

- This schedule is based on the Divisions having their **SEEDING MEETINGS** on **Tuesday, July 7, 2009**. The **Divisional Meets** will be held on **Friday and Saturday, July 10 and 11, 2009** respectively.
- Please refer to **Section VII, Divisionals, Page 102**, in the **2009 Team Computer Operator's Manual** for assistance with setting up your Divisional Meets in the Easy Team Manager II and Easy Meet Manager II Programs.
- Each Division will determine if they split events up on each day or run all 80 on Saturday, July 11. The **Divisional Meet Director** needs to convey this information to you as the **Divisional Computer Operator (DCO)**. This decision will determine how you set up the sequence of your events and Heat Sheets.
- Please note for clarification purposes, the title of "**Divisional Team Computer Operator (DTCO)**" used in the **2009 Team Computer Operator's Manual** and other documents has been shortened to "**Divisional Computer Operator (DCO)**" in these Divisional Instructions.


The **Divisionals Timeline** is as follows:

## Saturday, July 4, 2009 @ 12:00 Midnight

1. **Team Computer Operators** print a Team Roster (using Easy Team Manager II) and verify the and verify that the "**yes/no**" entries for **Championships and Classics** are in the correct format and that there are no blank entries. The only correct entries for "**yes/no**" are shown in Table 1 below.

**Table 1, Intent To Swim Championships & Classics Entries Matrix**

#	Swim Championships?	#	Swim Classics?	#	Entry Format
#	yes	#	yes	#	<b>#yes#yes#</b>
#	yes	#	no	#	<b>#yes#no#</b>
#	no	#	yes	#	<b>#no#yes#</b>
#	no	#	no	#	<b>#no#no#</b>

2. Please refer to **Figure 1, Intent To Swim Field Entry Screen** on **Page 2** to see where these entries are made for each swimmer on your team.
3. **Each TCO** in your Division will then use the Export Button  under the Print Reports Menu on the Easy Team Manager II Main Screen to export this report to create an Adobe PDF file. This PDF File should be emailed to you as the **Divisional CO**.
4. **The Divisional CO** will then send all of the teams in their Division PDF Files to me at [software@swimsail.org](mailto:software@swimsail.org) . Please also copy me using my home email address of [prlindsay@charter.net](mailto:prlindsay@charter.net) just in case the SAIL Web Site is down. I do not want all the **TCOs** in SAIL emailing me the PDF Files directly. They need to go to you first please for initial verification.

- Please have each TCO in your Division use the following file naming nomenclature: **swim team initials/its** (for Intent To Swim)/**2009.pdf**. For example, **"wcrits2009.pdf"**. Adobe automatically changes all uppercase letters to lower case when converting and publishing from a different file format.

Figure 1, Intent To Swim Field Entry Screen

**Enter/Edit Athlete Data**

First name: Tyler Practice Group: SWIM TEAM

Last name: Lindsay Special #1: [ ]

Middle Initial: L Special #2: [ ]

Nick Name: [ ] Special #3: [ ]

Birthdate: 07/21/1995 (mm/dd/yy)

School Yr: [ ]

Sex:  FEMALE  MALE

USA REGISTRATION:  New  Renewal  Change

This Athlete's TEAM: WCR Add a Team [ ]

Registration # #yes#yes# Compile REG # [ ] Register This Athlete

Email: bklindsay@charter.net

Mother: Brenda Father: Philip

Phone: 801-8649

Date started with this team: 01/01/1999 (mm/dd/yy) Inactive

Address Label Information:

Parent Names in Addr1  DO NOT print this label Duplicate [ ]

Swimmer Name in Addr2 [ ] Exit [ ]

Address1: Brenda & Philip Lindsay Add New [ ]

Address2: [ ]

Street: 324 Ascot Ridge Ln. Previous [ ] Next [ ]

City: Greer Choose A Name: Arendt, Benjamin

State: SC Zip: 29650

- If you have anything else shown in the **Registration #** field, your list is incorrect! This entry is only for showing a swimmer's intent to swim in **Championships and Classics** if they qualify. Do not confuse this entry to show a swimmer's intent to swim in a Divisional Meet. **Swimmers must compete in at least two (2) SAIL Swim Meets and a Divisional Meet in order to participate in Championships and Classics if they qualify.**

7. **DO NOT SHOW three (3) “yes/no” entries (i.e., #yes#yes#yes#) in this field. THIS IS INCORRECT!**
8. Each **TCO** in your Division will also email their **.SD3 Entry Files** to you as the **Divisional CO**. The **Divisional CO** will verify each team’s data files, collect all data files, and then email me all of their team’s **.SD3 Entry Files**. Please make sure that **each TCO** in your Division includes the **# of Athletes**, the **# of Entries**, and the **# of Relays** in their email to you. Please provide me a **written summary** of these three items for each team in your Division.
9. Attached is the **2009 SAIL Certified Team Computer Operators by Division Color** that is also on the SAIL Web Site. In order to view, print, or save it, users need to log in.
10. Additionally, please find attached, the **2009 Divisional Computer Operators by Division Color** list. It posted on the SAIL Web Site as well. In order to view, print, or save it, users need to log in.

### Sunday, July 5 – Monday, July 6, 2009

1. The **Divisional CO** will import all the teams. As you import each team, you will verify the **# of Athletes, # of Entries, and # of Relays** match and then send a confirmation email message back to each **TCO** indicating that the information came in correctly.
2. The **Divisional CO** seeds the meet.
3. The **Divisional CO** makes enough copies (i.e., I usually limit to no more than 5 copies per team) of the **PRELIMINARY HEAT SHEET** to use at checking at the Seeding Meeting on Tuesday, July 7, 2009. **Each copy of the PRELIMINARY HEAT SHEET should be numbered so you can collect them back at the end of the meeting and destroy them.**

### Tuesday, July 7, 2009 – Seeding Meeting

1. **SAIL Reps** from each Team bring their **INTENT TO SWIM** forms to the **Seeding Meeting** and turn them into you as the **Divisional Computer Operator**. If they forget them, someone needs to either go home and get them or have them delivered ASAP! **NO EXCEPTIONS.**
2. The **Divisional CO** makes **approved** corrections to the entries.
3. The **Divisional CO** prints labels for the **BLUE CARDS**.
4. The **Divisional CO** prints out **ONE** copy of the **FINAL HEAT SHEET**. The **DCO** gives this copy to the **Divisional Meet Director** to get copies made. **All other copies are collected and destroyed!**

5. The **Divisional CO** calculates **SPLASH FEES** owed by each team and gives that team a print out of what they owe. I will provide you with an Excel Spreadsheet via email for you to use for this purpose. The **DCO** uses this same spreadsheet to calculate **Quality Points** at the end of the Divisional Meet.
6. The **Divisional CO** collects all checks (made out to SAIL) for **SPLASH FEES**. All **SPLASH FEES** need to be collected before the **Divisional Meet** starts. Usually most teams pay the night of the Seeding Meeting. If a team fails to pay the **SPLASH FEES**, their swimmers that night, it is their responsibility, prior to the starts of the Divisional Meet, to give you a check.
7. Any team that fails to pay their **SPLASH FEES** prior to the start of the Divisional Meet, may not participate in the meet.

**Friday, July 10 or Saturday, July 11, 2009**

**(Depending on when your Divisional Meet Starts)**

**\*\*\*IMPORTANT\*\*\***

**BEFORE DIVISIONALS CAN START!!!**

1. The **Divisional CO** collects all outstanding checks for **SPLASH FEES** (if needed).
2. The **Divisional CO** collects all **SAIL CHAMPIONSHIP/ CLASSICS COMMITMENT TO CHANGE FORMS**. The **HEAD COACH** or **ASSISTANT COACH** for each team, regardless if they have not made any changes or not, must return this form to the **DCO** signed. **If a team fails to give you this required form, their team can not enter the water and participate.** I highly recommend at your **Seeding Meeting** that you ask the **Head Referee and Meet Director** for a couple of minutes to go over this form with all the **COACHES** and **SAIL Reps** to avoid **ANY** issues at the start of your Divisional Meet.
3. The **Divisional CO** makes all **CHAMPIONSHIP/CLASSIC COMMITMENT CHANGES** in Easy Meet Manager II and signs off on the form.

**Saturday, July 11, 2009 – 6:00 PM**

1. The **Divisional Computer Operator** comes to the Lindsay residence with the following:
  - a. **Laptop** or **Notebook Computer** they used for their Divisional Meet.
  - b. Backup the **Divisional Meet** on a **USB Flash Drive** so I can import the data together for Championships and Classics.

- c. **Electronic copy of Excel Spreadsheet of Splash Fees and Quality Point Calculations** on the same USB Flash Drive used for Divisional Meet Backup file.
- d. **Print out of Excel Spreadsheet of Splash Fees and Quality Point Calculations.**
- e. **Print out of Divisional Meet Results by Event** in two column format please.
- f. **Print out of Meet Scores.**
- g. All **BLUE CARDS** from the **Divisional Meet** including relays.
  - i. Each Heat in an Event shall be paper clipped and then all heats will be wrapped and rubber banded in a copy of the printed results for that event. **Please wrap the BLUE CARDS with the print out from that event showing.**
  - ii. Individual events and relays with only one heat will also be wrapped and rubber banded in a copy of the results for that event as well. **Please wrap the BLUE CARDS with the print out from that event showing.**
  - iii. All **BLUE CARDS** will be in sequential event order and brought in a box. A banker's box with handles is preferred for transporting the cards from different locations.
- h. The **ORIGINAL Intent To Swim Forms** from each swimmer for each team bound in a separate notebook. Each team in your Division should provide this to you.
- i. The **SAIL CHAMPIONSHIP/CLASSIC COMMITMENT TO CHANGE FORMS.**
- j. **Checks** from each Team in your Division for their **SPLASH FEES.**

I will be providing notebooks with tab dividers to each of you for the filing of items d, e, f, i, and j.

**Any questions?**

**Please contact me at:**

[software@swimsail.org](mailto:software@swimsail.org)  
[prlindsay@charter.net](mailto:prlindsay@charter.net)

801-8649 (h); and  
449-1265 (c).

**If you need something immediately during normal business hours, please try my work email at:**  
[plindsay@greenvillesc.gov](mailto:plindsay@greenvillesc.gov)

**or my direct office line is:**  
467-4593.