

# Meet Manager Tips and Tricks for Meet Success



## Before the Meet/Meet Setup

- Print the Meet Manager Manuals found on RMAL's website ([swimrmal.org](http://swimrmal.org)) and listed below, put the pages in sheet protectors and put them in a binder for reference on deck during the meet.
  - [Meet Manager Pre-Season Computer and Meet Set-up](#)
  - [Meet Operation Manual](#)
  - Meet Manager Tips and Tricks (link pending)
  - [How to Submit a New League Record](#)
  - [Guidelines for Timing Judges](#)
  - Instructions for Loading Dolphin Software (link pending)
  - [Running the Dolphin System](#)
- Have a conversation with your coach and parent representatives well ahead of the first meet to determine the following:
  - Who sets up the meet in Meet Manager for each meet/imports events from Team Manager/sets up relays? (Usually, either the coach or Meet Manager volunteer)
  - What is the process for making event/swimmer changes immediately before and during the meet? (Usually starts with coach and goes to Meet Manager then to Clerk)
  - Ensure that your team has the following volunteers in place. Check this well ahead of the first home meet.
    - 1 or 2 volunteers at Meet Manager desk (in addition to the lead Meet Manager volunteer), one to monitor 2<sup>nd</sup> monitor and track race numbers and an additional helper if desired to handle paperwork and odd jobs.
    - Runner to collect timer sheets, post result sheets
- On home meet day, arrive by 5pm(?) and confirm the following:
  - Meet Manager is ready to go on laptop and Dolphin app on second screen, relays have been added for home team, set up relays for away team when away team arrives if not sent over prior to meet.
  - Supplies are available: printer paper, printer, tested and ready to go, paperweights, paperclips, Meet Entry Change forms, fans, tarp to block sun, plastic to cover electronics, and whatever your particular setup requires. Have supply conversation with parent rep. prior to meet.

- Prior to start of meet
  - Talk to the Starter volunteer about system to confirm what to do if races have not been reset or if there are issues during meet. Ensure that you are close enough to signal Starter if there are any issues during the meet.
  - Confer with Head Timer about how you will convey any timer volunteer issues during the meet.
  - Meet with the runner volunteer and let them know how you would like paperwork organized as they give it to you.
  - Meet with Clerk of Course lead and make sure that you agree on order of who receives meet changes and paperwork trail for meet entry changes during the meet.
- If you are the away team, go to the Meet manager desk, introduce yourself and offer assistance. If you are less experienced, ask if you can shadow them and help during the meet.
- During and after the meet - Refer to the instructions detailed in the manuals downloaded and printed earlier.