entries
2. Identify as many bid-ins (alternates) as desired

Select Meets from the main menu and highlight the Division Individual Championships meet. Select **Entries | Entry by Event**. Set the **Swim for Team** combo box value to your team and also set the **Team** combo box value to your team.

Entering Individual Swimmers

1. Highlight Event 1. All of your 8&Under boys should appear in the grid in the bottom half of the screen. You can sort them by **Best Time** by clicking on that column header. Or you can consult your team ladders to help you make decisions. Whatever the case, you may choose up to two swimmers for this event by clicking their **Entrd** checkboxes. Select bid-in swimmers by clicking their **Alt** checkboxes.
 - a) **IMPORTANT NOTE:** If you try to enter more than the correct number of swimmers in the event, *Team Manager* will let you do it because it has no idea of the number of heats in a NVSL Divisionals meet or the numbers of lanes in NVSL pools. You are responsible for entering the correct number of swimmers.
 - b) *Team Manager 8.0* has columns to count up Individual Entries (IE), Relay Entries (RE), and Combined Entries (CE) for each athlete. Keeping an eye

on these columns will help you avoid violating entry rules. NOTE: Marking a swimmer as an alternate will also increment the IE and CE fields. This may result in a warning. It is ok to have more than two Individual Entries and Combined Entries provided no more than two are actual entries vice alternate swimmer entries.

- c) NOTE. The *Meet Manager* program uses entry times to seed swimmers into heats and lanes. If there is not a current year “Best Time” displayed for a chosen swimmer, you may enter a custom time for that swimmer in the **Custom** column, or leave blank (No Time). To retain a custom time you must move the cursor to another field before leaving the event. For seeding purposes, especially bid-ins, you will want to customize a time instead of entering NT. This should be a coach certified time if they have not swam it in an A-meet, B-meet, or time trials this year. (see page 73 - 6.c and 6.e *Seeding Procedures*)
 - d) Continue through the rest of the events in similar fashion. Note that for Divisionals swimmers must compete in their proper competition age group.
2. If you try to enter a swimmer in more than two events in different strokes, *Team Manager* (with the specified meet entry limitations) will pop up a warning message box. However, after you close the message box, *Team Manager* will proceed to put the swimmer into that third event. It is up to you to clear this swimmer from this event, clear the swimmer from some another event, or verify excess events are ones for which the swimmer has been selected as an alternate. (they can be the alternate in 5 events, they can just be entered in no more than 2)

Check for entry errors using the reports for the seeding meeting, make corrections as necessary. Typical entry errors include:

- Incorrect event selections and in the incorrect age group
- Three or more non-alternate swimmers entered into the same event
- A single swimmer entered into three or more events as a non-alternate
- Entries for only 40 events instead of 48 events (i.e. forgot IMs)

Each team will need to create three files from *Team Manager* for their seeding meeting with additional optional files as desired. The files are listed below. The procedure for generating each report is provided in the NVSL A-Meet Procedures document. Instructions for creating the entries reports (.DOC or .PDF) and Best Times reports can be found in Appendix A at the end of this document.

1. Team roster export (.ZIP)
2. Meet entries export (.ZIP)
3. Meet entries report by event (PDF) - Appendix A

Optional files

4. Team meter records export (.REC)
5. Meet entries report by swimmer (.DOC or .PDF) - Appendix A

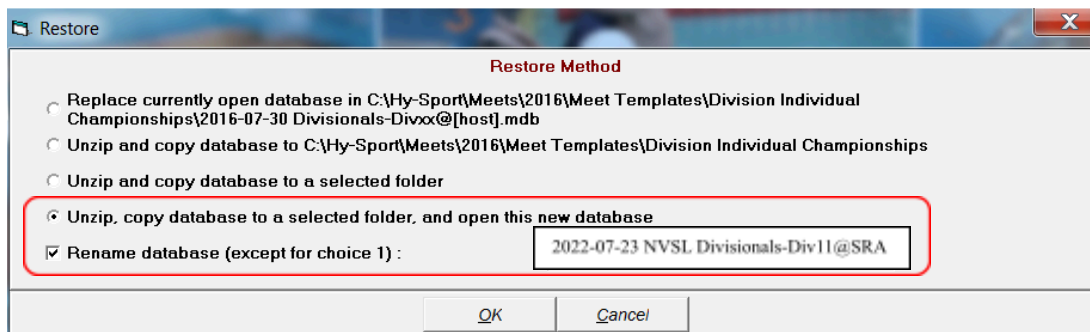
NVSL rules call for each Division to hold a seeding meeting, attended by the Team Representatives, sometime after the season's final dual meet. All three of the required files above must be provided to the Division Data Coordinator or designated person at a time determined by the Division Coordinator. The team records file should also be provided with the entries if desired. The meet entries by swimmer report is for use by the team at the seeding meeting.

The seeding meeting should be scheduled such that seeding and the meet sheet can be finalized in time for the host team to get it to the printer for publication if desired.

1. MEET PREPARATION PART 3 – Meet computer setup. This set of tasks should be completed before the Divisionals seeding meeting. The following set of tasks will save the Divisionals template on the meet computer.

The Divisional Data Coordinator will designate the computer to be used at the Divisionals meet.

- a. Create a folder into which you will place all of the files for this meet within C:\Hy-Sport\Meets\yyyy\ directory. The suggested naming format is **YYYY-MM-DD NVSL Divisional - Divxx@[host team initial]**, e.g.
C:\Hy-Sport\Meets\2025\2025-07-19 NVSL - Division 03@HV.
- b. Download and restore the NVSL Division xx meet database backup file from the NVSL Website to the Divisionals meet directory. In the *Meet Manager* program restore the meet database from the backup file via **File | Restore**
 - On the Restore Method window, select – **Unzip, copy database to a selected folder, open this new database.** On the same window, check the box on the next line down that says “**Rename database (except for choice 1)**” and enter the name of the meet database in the small text window, using the format YYYY-MM-DD NVSL Divisionals - Divxx@[host team initial], e.g. 2025-07-19 NVSL Divisionals-Div03@HV, then select **OK**



- Navigate to the directory the meet backup file is located using the same folder above and select **Open**
- Navigate to the folder set up for the meet to store the meet database, select **OK**
- A confirmation window will tell you the name of the meet database and the directory where it will be saved. Confirm this information is correct and select **OK**
- A final confirmation window will tell you the restore is complete, select **OK**.
- c. Perform basic setup for the meet via **Set-up | Meet Set-up**
 - Edit the *Meet Name* by filling in the division number and initials of the host teams. Edit other meet information such as facility (home team name), city, state and zip code. *Meet Name* should be in the format of NVSL Divisionals - Div[div number]@[host initials], e.g. NVSL Divisionals – Div03@HV
 - Verify the *Start Date* and *Age-Up Date* for the meet are correct. The *Age-Up Date* should be June 1st of the current year
 - **Do NOT POST to Meet Mobile**

4. MEET PREPARATION PART 4 – Seeding Meeting Preparation. This set of tasks should occur the night before the seeding meeting

Receive the team entries files and reports and look for errors. Entries should be requested by the Division Coordinator and Division Data Coordinator prior to the seeding meeting in order to check for errors and facilitate the seeding process. Examples of errors are:

- Three or more swimmers entered into the same event from the same team
- A single swimmer entered into three or more events
- Entries for only 40 events instead of 48 events (i.e. forgot IMs)
- Bid-ins (alternates) not selected in electronic meet entries

Import the roster files for each team. If you are unable to import the files, let the “offending team” know immediately.

- NOTE: some teams have observed roster irregularities if the roster files are not imported prior to the meet entries. Be sure to import the roster files first.

Import the records files for each team. Navigate to the **Records** and edit each team record to designate a “Flag” (usually the first or second initial of the team name) and designate that only swimmers from that team can break those records.

- NOTE: if for any reason files are emailed, some email systems treat record files (.REC) as text files, and will modify them by inserting carriage return and line feed characters. This will make the file unusable. As a workaround, tell the sending team to use a different email from which to send, or ZIP the .REC file before sending.

Import the entries files for each team. After the rosters and entries have been imported, go to **Set-up | Meet Set-up** and select “Age-Up Athletes”.

After the files are imported, navigate to **Teams** and modify the names as appropriate. Examples:

Team Abbr: *S*
Full Team Name: *Springfield Tigersharks*
Short Team Name: *Springfield*

Do not leave names like *Tigersharks* as **Short Team Names**. Most spectators do not know teams other than their own by their nicknames. And in some Divisions there is the potential for name collisions, which can make your meet programs confusing.

Generate a Psych Sheet. From Main Menu navigate to **Reports | Psych Sheet** and create a report listing entries and bid-ins (alternates). The report is available under **Memorized Reports**

1. Meet entries with alternates. This report shows meet entries and their seed times for each event. Look for events with less than 12 firm entries. Available bid-ins (alternates) and their seed times are also shown in order to determine the best event for bid-in swimmers to enter. Create a report with the following options:
 - “Columns/Format” - Double (in order to see Alternate designation)
 - “Include in Psych Sheet” - Entry Times, Events With No Entries, and Alternates
2. Provide a copy of the Psych Sheet to each Team Representative and the Division Coordinator.

5. MEET PREPARATION PART 5 – Division Individual Championships Meet Seeding. **This set of tasks should occur at the seeding meeting**

Teams are encouraged to bring their main computer to the seeding meeting. If errors are discovered while still correctable, or media are found to be unreadable new files can be generated.

Select Bid-ins and Seed the Meet

1. From the Main Menu go to **Seeding** screen. Any event with less than 12 entries is open to bid-ins as listed on the “Psych Sheet” or offered by the Team Representative. Remember when offering a bid-in, NVSL rules state that a swimmer can only swim in two events.
 - a) To move a bid-in swimmer from alternate to entered status, click the **Seed** box for the event and go to the **ScratchPad** function. Uncheck the **ALT** box for the swimmer and **Save**

- b) If a swimmer is offered as a bid-in but is not designated as an alternate on the entries list, navigate to **Athletes** and check the **Entrd** box for that swimmer for the specified event. Enter an entry time if available. Then follow the procedures in step a) above to verify the swimmer is entered
 - c) If more than one bid-in is available to fill an empty lane because of a tie in entry times, all such bid-in swimmers should be allowed to swim and extra heats added as necessary.
 - d) NOTE: Once a swimmer has been fixed in two events, the remaining bid-ins (alternate designations) become void.
 - e) When adding a bid-in to an event, check to see there are only two events with yellow highlight and empty “ALT” boxes for the swimmer on the **Athletes** window.
2. After processing bid-ins for all available events, check for swimmers entered in more than two events. Resolve any discrepancies.
 - a) From the Main Menu select **Reports | Memorized Reports**. Select *Report Name* of “Entries by Athlete” then **Run Report**.
3. Seed the meet. From the Main Menu select **Seeding**. In the *Session List* select “All”. In the *Event List* at the bottom of the screen, verify that no event has more than 12 entries unless ties for bid-in entry times forced more. Resolve any discrepancies. From the menu bar pick **Select All** and then **Start Seeding** to seed the selected events.
 - a) All 48 events should now be seeded.

6. MEET PREPARATION, PART 6 – Printing Meet Program and Time Cards. This set of tasks should occur after the meet is seeded.

Print seven copies of a DRAFT double column meet program for the Division Coordinator and Team Representatives and include the following:

Check it over with care for things like...

- All 48 events present
- Heats are slowest to fastest in each event
- Fastest swimmers are in lanes 3 & 4 of each heat
- The expected number of heats and swimmers are present in each event
- Identify events with a third heat due to ties
- Team and NVSL Records are displayed appropriately along with the All Star standard

As a final sanity check, navigate to **Reports | Entry Lists**, set **Report Type** to *By Team* and run a report. Check over the report to make sure that swimmer counts for the teams are what you expect them to be. Provide a copy to each team to notify swimmers for the Division Meet.

Once you're happy, it goes to the printer. The seeding for the meet is now frozen. On the Seeding window, check the box in the "Manual" column for each event. This will prevent accidental re-seeding.

Print one copy of the Meet Program in single column format for the Table.

DO NOT re-seed the meet after the drafts have been approved!

Print time cards. Sort the time cards by lane and event/heat. Insert blank time cards as necessary for any empty lanes including outside lanes if a third heat is necessary due to ties. Mark the event number, event description, lane number and "No Swimmer" on the blank time cards. You can print blank time cards from MM. (*labels/Entry card labels/blank individual*)

7. MEET PREPARATION PART 7 – Scratches. On the day of Divisional meet run the scratch meeting and make final changes to the meet

Scratch meetings at the Divisionals meet typically starts at 8:30 AM. The Meet Director should cycle through the events, 1 through 48 (but in the stroke sequence to be swum that day), asking for substitutions and scratches. Additional scratch meetings may be held throughout the meet.

Here are the NVSL rules regarding substitutions:

- Each team is allowed up to ten (10) substitutions to its **own firm entries** without regard to previously swum times (This does not include the bid-ins)
- Substitutions are due at the beginning of the meet; scratches can be made before or during the meet.
- A swimmer may enter at most two events
- A swimmer may not change events
- Swimmer may scratch from an event without forfeiting the right to swim a subsequent event but may not be entered in another event. A swimmer who scratches from one event may only swim their second event.
- Any **scratches** to bid-in swimmers or scratches that result in unoccupied lanes before or during the meet shall be open to bid-in swimmers from across the division. Lanes that were designated "no swimmer lanes" at the seeding meeting shall not be open to bid-ins after the seeding meeting or at the meet. (Rule 6.d.2)

The changes should be documented on scratch and substitution forms and provided to the table workers. It is also a good idea for the Meet Director to annotate the changes on a copy of the meet program.

Once the scratch meeting is complete, the changes should be entered into the *Meet Manager* program, with attention to the following:

- If a swimmer is scratching with no replacement then scratch the swimmer in the **Run** screen using the “**Adjust: F8**” function or double clicking on the swimmer’s name in the Heat screen.
- If a swimmer is replacing another swimmer, use the “**Adjust: F8**” selection to put the new swimmer into the same heat and the same lane that was occupied by the vacating swimmer.

The changes from the scratch meeting should also be made to the time cards if possible. The referee may also want to be informed of changes.

DO NOT re-seed the meet after these changes are made!!!

After all changes have been entered into the *Meet Manager* program it is a good idea to check for swimmers entered in more than two events. From the Main Menu select **Reports | Athlete Rosters**. Use the following settings:

- Report Type: Detailed
- Sort: By Athlete
- Athletes/Relays: Athletes Only
- Include: All checkboxes should be blank

The number of entries for each swimmer should not exceed two. Resolve any discrepancies. This report is also available under **Memorized Reports**.

8. MEET EXECUTION – Record the times, print out ribbon backs, and post results.

As time cards arrive at the table:

- Process DQs. Do not enter the finish time for disqualified swimmers.
- Enter times. It is recommended that one person read the times and the computer operator reads the times entered into the computer back to the reader for verification.
- After every event and before printing out ribbon labels, print out a results report or listing and have the Verifiers compare the names, finish places and times with the time cards. Resolve any differences.
- Print labels for ribbons (to maximize the use of label sheets it is recommended that labels be printed after every 5 events).
- After every stroke block print out a results report and post.

You will want to keep a close eye on league records during the meet. On the **Run** screen, these will show up as the record entry itself highlighted in color in the upper right portion of the screen. Records require fast action to ensure that the time card is signed by the three timers in that lane, and by the deck Referee.

In advance of the meet, you can print a report that will identify events with entries that are near record thresholds. Use **Reports | Psych sheet**, and enter 1 or 2 in the **Top How Many** box and check the **Records** box on the **Include in Psych Sheet** tab at the bottom. Scan down the report for swimmers with entry times near the records -- share this info with the Referee(s).

Create a report for each team to ensure they have all their awards: **Reports | Results | All Events | Select All**. Double columns. **Include in Results**: Nothing. **Sort Order**: Publication Order. **Selected Teams**: Select one team and print; repeat for the rest of the teams. Hand 6 reports to awards clerks to verify proper awards are distributed.

9. AFTER THE MEET IS COMPLETE – Backup and distribute

- Print a copy of the final results and have the referee sign the cover sheet. DC will bring signed meet results and time cards to Seeding. Time cards should be in place order.
- It is often helpful to print out a DQ report to assist the referee in his review. Navigate to **Reports | Meet Summary** and select **DQ by DQ code Report** and specify output by Athlete.
- Make a meet database backup using **File | Backup**.
- As soon as you can after the meet, email a copy of the meet database backup file to the Technology Committee (NVSLTechnology@gmail.com) Please also email a copy of the backup to your Division Coordinator and Division Data Coordinator.
- Teams typically want a Result file. You can do this via flash drive at the meet or by email following the meet. We prefer you wait until 7pm to distribute.

APPENDIX A – Creating meet entries reports

After you've entered your lineup into *Team Manager*, from the main screen navigate to **Meet | Reports | Entry Report**.

Choose the Divisionals meet in the **Meet** dropdown list, set **Sort by** to *Meet Event Number*, set **Event Filters** to *Individual*, and click **Create Report**.

Meet Entries...

Meet: 29-Jul-06 CSL Red Divisional Meet

Filters

Team: FF
Group:
Subgroup:
WM Group:
WM Subgroup:
School Year:
Totals on Separate Page ☒
Include Inactive ☐
Include Registration ID ☐
Include Official Statement ☐

Other Options

Show Times Unconverted ☐
Include Proof of Time ☐
Include Team Address ☒
Indicate Converted Times ☐
Do Not Show Entry Times ☐

Event Filters

Individual ☒ Individual and Relays ☐
Relay ☐

Stroke / Distance Filters

Stroke:
Distance:
Sort by

Meet Event Number ☒ Meet Event Number (1 per page)
Meet Event Heat/Lane ☐ Meet Event Heat/Lane (1 per page)
Name ☐ Name (1 Swimmer per Page)
Age ☐ Stroke and Distance

Standards **Points**

None ☒ LEN Points ☐
Hy-Tek Age Group ☐ GB Points ☐
Hy-Tek Single Year ☐ GB BAG Points ☐
Hy-Tek Open ☐ NISCA Points ☐
FINA Points ☐

Create Report Cancel

You should then see an **Entry Report** preview screen similar to the one below.

Entry Report

1 of 1+ Total: 135 100% 135 of 135

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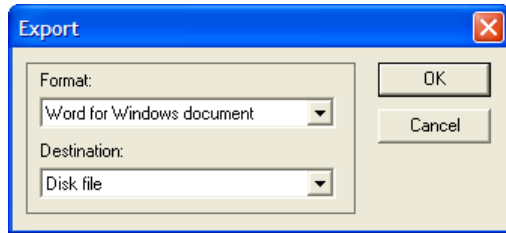
Franklin Farm Froglers

Individual Meet Entries Report

CSL Red Divisional Meet 29-Jul-06 [Ageup: 6/15/2006] SC Meters

# 1 Boys 8 & Under 25 Free		# 12 Girls 8 & Under 25 Back	
Marten, Eric (8)	19.53S	Wilson, Ellen (8)	23.58S
Cardelli, Dylan (8)	20.77S	Peake, Jessica (8)	24.74S
		DeBellis, Brenna (8)	25.37S
# 2 Girls 8 & Under 25 Free		# 13 Boys 9-10 50 Back	
DeBellis, Brenna (8)	19.21S	Shebat, John (9)	35.46S
Wilson, Ellen (8)	19.50S	Ransom, Eric (10)	43.24S
Green, Rachel (8)	20.77S	Evans, Tommy (9)	44.55S
# 3 Boys 9-10 50 Free			

Click the icon that looks like an envelope, and you'll see the following **Export** dialog:



Set **Format** to *Word for Windows* or *Adobe Acrobat (PDF)* document, set **Destination** to *Disk file*, and then click **OK**. This will give you the standard common dialog so you can save the file. Note that you do NOT have to have MSWord or Adobe Acrobat installed on your computer.

Save it to a name like *FF-EntriesByEvent*, and make a note of the directory to which you saved it.

Now repeat the entire process, but this time set **Sort By** to *Name* on the **Meet Entries** dialog, and save the file to a name like *FF-EntriesByName*.

Divisional Seeding Meeting – Quick Checklist

1. Download and Restore “blank” backup database to computer. ☐

2. Copy & import files from Division teams. ☐

Team	Roster <i>(verify team name)</i>	Records <i>(set Flag and For Team)</i>	Entries
Team A (A)			
Team B (B)			
Team C (C)			
Team D (D)			
Team E (E)			
Team F (F)			

3. Age-up athletes (via Set-Up | Meet Set-Up) ☐

4. Print psych sheets (x7): Double column format and include alternates ☐

5. Bid in swimmers (via Seeding | Scratchpad menu). ☐

6. Verify no athletes in more than two events (memorized reports). ☐

7. Seed meet (via Seeding | Select All | Start Seeding). ☐

8. Print draft (double column) meet sheet for review (x7). ☐

9. Print entry lists for team review (if desired). ☐

10. Freeze seeding (via check box). ☐

11. Print final meet sheet (double column) (x1). Provide to host team ☐

12. Print table workers meet program (single column) (x1). ☐

13. Print time cards (sorted by lane and event/heat). Insert blanks for empty lanes. ☐

14. Provide copy of database backup file to each team. ☐