

From: Jason Cravens [mailto:cojacra@gmail.com]
Sent: Tuesday, May 12, 2015 10:36 AM
To: Jason Cravens
Subject: 2015 SMSC Season

SMSC Team Contacts,

Greetings! I hope this email finds you well and that you are getting excited about another SMSC season. We are just a few weekends away from our season-opening swim meets and I wanted to provide you with a few important reminders as we head into the season. I encourage you to save this email for reference throughout the season.

SMSC Membership Fees and AAU Membership

Each team should have already sent in your \$50 SMSC team membership checks to SMSC Treasurer Julie King. If you have not done so, please mail that check to Julie at 710 N. Main Street, Perryville, MO 63775 (checks made payable to SMSC). Also, each team is required to have an AAU team membership. Each athlete and non-athlete (coaches) are also required to have AAU memberships. You can purchase these at the AAU website and these must be purchased by the first swim meet. This is a requirement and is primarily for insurance coverage.

SMSC Officials

Each team sent a lead officials rep to the Winter meeting back in January. This rep went through a training session led by USA Meet Referee (Christina Pitt) that covered the basics of the USA Swimming Officials training DVD. Each team was required to purchase this DVD and the lead officials rep for each team would use it to train officials on that team for the summer season. The other requirement for the lead official was to check in with the **SMSC Officials Coordinator, Dan Rau**. Dan is the meet referee for the SMSC Championship meet and will provide any up to date rule changes and any procedural issues specific to the SMSC that may arise as we host our meets. If your lead official has not checked in with Dan, please have them do so quickly. You can reach him at saxonyswimcoach@hotmail.com.

SMSC Website

The conference website can be accessed at www.smscswim.com. Please pass this address on to your families. All meet information, meet results, and conference news will be posted on this website throughout the year. **Steffan Troxel** (Cape County Castaways) has done a great job with the conference website and will continue to serve as the webmaster this season.

SMSC Swim Meet Reminders

Each host team is responsible for the following items related to your home swim meets this season. Please review them carefully and make sure you complete each step in a timely manner.

Before the Meet

- Create a meet information document at least one week prior to the swim meet date (the sooner the better!). There are samples on the website from last season if you need to reference them.
- Create the swim meet database in your Hytek Meet Manager software and export the Hytek event file. If you have any questions about this process, please contact me at 314-719-6618 and I will be happy to assist you.
- Send the Meet Information document (preferably in PDF format) and the Hytek event file to the SMSC webmaster at capecountycastaways@gmail.com. Steffan will post this information on the conference website (on the meet schedule page) so that the visiting teams can access the information.
- Don't forget to create your pink and blue cards for use in the bullpen process at the meets!

During the Meet

- Please run an exception report in your Meet Manager prior to starting the meet once any changes were made to each team's entry on the day of the meet. This will ensure each swimmer is only entered in the maximum allowable 5 events (no more than 2 relays per swimmer). I run this same report after the meet to make sure swimmers only receive credit for the allowable number of swims. If a swimmer is found to swim in more events than the maximum of 5 allowed, the swimmer is removed from the events and the event is re-scored.
- Please make sure all relay teams have names included in the meet database. This will ensure that each swimmer gets credit for each swim. Relay teams without names will be DQ'd and the meet will be re-scored.

Following the Meet

- Send an unlocked Meet Manager backup file of the meet database to **Jason Cravens** (River City Aquatics) at cojacra@gmail.com. Coach Cravens will import the results into the SMSC conference database, check for any errors, and update the season top times lists, conference records reports, and Championship eligibility reports. Once the meet has been processed, he will send official result files to the SMSC webmaster

to be posted on the website.

IMPORTANT: This meet backup file should be sent immediately following the conclusion of the meet. We like to have the meet results posted on the SMSC website by Saturday night each week.

- All coaches should review the official meet results once they are posted on the SMSC website to ensure we catch any errors as quickly as possible. This must be done before the next swim meet.

SMSC Mini-Meets

There are two mini-meets on the SMSC meet schedule this season. These meets are shortened versions of the regular meets and are primarily on the calendar to allow families additional opportunities to get swimmers qualified for the SMSC Championship meet. All SMSC teams are welcome to attend these mini-meets.

Kennett Swim Team is hosting one on Wednesday July 1 at the Sheryl Crow Aquatic Center in Kennett.

River City Aquatics will host one on Thursday morning July 9 at Central Municipal Pool in Cape Girardeau.

SMSC Championship Meet

The SMSC Championship meet information will be posted on the SMSC website early in the season. This meet is hosted by River City Aquatics at the Central Municipal Pool in Cape Girardeau. Each team will be required to provide timers and these will be assigned based on overall entry size once all entries are received.

Each swimmer must compete in 3 SMSC meets and participate in at least 9 events (individual or relay) to be eligible for participation in the SMSC Championship meet.

The Championship t-shirts will be created and made available for purchase by the Paducah Marlins this season. Paducah will provide ordering information to all clubs during the regular season.

Please don't hesitate to contact me with any questions. I look forward to seeing each of you on the pool deck sometime soon!

Best Regards,
Jason Cravens
SMSC Secretary