

RSL DATA CHECKLIST (SwimTopia)

As of 05/01/2022



Task:

By 6:00pm day before the meet:

- Coach completes meet entries, marks as ready to merge / Once both meets marked as ready to merge, HOME team must merge meet (May be done by the RSL Rep or may be delegated to Data).
- Any specific lane instructions must be emailed to the home team RSL representative with the swimmer's name, event number affected, and accommodation needed. [Home Team Lanes 1,3,5]
- Electronic Event Planner (EEP) must be submitted to the RSL: [Electronic Event Planner Upload](#)

Day of Meet:

- Check with coaches for any scratches or additions of exhibition swimmers (must be approved by referee), special accommodations.
- Print one copy of Meet Program for Referee to review (check for heats with only 1 swimmer). Make any necessary changes.
- Print copies of Meet Program once approved by Referee. Need the following copies: Referee (1), Admin refs (1-2), Starter (1), Stroke and Turn (4), Clerk of Course (3), Head Scorekeeper (2), Home Team Coaches (4-6), Away Team Coaches (4-6) = 20-25 copies
- Print Timer Sheets – Individual Events Only (2 events per page)
- Run the Meet - As events come in, enter times. SwimTopia will automatically select the “middle” time. Add DQs if applicable.
- Print Event once scored and hand to opposite Scorekeeper / Data Clerk to be confirmed.
- Once scoring confirmed, print copy for runner to be posted.
- Print Ribbon Labels (can print a few at a time) – Individual 1-6th, Relay 1-3rd only
- At end of Individual Events, check for Triple Winners
- At end of Meet, check score, save PDF version of Meet Results
- Email copy of Meet Results and Scores to both coaches, both RSL Reps
- Check for RSL Records. If a record is broken, submit to RSL President for verification. Submit the relay card or lane timer sheet and event scoresheet to the RSL President.
- Complete the excel spreadsheet with the score and triple winners. PRINT COPY. Have Referee and Scorekeepers sign. The excel spreadsheet is located here: [Dual Meet Results and Triple Winner Spreadsheet](#). The Home team should upload this spreadsheet, along with a PDF copy of the Meet Results here: [Upload End of Meet Spreadsheet Here](#)