

RSL Data Committee Plan of Action for Seeding Party & Finals – 7/5/2026

SwimTopia Updates for 2026 season:

- We no longer need to use “A”, “B” or “C” events when the coaches are adding entries. Swimmers will be added to each event and the data committee will run the grouping process when merging the data in MeetMaestro.
- For relay events, coaches may enter up to 2 relays per event and **need to mark the non-scoring relay as exhibition**. If you do not do this, the data committee will not know which relay is intended to be the scoring relay and BOTH will be marked as exhibition.
- Teams to upload EEP by 6pm on Friday, July 17th. Note: any seed time issues need to be reported ahead of 6pm on Friday, July 17th.
- Once the finals meet seeding has been completed by the data committee, any changes of swimmers between the A/B/C groupings will be a violation of the RSL Rules and a could change in the meet score

Seeding Information/RSL Data Committee and Division Head Scorekeeper Process

- RSL Data Committee
 - Validate that all EEPs were uploaded on time and are the correct format and all columns are visible.
- Division Head Scorekeeper
 - Confirm all teams are ready to merge
 - Make sure all relays have a time – if there is no time, review the top relay time report to determine a time
 - Merge the meets in MeetMaestro
 - Attach the RSL records time standard to the meet in MeetMaestro
 - Upon completion of seeding the meet, the division head scorekeeper will create a PDF of the psych sheet, preliminary heat sheet & estimated timeline. These documents will be shared with each division via email to all RSL reps within that division by Monday 7/20. It is the RSL reps’ responsibility to forward this information to their coaches for validation. This validation and any discrepancies found need to be communicated to the data committee chair by Tuesday 7/21.
 - Once validation is completed, the data Committee will send notification that heat sheets are ready in the SwimTopia app beginning by Wednesday 7/22.

Relay Information:

If the data committee finds any relay times that were marked as “NT”, they will refer to the top relay times report to get an entry time for the scoring relays. The data committee will **not** add entry times for the exhibition/non-scoring relays.

MeetMaestro Access:

SwimTopia has a feature where teams will be locked out of making changes in MeetMaestro until 2 hours before the meet begins (you will be able to still run reports).

As a reminder, with SwimTopia you can go into MeetMaestro to produce reports, make changes, etc. Please be mindful of the RSL rules when considering any changes during the finals events. Moving any swimmers could change the final scoring of the meet and is a violation of the RSL rules. See rule 12.3.9 below.

Rule 12.3.9 - Once the seeding has been set, no changes to individual events may be made (supersedes any rule).

- If you have a scratch after seeding has been set, this means that swimmer will no longer be in that event and there will be an empty lane. We will **NOT** be re-seeding A/B/C groupings. The referee and scorekeeper can discuss how they swim heats due to empty lanes but be careful as it could cause confusion with the timer sheets and with the lane monitors who are placing swimmers in lanes for the 25 events. You really should **only** consider lane/heat moves if a swimmer ends up in race by themselves.
- **PLEASE DO NOT** re-seed the meet by re-merging MeetMaestro!! This is what makes the data committee chair lose sleep at night...
- The data committee will store the meet URLs from MeetMaestro before sharing with the league - the URL changes each time a meet is seeded/reseeded in MeetMaestro - if for any reason someone rebuilds a meet, we will be able to tell because the ID will change in the URL. This will be checked by the data committee before and after finals.

Heat Sheet Availability

Initially all heat sheets will be turned off for the mobile app during the review/validation process with each team. All corrections need to be reported to the RSL data committee by Tuesday 7/21. Please do **NOT** enable the mobile app until you have received word that it can be enabled.

Timeline

- Take the time now to have your coach review the championship meet eligibility now (see rule 12.1)
 - A swimmer needs to swim in at least 2 official dual meets from the current season
 - Each swimmer must have a time from an official dual meet from the current season for the event they will be entered in – remember that a DQ means there is no official time from that meet for that event
- By Wednesday 7/15
 - All meets to be completed and scored
- On Thursday 7/16
 - Data committee chair to confirm all meets are scored
 - Each team's coach(es) need to go into SwimTopia and run their Best Times reports (individual & relays) for the whole season to verify all seed times are correct – keep in mind that if you have times from any non-official meets where the best time was in a non-official meet, your seed time will be different – using a custom date range will eliminate that if all unofficial meets were before 6/10/26 – be sure to select the course length of location where your finals will be held (yards for JRSSC)
- On Friday 7/17
 - EEPs due from ALL teams by **6pm** using same Google form from dual meets (see rule 12. 3.4)
 - <https://forms.gle/3eAdY4doGTfK2ow89>
 - Before uploading the EEP, Coaches/Team Reps to:
 - Make sure the non-scoring relay is marked as exhibition or both relays will be marked as exhibition
 - Double check individual entries don't break max event rules for both individual & relay events (see rule 12.3.3) – you can run the "Meet Participants" report and review the "Individual Entries" and "Relay Entries" columns to be sure no one has more than 3 in either column
 - Double check event entries don't break max swimmer rules (see rule 12.3.1 & 12.3.2) – you can run the "Meet Entries By Event" report to validate
 - Double check senior medley relay rules (see rule 7.2.2) – you can run the "Meet Entries By Event" report to validate
 - Double check that a competitor that swims up in a higher age group is in that age group for all individual events (see rule 3.2.5)
 - Double check that there are no other age group swimmers available when a relay "swim up" is used (see rule 3.2.7)
 - Data committee to validate uploaded EEPs & division head scorekeepers will begin seeding each meet.
- By Monday 7/20 @ 11:59pm
 - The data committee chair will provide a PDF copy of the preliminary psych sheet, preliminary heat sheet & estimated timeline to be reviewed by coaches
 - These will be released as each division's meet is merged and completed
- By Tuesday 7/21 @11:59pm
 - All teams will report back that they have validated the psych sheet and report any discrepancies found
- By Wednesday 7/22
 - Heat sheets will be released