

SMSC Team Reps/Coaches,

The 2014 SMSC season is just around the corner and Steffan and I wanted to pass along a few reminders related to the SMSC website and how we are going to process meet info, meet results, top times, conference records, eligibility reports, etc.. this summer.

Please take the time to visit the new conference website and update your families on the change of address. You can access it at [www.smscswim.com](http://www.smscswim.com). Many thanks to Steffan for his work on getting the site up and running this winter/spring.

Please review the following reminders related to hosting your swim meets this summer and let me know if you have any questions.

### **Pre-Meet Information**

One week prior to hosting a meet, teams should send a Team Manager events file and a meet invitation document (MS Word document, or .pdf) to Steffan Troxel at [capecountycastaways@gmail.com](mailto:capecountycastaways@gmail.com). Steffan will post the files on the SMSC website's meet schedule page.

The meet invitation should contain important details for visiting teams: such as the meet start time and location, warm-up times/lane assignments, entry deadline(s), etc. Usually, the hosting team asks each visiting team to submit its completed entry file ± 24 hours prior to the meet start time, but will also accept last-minute changes (especially for relays) up to a half-hour prior to the meet start time.

- Several sample meet invitation documents can be viewed [here](#).

Additional details with regard to facility use (e.g. where swimmers/families can sit and what areas are off-limits, whether lawn chairs/tents are recommended, where families can/cannot park, etc.), inclement weather plans, timer assignments per team, continuous warm-up/cool-down space, etc. *may* be included in the meet invitation. If these additional details aren't yet clear one week prior to the meet, hosting teams are encouraged to contact visiting teams directly (i.e. via a "technical bulletin" e-mail) with that information as soon as possible.

### **Post-Meet Reporting**

Once the meet has concluded, please send an unlocked Meet Manager backup file to Jason Cravens at [swimpst@gmail.com](mailto:swimpst@gmail.com). Please get this file to Jason as soon as possible following the meet to ensure that all meet results, top time reports, and conference record reports are posted on the SMSC website in a timely manner.

Jason will produce the championship meet eligibility reports on a weekly basis throughout the season and will distribute them to team reps via email.

One final reminder..... Please take the time to check the Contact List located on the new conference website. If you have a team rep or coach that is not included on the list, please forward any changes/additions to Steffan at the email listed above.

I look forward to seeing all of you around the pool decks this summer!

Best Regards,  
Jason Cravens  
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