

NOTES FOR COACHES

June 6, 2010

- Roster maintenance information, JRAC 2010 startup database, and meet templates were posted to the JRAC website (jracsommerswim.org) in April. Hopefully you have successfully downloaded this information to the computer you will be using to seed your meets. Each team should have their copy of the TM software and MM software is available for check out from me. If your team checks out a copy, please return to me ASAP so others may use it. Software instruction are on the website and can be downloaded and printed The website is www.jracsommerswim.org
- Once you have the startup database on your computer please run a top times report by event and name. Check carefully to see that all of your swimmers (except 2009 mites that have aged up to midgets) are listed on both of these reports (particularly the by name report). If swimmers are missing you will need to repair your database. From the TM main menu choose File the Repair/Compact Database. This should correct the problem.
- TM4.0 and MM2.0 prompt you concerning automatic updates. Please update when updates are available.
- Each team's roster should be updated before the first meet. New swimmers should be added and past swimmers who have not yet registered should be changed to inactive. Please notify Kathy Watson if you make any changes to the information about any swimmer who was already in your 2010 startup database. For example if a birth date was entered incorrectly last year or a name spelled incorrectly.
- Swimmers who were with a different JRAC club last summer should be switched to their current team. When a swimmer's team is switched, his or her times move with the swimmer. It is **very important** to notify the Computer Secretary (Kathy Watson) if you switch a swimmer to your club so the swimmer may be changed in the league database.
- Payment for all registered swimmers must be sent to Pat Tune, the JRAC Treasurer before the first meet or a 150 point penalty will be assessed to your team. Please see page 24 of the JRAC rulebook.
- A swimmer's age on June 1 of the current season is his or her age for the entire season. The JRAC 2010 startup database is set to handle this correctly. **Swimmers are now allowed to swim the entire season if they turn 19 after June 1st**. If a swimmer reaches his 19th birthday on or before June 1st he will not be allowed to compete in the 2010 season.
- A swimmer is eligible to swim in a meet **only** if his or her name appears on the roster report or top times report delivered to the head table 45 minutes before the start of each meet. Any swimmer participating in a meet must be registered with the league and have league registration fee of \$17 paid no later than Saturday following the first meet in which they participate.
- A top times report for your team **printed by name** must also be handed in to the head table allong with the current roster report.

- Swimmers will be timed with 3 watches and the middle time will be used as the official time.
- For intermediate and senior breast and free there are 50 and 100's. The 50 free and breast is a **NOVICE ONLY** event for these age groups. If a swimmer novices out in the 50 of either stroke, he or she is no longer eligible to swim the 50 of that stroke. Also, if a swimmer novices out in the 100 of either stroke he or she is no longer eligible to swim in the 50 of that stroke even if he or she has a No Time (NT) in the 50 of that stroke.
- There is one heat of Novice IM per age group in the six dual meets. Each team will therefore be allowed 3 novice IM swimmers/gender/age group in each dual meet. The championship qualifying time is also the novice cut-off time. There will be **NO** novice IM in the championship meet.
- Swimmers will be permitted to swim in a maximum of 3 individual meets plus a relay in dual meets. Therefore, the maximum number of events per swimmer will be 4, but only 3 may be individual events.
- The time standards for 2010 have not been changed from the 2009 season.
- A coach (or other designated person) should email a top times report to the coach of their next opponent the day following each meet after swimmer times have been updated from the meet. Coaches can prepare this report for meet #1 from the start up database provided so this does not apply to your first meet.
- Current JRAC records can be found in Reports/Administrative/Records in the TM database. You may check for league records after meet results have been imported to TMII by choosing Reports/Performance/Record Match and then choosing the appropriate meet results. A record database for your team may be created by choosing Records/Add or Edit Records. Then choose Records/Create New Record Set. Give a name to the record file you are going to create. Follow steps to create your team's current record database. After each meet you can run the Record Match Report against your team record database and be notified of new team records. This report will automatically update your team records if you choose that option.
- Website: jracsommerswim.org
- Hy-tek roster maintenance and software instructions are on the website and can be downloaded and printed. If you are a new head coach or a new coach in charge of meet entries and card printing **PLEASE** do not wait until the last minute to complete your meet entry file and print cards. Familiarize yourself with the software and process in advance to avoid last minute problems.
- Please feel free to call my home (282-9355) or cell (307-4063) or email me (krwatson12@gmail.com) with any questions. You may also call Cindy Gay (285-1857) or email her (greenway3@comcast.net) with questions.
- The 2010 JRAC rulebook is also posted on the website. You can download and print should you need more copies.