

Meet Maestro User Guide for Computer Reps

A. Before the Meet:

Both Home and Away Team Coach and/or Computer Rep:

The meet entries must be completed in SwimTopia by a coach or other team management before 1:00 PM the day of the meet. After the meet entries have been completed in SwimTopia, the meet must be marked as ready to merge:

1. On your SwimTopia Team website, click on the colored Welcome button with your name in the upper right corner
 2. Select Manage Team
 3. Click the **Schedule** tab in the top bar
 4. Find your meet and click on the meet's link
 5. Click **Merge/Export**
 6. Move the Lock out all entry changes label from **Off** to **On**
 7. Click on the **Select Record Books** link and select the GRAL Regular Season Record book, and any other record book your team may be using
 8. Set the **Off** Not Ready setting next to your team name to **On** Ready
- If you are the away team, pre-meet preparation is complete.

Home Team Computer Rep:

After both teams have set Lock out all entry changes to **On**, the meet can be merged by the home team computer rep to prepare the meet for Meet Maestro. This can be handled the afternoon of the meet.

9. Click **Build Maestro Meet**
10. Confirm the pool length and lane count. Click **Merge** to create the merged meet.

At this point, SwimTopia will no longer communicate with the Meet Maestro swim meet and all meet data entry will need to be handled using Meet Maestro. Although it is possible to Rebuild the meet for Meet Maestro after changes are made in SwimTopia, both teams would have to re-mark their meet as being locked and ready before the Rebuild can happen.

B. Meet Day Preparation:

Positive Check-In Preparation:

Before the Heat Sheets are printed, swimmer's individual entries may be changed. Relay entries, with or without swimmer's names, may be changed. Entries for swimmers previously entered who are not swimming those events in the meet may be removed (**but not until after the meet record Athlete Check-In report is printed**).

All this is done in Meet Maestro:

Note: Meet Maestro is only fully supported using the Google Chrome browser (version 117+ Sept. 2023). If you experience printing issues, Chrome is usually the solution. Meet Maestro can work using the other browsers (Edge 117+, Firefox 119+, Safari 17+), but it is NOT compatible with Internet Explorer.

1. On your SwimTopia Team website, click on the colored Welcome button with your name in the upper right corner
2. Select Manage Team
3. Click the **Schedule** tab in the top bar
4. Click on the Meet Maestro logo to the right of the meet name
5. (Do **not** yet **Notify Heat Sheet Availability**)
6. Click on the Gear icon (near the upper right) to display Settings
7. Select Meet Setup (left column)
8. With the general tab, confirm that the meet name, date, location, number of lanes, and pool length are correct
9. With the Schedule tab you can adjust heat interval time used to calculate the heat start times on the heat sheet. Scheduled breaks can also be added.
10. Select Benchmarks (left column)
11. Verify the GRAL Regular Season Record Book is being used, and if not, use the Add Record Book button to add it
12. Verify all teams are eligible for GRAL records
13. If your team is using Time Drops timing equipment, set that up using Timing System (left column)
14. Select Mobile App (left column)
15. Make sure Publish Heat Sheets is disabled
16. Select Reports (left column)
Note: Because of a limitation of Meet Maestro, we need a hard copy of entries in the meet in place before any scratches to include in the meet printed records in case it is necessary to confirm audit findings.
17. Select ATHLETE CHECK-IN
18. Select All Event Type, All Ages, All Categories, All Team, 3 Columns
19. Print one copy for the printed meet records. Save this pre-meet entry hard copy for potential reconciliation of post-meet audit findings.
The coaches from each team will handle positive check in with their swimmers and provide information to the home team Computer Rep. Some teams use cards or labels on cards to help with their positive check in. Other teams use a printout of all event entries on fewer sheets they use to mark as swimmers check in. SwimTopia offers a variety of printout features to support for these choices:
 - A. List of each athletes entries similar to the pre-meet entry hard copy:
 1. Select the team and change number of columns if preferred
 2. You might want to select individual events only
 3. Print a copy for the coaches.
 - B. 3" x 4" cards (6 cards per sheet)-:
 1. Close the Athlete Check-In report interface.

2. Select ENTRY CARDS/LABELS
 3. Select FILTERS **TEAM** one of the two teams
 4. Select LAYOUT **LABEL FORMAT** 2x3 Cards (US-Letter)
 5. Select DISPLAY OPTIONS **LABEL TYPE** Per Athletes
 6. Select DISPLAY OPTIONS **SORT BY** Athlete
 7. Print a copy for the team's coach.
- C. 1" x 2.66" labels (3 x 10 labels per sheet):
1. Close the Athlete Check-In report interface.
 2. Select ENTRY CARDS/LABELS
 3. Select FILTERS **TEAM** one of the two teams
 4. Select LAYOUT **LABEL FORMAT** 3x10 - Avery 8160 (US Letter)
 5. Select DISPLAY OPTIONS **LABEL TYPE** Per Athletes
 6. Select DISPLAY OPTIONS **SORT BY** Athlete
 7. Print a copy for the team's coach.
- D. A 3 x 11 labels per sheet format is also available.

Positive Check-In Data Entry:

Make any changes in Meet Maestro to swimmer individual events and relay configurations as the coaches provide you with information. Positive check-in should be complete no later than 5:30. Scratches and changes should be made in Meet Maestro as soon as any such information is provided to you. Pay special attention to make sure the event 1 relay cards can be provided to the Clerk of Course no later than 15 minutes before the start of the meet. There are multiple ways to handle this work. This document lists only one option. You should feel free to use whatever data entry method you find works best for you.

Remove or change specific relay entries:

1. Open the Meet Maestro interface for the meet
2. (Do not yet Notify Heat Sheet Availability)
3. Use the stack of rectangles on the left of the form or the arrows next to the event number to display the event in which a change is being made
4. Find the heat in which the relay team is seeded
5. Click on the relay team name
6. To remove the relay, click the Delete button, and confirm with the next Delete Button
7. To change swimmers, click the drop-down arrow on the right side of the swimmer to change and select the appropriate swimmer. The x to the left of the drop-down arrow will remove the swimmer. Relays may be saved with missing swimmers.
8. A correct entry time is required. The Meet Maestro calculated relay Entry Time is always incorrect. See Appendix D Entry Time for more information.
9. Save
10. As soon as the event 1 relay entries are thought to be reasonably complete and accurate, print the relay cards (a few changes may be

made after the printing of the relay cards, but it is important to provide these to the Clerk of Course in time for the 8 & Under relays to be in place and ready to swim at the meet start time):

- a. Click on the Gear icon (near the upper right) to display Settings
 - b. Select Reports (left column)
 - c. Select ENTRY CARDS/LABELS (Center Right Pre-Meet column)
 - d. Filter on Events 1 to 1
 - e. Change LAYOUT **LABEL FORMAT** to 2x3 Cards (US-Letter)
 - f. Print these cards on 4" x 3" card stock (6 cards per page)
 - g. Ask someone to deliver these cards to the clerk of course (or the coach may pick them up and have the relay team helper carry the card to the clerk of course)
11. Sometime during the meet, the coaches will probably make changes to the other relays. When the coaches provide you with the late-meet relay updates, repeat these steps for events 52 through 55. The relay cards should be prepared and provided to the clerk of course no later than event number 40 being in the water or earlier for smaller meets.

Remove or change specific meet individual event entries:

12. Open the Meet Maestro interface for the meet
13. (Do **not** yet **Notify Heat Sheet Availability**)
14. Use the stack of rectangles on the left of the form or the arrows next to the event number to display the event in which a change is being made
15. Find the heat in which the swimmer is seeded
16. Click on the swimmer's name
17. For individual events, uncheck the entries for which this swimmer will not be swimming. Be careful! Unlike Meet Manager, Meet Maestro does not scratch, but removes the entry completely, so when you do this, the entry time is lost. Therefore, remove the entry only when you know the swimmer will not be swimming. (You cannot un-scratch in Meet Maestro).
18. Add events in which the swimmer will be swimming that are not already selected. A correct entry time is required. See Appendix D Entry Time for more information about Entry Times.
19. If this is a relay update, Save to return to the heat update form

Remove athletes for which an event number is not known:

20. Open the Meet Maestro interface for the meet
21. (Do **not** yet **Notify Heat Sheet Availability**)
22. Click on the Gear icon (near the upper right) to display Settings
23. Select Athletes (left column)
24. Click on the name of the athlete for whom entries should be removed
25. Click on the Scratch Athlete button on the lower left
26. Confirm you want to remove the athlete from all events. Be careful! Unlike Meet Manager, Meet Maestro does not scratch, but removes the entry completely, so when you do this the entry times are lost. Therefore,

- remove the athlete only when you know the swimmer will not be swimming. (You cannot un-scratch in Meet Maestro).
27. Close the Settings interface to return to the Event Heat main interface.

Add new entries:

28. Open the Meet Maestro interface for the meet
29. (Do **not** yet **Notify Heat Sheet Availability**)
30. Use the stack of rectangles on the left of the form or the arrows next to the event number to display the event in which a change is being made
31. Find an empty lane in any heat or if no empty lanes are available, use the Actions drop down to Add Heat
32. Click the Add Entry button in any empty lane
33. Select the team
34. For Relay Events, click the Next button
35. Select the Swimmer(s)
36. Type in the ENTRY TIME. A correct entry time is required. See Appendix D Entry Time for more information about Entry Times.
37. Save

After all the changes are entered, the meet will need to be reseeded. Event 1 can be reseeded independently of the rest of the meet if Event 1 has all its changes entered (or there are no changes) so that Event 1 paperwork can be printed earlier to allow the meet to start on time.

Reseed the meet:

38. Open the Meet Maestro interface for the meet
39. (Do **not** yet **Notify Heat Sheet Availability**)
40. Click on the Gear icon (near the upper right) to display Settings
41. Select Seeding & Scoring (left column)
42. Select the Reseed tab in the top row
43. Set the range to be #1 through #1 to reseed only the first relay event or #1 through #55 to reseed the entire meet or #2 through #55 to reseed all but the first relay event which may have already been seeded and printed. **NEVER RESEED** an event which has been printed unless you intend to replace the paperwork.
44. Click the RESEED button
45. The meet may now be made available to users of the SwimTopia Mobile App
46. Change the status to Publish Heat Sheets to enabled
47. Users of the Mobile App may be notified by the system immediately. At this point, entries are now public, and no changes or additions to swimmer entries may be made.

Note: When printing the paperwork, you may want to print the paperwork for only the first 11 (or even fewer) events to get the necessary paperwork to everyone who needs it by the start of the

meet. Paperwork for the remainder of the meet can be printed while the 100 Freestyle or 100 Medley events are taking place.

48. Select Reports (left column)
49. Select TIMER SHEETS (center left blue column)
50. If the options are not displayed on the right side, click OPTIONS (center top)
51. Set Filters to EVENTS 2 to 51 (Timers use the relay cards for relays)
52. Recommend 2 EVENTS PER PAGE (but some like to use other options).
53. Click PRINT (center top)
54. Close
55. Select HEAT SHEETS (center left blue column)
56. **Coaches, Stroke & Turn Judge, and Announcer Heat Sheets:**
 - All Events
 - 3 Columns
 - Include Entry Times
 - (You may include additional information if it works better for your meet)
57. Print 1 for each coach, 4 for the Stroke & Turn Judges and 1 for each Trainee, and 1 for the announcer (about 12 depending on coaching staff and working trainees).
58. **Meet Record Hard Copy, Clerk of Course, Referee, Starter Heat Sheets:**
 - All Events
 - 2 Columns
 - Show Empty Lanes
 - Include Entry Times
 - Include Est Start Times
 - (You may include additional information if it works better for your meet)
59. Print 1 for the meet record hard copy (to be saved with other meet paperwork), 4 for Clerk of Course, 1 for Referee, 1 for Starter, and 1 for each Referee or Starter Trainee.

C. Running the Meet Using the Meet Maestro Interface:

Background Information:

As the meet is taking place, after each event the Lane Timer Sheets will come to you from the Table Workers. The time to input for each swimmer will be identified on each sheet. If there was a deck change with a swimmer swimming in a different heat or lane, that information should be on the Lane Timer Sheet, but this information may be on other documentation or notes. Deck changes will need to be handled by moving the athletes in the Meet Maestro heat interface in a similar manner as used when handling positive check-in changes. A heat may need to be added. If a swimmer did not swim, do NOT remove that swimmer. On Timer Sheets, scratches/no shows will be highlighted in blue. DQ's will be highlighted in pink. The path of the DQ card is that it comes from the judge to get signed by the Referee (if not signed by the Referee, return it to get signed before making the computer entry), then

to the table to process, where table workers provide the white copy to the computer and the yellow copy to the coach. When timers have three times for a swimmer, the table worker will circle the median time (the time that is mathematically between the other two times). If two of the three times are identical, that is the time that shall be used. If only two times are listed for a swimmer, the average of these two times is used. The Table Workers will calculate that. If only one time is listed for a swimmer, a referee's approval is needed.

Note: After the data entry for each event, print the event results and make sure that someone audits the results against the Lane Timer Sheets to ensure that a data entry error has not been made. Once the audit is complete, results can be posted. See Appendix E for a description of this audit process.

Using the Meet Maestro interface:

The column on the left is a stack of color-coded cells. Clicking on any of these cells will make the interface display that event. As information is entered into Meet Maestro, the color of the cells in this stack for each event will change.

In the display of the Event, you can change the interface to display all lanes for a specified heat, or all heats for a specified lane. Click on HEAT or LANE near the top center to change this display.

As the meet is taking place and paperwork is delivered to you:

Using the paper Lane Timer Sheets, record the results for each swim. When making the entries into Meet Maestro, it is sometimes better to display all lanes for a single heat, and sometimes better to display all heats for a single lane. Use the HEAT and LANE labels near the top center to change the display.

If there is a change in heat or lane for any swimmer (or a swimmer has been added), record those changes in Meet Maestro:

1. Click on the name of the athlete (or relay team) who swam in a different heat or lane and un-check this event for that athlete (or relay team). (You cannot add the swimmer to the heat and lane that was actually used if the swimmer is still listed in a different heat and lane).
2. Click the Add Entry button to add the swimmer who swam in the event, heat, and lane according to the handwritten notes on the Lane Timer Sheet. Select the team, select the athlete (or the four relay athletes), and it is **EXTREMELY IMPORTANT** that the correct entry time (or NT) is entered into the ENTRY TIME cell. The correct entry time (or 'NT') should be on the Lane Timer Sheet for the athlete where the swimmer was seeded when the Lane Timer Sheets were printed. If the swimmer was added late, the coach should have provided the appropriate entry time.

See Appendix D Entry Time for more information regarding the importance of the correct ENTRY TIME.

3. Save

If there are any changes to a relay team, record those changes in Meet Maestro:

1. Click on the name of the relay team
2. Use the drop-down arrow on the right side of the swimmer list to select the correct swimmer for that position in the relay. If swimmers have changed order, the swimmer will have to be temporarily removed from the relay with the X before the swimmer can be placed in the order actually swum.
3. Meet Maestro may change the ENTRY TIME for the relay. If the entry time is changed, you **MUST** change it back to the ENTRY TIME on the relay card or Heat Sheet. Dual meet relay entry times must always be four minutes plus one second for each additional relay on the same team for Advanced relays and two minutes plus one second for each additional relay on the same team for Varsity relays. See Appendix D Entry Time for more information about the importance of correct entry times.

Record times into Meet Maestro:

1. Enter the circled time from the Timer Sheet in the Timer 1 (left most) cell. (If there is more than one box in which to enter the timer's time, use the >< to change the display so only the Timer 1 cell is displayed). No punctuation is necessary when typing the time. SwimTopia will add the appropriate punctuation.

If there is no timer time: If the paper is marked with "Scratch," use the drop-down arrow to select Scratch, otherwise, with no timer time use the drop-down arrow to select No Show. You can enter S, SCR, N, NS, DNF in the Timer 1 cell rather than using the drop-down box.

If there is a disqualification: Click on the box to the right of the drop-down arrow and select the most appropriate disqualification reason. The choice of disqualification reason is not critical, so if there is any question or more than one, choose whatever you think is best. (The white disqualification paper record is retained and considered to be the official record). If the disqualification is 'Did Not Finish' (DNF), instead of using the disqualification entry, enter DNF in the Timer 1 cell or use the drop down and select Did Not Finish. If there is a disqualification and there is a time on the Lane Timer Sheet, the time on the Lane Timer Sheet must be entered into the Timer 1 cell in case the disqualification is later overturned. If the Result Time does not display the time entered in Timer 1, the drop down can be used to Clear Codes before reentering the DQ code with the time displayed in the Result Time cell.

The keyboard's right or left arrow key with the Cntrl (PC) or Command (MAC) key depressed will move the display to the next or previous heat or lane as you make progress with the data entry.

2. After there is a value for the RESULT TIME (0:00.00, NS, SCR, or DNF) or a disqualification recorded for each heat and lane for which there is an entry in the event, use the Actions drop down to print **Results for Event**.

(If any swimmer entry in the event does not have a time or a code, the results will not print).

3. Provide this to the volunteer who is assigned to audit results to verify these printed results agree with the lane timer sheet information. See Appendix E Event Data Entry Audit for more details on completing the audit.
4. Make any corrections found to be appropriate with the audit
5. Use the Actions drop down to re-score event
6. Use the Actions drop down to print Results for Event and post these at the meet.
7. Periodically (after the audit completion of about every 5-10 events depending on the meet size and volunteer staffing) ribbon labels should be printed.

Steps for printing ribbons labels:

- a) Click on the Gear icon (near the upper right) to display Settings
 - b) Select Reports (left column)
 - c) Select AWARD LABELS (Right Post-Meet column)
 - d) Filter as follows:
 1. Select Events: # range desired (be sure to include only unprinted events that have been audited)
 2. Select Event Type: All
 3. Select each Team individually
 4. Select Place Type: Overall Place
 5. Select Individual Places: 1-6
 6. Select Relay Places: 1-6
 7. Select Sort By: Place, or as desired
 - e) Print these labels on 3 column x 10 row label sheets (2 5/8" X 1" Avery 5160)
8. As often as host team leadership prefers, print the Total Score Report.
 - a) Click on the Gear icon (near the upper right) to display Settings
 - b) Select Reports (left column)
 - c) Select Team Scores (right Post-Meet column)
 - d) In Options, select only Combined Scores
 - e) Print the report
 - f) Provide this report to the announcer

D. After the Meet is Complete:

After all times for all events have been entered, printed, and audited, finish and export the meet:

1. Open the Meet Maestro interface for the meet
2. Confirm the entire stack of rectangles on the left side is green
3. Click on the Gear icon (near the upper right) to display Settings
4. Select Finish and Export (left column)
5. Click on Lock out changes to make the lock active
6. Click the Transfer Results button to copy the meet results to the SwimTopia team websites. If an error occurs, the message will ask that

- you let SwimTopia know by submitting a support ticket including the URL from the Finish & Export screen in Meet Maestro
7. Let the referee know the meet is complete and locked and transferred to the teams' websites

E. Changes, Updates, Post Meet Audit the day following the meet completion:

If there are any changes to the meet results found to be appropriate the day after the meet is completed, these changes will be made by the league computer manager. If you find mistakes that need to be corrected after the meet is exported, contact the league computer manager to handle the updates. The audits conducted by the league computer manager may also result in updates to the meet. Changes made to Meet Maestro after the meet data are published without notifying the league computer manager will not be included in the GRAL official results.

APPENDIX

A. Weather Delay

If your meet does not complete and is going to be reconvened on a different day, you may collect and recycle all of the Heat Sheets, the **unused** Lane Timer Sheets, and **unused** Relay Cards as you will print new ones when the meet is reconvened. It is not a requirement that Heat Sheets are collected.

The afternoon of the rain date, begin with the steps in **B. Meet Day Preparation**, but make selections to exclude the events that have already been completed. With a rain delay, GRAL rules reset the allowance to add and change swimmers' entries and add and change relay entries, including changes in relay division. However, no swimmer is allowed to be seeded in more than three individual events for the meet, even if the swimmer did not swim an event in which the swimmer was seeded and took place during the first part of the meet. As on the first day of the meet, no additional changes can be made after the Heat Sheets are printed for the reconvened meet.

If the previous day's meet ended in the middle of event, after adding and scratching swimmers, manually reseed the heats subsequent to the heats that were completed using USA Swimming seeding rules. No changes are to be made for the heats that have been completed, and swimmers will not re-swim the completed heats.

If Event 1 (8 & Under relay) was skipped at the start of the meet, no relays can take place for the entire meet. Event 1 cannot take place out of order. If any relay does not take place because of a weather cancellation, each relay team must be marked as exhibition.

To mark a relay team as exhibition:

1. Open the Meet Maestro interface for the meet
2. Use the stack of rectangles on the left of the form or the arrows next to the event number to display the relay event.
3. Find the heat in which the relay team is seeded
4. Click on the relay team name
5. Click the EXH cell near the bottom right corner of the pop-up window to mark the relay team as exhibition. You may have to rescore each relay event with results after each team is marked as exhibition:
6. Click on the Gear icon (near the upper right) to display Settings
7. Select Seeding & Scoring (left column)
8. Select the Rescore tab in the top row
9. Set the range to be #1 through # 1 to rescore only the 8 & Under relay event, or #52 through #55, to rescore the other relays.
10. Click the RESCORE button

B. Adding a Relay Team or Swimmer

A swimmer or relay team may be added to Meet Maestro before the Heat Sheets are printed, or after the Heat Sheets are printed by direction of the referee. To add a swimmer or relay team, click on the lane to which the swimmer or relay team is to be added. If a new heat is necessary, use the Actions drop down button to Add Heat.

If this is done before the meet has been reseeded with positive check-in, it does not matter which heat or lane the swimmer or relay team is placed (reseeded will place the swimmer or relay team in the appropriate heat and lane). If this swimmer or relay team is added after the positive check-in reseed, the swimmer or relay team must be manually entered into the appropriate empty heat and lane.

To manually add swimmer/relay team into an empty heat and lane:

1. Click the Add Entry button
2. Select the Team
3. Select the Athlete
4. Enter the Entry Time. See **Appendix D Entry Time** for help and information regarding the Entry Time.

C. Changing a Heat or Lane Number for a Swimmer or Relay

If the relay card or timer sheet (or other document) includes a change in a swimmer or relay team's heat or lane, Meet Maestro must be updated to include that change.

To change a heat or lane number:

1. On the main Meet Maestro interface, click on the relay team or swimmer name. This will display a pop-up window that includes the heat and lane to which the swimmer was assigned.
2. Make the appropriate changes
3. Save the update

If the lane to which the swimmer should be moved already has a swimmer assigned, you can temporarily assign the swimmer to an empty lane while you are making the changes. If there are no empty lanes, you may temporarily add a heat to provide a lane in which you can temporarily park the swimmer. To add a heat, use the Actions drop-down button. After the swimmer has been moved back into the appropriate heat and lane, use the Actions drop down button to Remove Empty Heats.

D. Entry Time

The correct entry time is important because proper seeding is dependent on the correct entry time. Even more critical is that proper divisional scoring depends on accurate entry times. If the Entry Time is incorrect, the swimmer or relay team may be improperly scored in the wrong division. The meet entries entered into SwimTopia before the merge into Meet Maestro use the SwimTopia records of top times, so these entry times can be expected to be correct. If you add an entry for a swimmer on the day of the meet, the coach should provide you with the correct entry time. **The coach can find the correct entry time using the athlete's top time as listed on their SwimTopia team site, the Meet Entry Matrix report in SwimTopia, or a Top Times report.** If you add an entry for a relay team the day of the meet, the entry time can be determined by you. The fastest (A relay) Varsity relay team for each swim team will have an entry time of 2:00.00. The next slowest (B relay) Varsity relay team will have an entry time of 2:01.00. Add one second for each subsequent Varsity relay team. The fastest Advanced relay team for each swim team will have an entry time of 4:00.00. Add one second for each subsequent Advanced relay team. After the Heat Sheets are printed, there can be no additional relays entered and changes to the relay Entry Times are not allowed unless directed by the Referee. Varsity relays may be labeled with SV or V and Advanced relays may be labeled with ADV.

If you are familiar with the GRAL relay divisional seeding and entry rules and while inputting times you observe a violation for which you are confident is truly a violation, you should disqualify that relay. However, it is NOT your responsibility to audit the relays during the meet. It is the coaches responsibility to provide properly seeded relay entries. A computer audit will take place following the meet and if a violation is found, the disqualification will be entered during that audit process.

E. Event Data Entry Audit

After each event is entered into Meet Maestro, it must be checked and audited by a volunteer other than the person making the entries into Meet Maestro. The audit shall include the comparison of the information on the Lane Timer Sheets and Disqualification Cards with the results printed from Meet Maestro. The auditor shall verify that all disqualifications included on

DQ cards are applied to the correct swimmer in the Meet Maestro results and shall verify there is a DQ card with the referee name for each swimmer marked with DQ on the Meet Maestro results. This auditor shall use the information on the Lane Timer Sheets to confirm that any code or Official time on the Meet Maestro result printout is correct. If there are three times recorded on the Lane Timer Sheet, the Official time must be the median time, which should be circled on the Lane Timer Sheet. If only two times are recorded on the Lane Timer Sheet, the result Official time must be the average (mean) of the two times. If only one time is recorded on the Lane Timer Sheet, the result Official time must be the one time available. If only one time is available, the referee should be notified. (The median time is the time that is in the middle when the three times are arranged in order. The average (mean) time is the result of adding the two times together and dividing by two). The referee has the authority to change any Official time.

F. GRAL Record Broken

If a record is broken, before any announcements are made regarding the record, the swimmer's coach shall be consulted to confirm that the time is reasonable and to let the coach know of the new record. The announcer may then recognize this swimmer. There WILL be a post meet verification of the record as well.