

2020 NWAL Invitational Meet Guidelines

Things to remember:

- The 100 freestyle is now an 11-14 event, not a 14 and under event. The 50 freestyle is also now a 10 and under event.
- NWAL will only approve events that can be derived from using times achieved from defined individual events. Distances not normally swum by certain age groups will not be accepted because accurate seed times cannot be determined.

Please ADD the following text to your meet invitations in the *Entries* section:

- For all meets:
 - *Entry times will be converted to the proper course by the Swimtopia software using the default conversion and meet templates.*
- For mid-season invitational meets:
 - *Time trial times (unofficial times) **are** allowed as long as the swimmer has not achieved an official time. Once an official time has been achieved, the unofficial time should no longer be used. No Times (NT) will **not** be accepted.*
- For post-season invitational meets:
 - *Only official times will be used for seeding. An official time is a time that was achieved in an NWAL sanctioned meet in the current year and without disqualification. Official times cannot be achieved at time trial meets.*

Requirements:

- All entries for invitational meets will originate from Swimtopia.
- NWAL Rules & Officials. The meet will follow NWAL rules as published in the current year rulebook with the exception of the approved deviations listed in your sanction application. The meet referee and all officials shall be NWAL certified officials.
- Volunteers. Meet hosts may request timing, scribing and officiating help from attending teams. However, it is not mandatory for teams to provide said volunteers.
- No Times and Official Times. No Times cannot be used in any meet as a meet entry. A swimmer must have swum that event to enter that event. Hosts may allow unofficial times for entries for mid-season invitational meets as long as that swimmer does not already have an official time for that event. Post-season invitational meets will only accept official times for entries.
- Team division scoring. When grouping team scoring by team size, you must use current year information.
- Bonus events can be used for mid-season and post-season invitational meets. However bonus events must follow the official / unofficial time requirements established above.

- Scratch position (finals). If utilizing a prelim/finals format, you must identify a scratch position and timing for when the swimmer must be in said scratch position. This should apply for both the consolation heat (if used) and championship heat. If the swimmer does not show up at the scratch position at or before the required time, the swimmer may not participate in that event.
- Awards breaks should not occur during finals and should be performed after competition.

Miscellanaous:

- Qualification / Cut-off times. When planning a meet that has both qualification and cut-off times, all age-groups must have qualification times.
- Multi-Age Scoring & Awards. If you will be scoring events with multiple ages, put some thought into how many swimmers are going to be in each age of the event. If you do not have more swimmers than awards of that age, then don't split them out separately. Don't give out an award simply because an 8 year old swims the 100 free just to pick up points.
- Team divisions. Division cannot be based on prior year numbers such as results or sizes. They should be based on current year data such as number of swimmers present or number of entries. Division sizes should be variable if the team is only bringing a small number of swimmers and they are really not competing as a team. Eg, a meet with 30 teams could be broken into 3 groups. 7 in the largest group, 8 in the middle group and 15 in the smaller group (at least 50% of the teams).

Documentation & Files:

The folowing details the required documentation and Hy-tek files that will be required for each team. Please share this with your computer personnel that set up the meets.

Time Standards (.std / .st2).

Both *Yards* & *SC Meters* time standards are required in this time standards file. **The conversion factor is (yard time multiplied by 1.11 or meter time divided by). The meet host shall review these standards prior to publication to ensure that the yard times and meter times are accurate, based upon the conversion factor.**

Time standards must be ready to import into a standard NWAL Dual Meet. Because most of the invitational meets are scored by individual ages (not age groups), this can become an issue when exporting the standards. For example, if your event scores 7 year olds and 8 year olds separately, meet manager is going to export a separate standard for a 25 free time for 7 year olds and 8 year olds (even though the time is the same). When these standards are imported into an NWAL standard meet that scores 7 and 8 year olds together, it will not match up and cause problems. Therefore, to get the standards into the NWAL meets format, you must export the standards from your invitational meet, open an NWAL Dual meet, import the times standards. At this point, if any of the individual events do not have standards, use the Custom Times function to fill in all the individual events and then export the standards from the NWAL meet. This export will have the standards in the proper format for distribution to NWAL teams within the meet setup and meet events file.

Meet Setup File (zip file with .ev3 / .hyv).

Make sure the following is set up correctly:

- Set the *age up* date to 5/31 of the **current year** on the main setup page.
- Under setup – entry / score preferences, go to *Entry Limit* tab. Set since date to the date of the 1st NWAL dual meet to exclude time trial times. (Post-season invites only).
- Make sure all the time standards are filled in for both Qualification and Cut-off times (if appropriate).
- Make sure you have selected the “Qual Time” check box for qualification and cut-off times.

Meet Events file export. This differs from USA Swimming and is required for all NWAL meet exports. You are only going to export qualifying times for the *course* you are swimming to allow TM to convert the times. Otherwise MM will set up a multi-cut meet or a course only meet and may not use the swimmer’s best times.

- Go to file, export, events for TM. Check the meet parameters and then click YES.
- On the *export events to TM* pop-up, under qualifying times, select the 2nd item, “*include qualifying times for your course only*”.
- Under conversions, select the 2nd item, “*TM Other Courses entry times can be converted to your course*”.

Required meet files distribution:

- 3 days prior to the 1st day of the meet – email to computers@nwal.org
 - o Timeline & warm-up lane assignments
 - o Teams, swimmers and entry counts (team report)
 - o Entry list sorted by Team and then Athlete.
- Within 3 days after the last day of the meet – email to computers@nwal.org
 - o All Results files (full meet results, Team scores, High Point, etc.)
 - o Full meet database (MDB), Meet Results Hy-tek file (.CL2).
 - o Using surface mail, send the meet fees worksheet your check (payable to NWAL) and your Team Report to **NWAL, 7601 FM 1960 RD E, PMB #190, Atascocita, TX, 77346.**