



Potters Bar SC

How to Organise Entries to an Open Meet

1. Find an Open Meet

The Gala Secretary and Head Coach should liaise regularly to set-out and review the competition programme to ensure that it caters for all levels of swimming ability within the club.

The ASA publishes a list of Open Meets on their website www.swimming.org

You can find the calendar of ASA open meets here <http://www.swimming.org/asa/calendar/view/list/>

The list gives links through to the swimming club websites where you will be able to pick up the meet details.

Invitations to compete in Open Meets are also sent directly to the pbscgalasec@gmail.com email address

If you find an Open Meet which looks interesting for PBSC swimmers, email the PBSC coaches for their views. The final decision to attend a club supported Open Meet lies with the PBSC Head Coach.

Before committing to an Open Meet run the date past the Club Secretary to ensure the event does not clash with any other events in the club calendar.

When the Head Coach agrees for the club to attend an Open Meet, he is also committing one or more of the PBSC coaching staff to be in attendance on pool-side for the duration of the meet.

2. Contact the Meet Organiser

Once it is agreed that PBSC will attend an Open Meet, always email the Open Meet organiser to let them know that we intend to submit a club entry. Indicate when PBSC intends to submit the club entry, and estimate as far as possible how many entries we will submit (a ballpark number is ok).

Ask for an acknowledgement from the Open Meet organiser that our estimated entries and timeframe is acceptable. There is no point in organising the PBSC club entry if the meet is already full, or likely to be oversubscribed before we submit our club entry (this has happened before)

3. Set-Up the Open Meet Details in Hy-Tek Team Manager

Most Open Meets are run using software from either Hy-Tek or SportSystems.

PBSC uses Hy-Tek Team Manager software to manage swimmer details, record swimmer times, and submit Open Meet entries. If the Open Meet is run using Hy-Tek, the organiser will provide a Hy-Tek entry file set containing the Meet events. This may optionally include Upper and Lower Limit entry times which are used to enforce entries within the qualifying times (if applicable). You will need to import the entry file set into the PBSC Hy-Tek Team Manager system. If the Open Meet is licensed always ensure the Meet is set-up with the meet type category code "ASA Licensed"


If the Open Meet is organised using SportSystems software it is not possible to integrate this system with the PBSC Hy-Tek Team Manager system. You will need to submit the entries in SportSystems format.



There is a free version of the SportSystems Entry Manager software available from here <http://www.sportsys.co.uk/entry/index.php> You will need to install this system on a PC to submit meet entries in this format. The SportSystems website contains a video and tutorial.


If the Open Meet is run using SportSystems you will still need to set-up the Open Meet in the PBSC Hy-Tek Team Manager system. You need to do this to enable you to quickly calculate swimmer entry times, for you to input into the SportSystems Entry Manager software. Once the meet is set-up in Team Manager you will be able to use it again later when you are required to update the PBSC meet results.

4. Advertise the Meet to PBSC swimmers

Create an advertising flyer for PBSC swimmers and parents including all the key information about the Open Meet. Flyers can be created in MS Excel, MS Word, MS Publisher, etc. Always send attachments as PDF documents (not everyone is able to read MS Word and Excel) 

Set a reasonable deadline for the entries to be submitted, and stick to it.

5. Email PBSC Swimmers with the Open Meet Details

Always create a new email distribution list containing the latest up to date list of swimmers email addresses. 

An up to date list of email addresses should always be extracted from the PBSC Hy-Tek Team Manager system (an email distribution list used for a previous meet or event will be out of date soon after it is published)

Ensure that the email distribution list is relevant. I.e. for Open Meets you should only email PBSC squad swimmers aged 9+ at the age of the Open Meet.

Always BCC: swimmer email addresses. Always CC: the PBSC coaches. Never use the To: option to share swimmer email addresses.

Send the “Invitation to Compete” email together with the Open Meet Flyer and any qualifying times information if applicable.


6. Collect the Swimmer Entries

PBSC entries to Open Meets can only be made via email at pbscgalasec@gmail.com

As entries are submitted these should be entered into the Open Meet management system, either Hy-Tek Team Manager, or SportSystems.

Always check that the swimmers entries are within the QTs (qualifying times).

- If an entry time is significantly outside the QT you should reject the entry and notify the parent
- If an entry time is close to the QT, you may need to adjust the entry time to be within the QT
- If a swimmer does not have a time for an event you should estimate a time. You cannot enter swimmers into an Open Meet with QTs, without an entry time.

If you are required to estimate a swimmers entry time it is possible to predict a time as long as you have a time for the swimmer in that stroke. As a rule of thumb; 

If a swimmer has a 25m time in the database you can estimate a time over a longer distance by multiplying the swimmers time by 2.15. For example

25m Free 20.00s actual PB



50m Free estimated time = $(20.00s * 2.15) = 43.00s$

100m Free estimated time = $(43.00s * 2.15) = 1.32.45s$

200m Free estimated time = $(1.32.45s * 2.15) = 3.18.76s$

The formula works reasonably well for estimating times for Breaststroke, Backstroke and Freestyle. Butterfly times are harder to predict (especially with younger swimmers)

Once you have entered a swimmers entries into the system send an acknowledgement email to the swimmer/parent.

7. Submit the PBSC Club Entry

Once the PBSC entry deadline has passed, submit the PBSC club entry to the Open Meet organiser.

A typical entry includes;

- A completed summary entry form with club details
 - gala secretary contact details
 - number of swimmers and swims
 - number of coaches passes required (contact the PBSC head coach if unsure)
 - details on the total entry fees to be paid
- A PBSC entry set file (in either Hy-Tek or SportSystems format as applicable)
- Entry Payment. Payment is made either by PBSC club cheque, or electronic payment direct to the organising club's bank account. Requests for payment should be made by email to the PBSC treasurer. It is the gala secretaries responsibility to post cheques to the meet organiser.

8. Collect the Swimmer Entry Fee Money

PBSC Swimmers should pay their entry fees within 7 days of submitting their entries

Entry fees may be paid in 3 ways;



- Cheque made payable to "PBSC"
- Cash (in an envelope marked with the swimmers name)
- Electronic payment direct to the PBSC bank account

Cash and cheques may be handed to the gala secretary directly, or paid to a member of the committee or coaching staff.

Electronic payments must be accompanied by an email to the gala secretary. It is the responsibility of the gala secretary, and not the treasurer to check the on-line PBSC bank account to ensure the correct entry fee has been paid. To enable access to the on-line PBSC bank account contact the PBSC treasurer/chairman for advice.



Late payers should be reminded with email follow-up.

Keep a spreadsheet of payments to identify who has and has not paid. Hy-Tek team manager can create a spreadsheet of swimmers entries and payments for you to use

Once the majority of payments have been made, pass the monies to the PBSC club treasurer together with the payment details.

It is always the gala secretaries' responsibility to keep records of all entry fees received, and any entry fees which remain outstanding.



9. A Week Before the Meet

Send an email reminder to swimmers and parents a week before the meet confirming the meet details; venue, session times, list of accepted swimmers (if available).

Ask for any swimmer withdrawals to be notified to you ahead of the meet. You will need to notify the organising club and the PBSC coaches of any swimmer withdrawals (this is important as some Open Meets will fine clubs a penalty payment for un-notified swimmer withdrawals)

Most Open meets are run using a “cardless” entry system. Some clubs (e.g. Barnet Copthall) will post out entry cards to the PBSC gala secretary in advance of the meet. These cards must be handed out to swimmers ahead of the meet. Each swimmer will be required to post their entry cards in a posting box at the meet venue ahead of the session warm-up. It is the responsibility of each swimmer and not the coach to post the entry cards.

10. Entering the Meet Results into the PBSC Database

A few days after the meet you should be sent the meet results by the meet organiser. You will need to input these results into the PBSC Hy-Tek Team Manager system.

If the results are provided in Hy-Tek format you can simply import them into Team Manager (this takes less than 1 minute)

If the results are not made available in Hy-Tek format you will need to enter them manually into Team Manager (this takes considerably longer than 1 minute!).



11. Publishing the PBSC Meet Results

Once the results are in Team Manager you should create a Team Manager Meet Performance Report showing swimmers results compared to their previous personal best times. The Improvement column in the generated report will show the increment in the performance.



Email the Performance Report to the PBSC webmaster with a short summary of the overall results, i.e. number of swimmers, number of swims, number of gold, silver, bronze, top 6 performances, and the number of personal best times set. The PBSC webmaster will then upload the report to the PBSC website

Upload the latest swim times database from Hy-Tek Team Manager to Hy-Tek On-Line for parents and swimmers to view. All swim times for this and previous meets will be available to view from here <http://www.sports-tek.com/TMOnline/index.asp?theTeam=PottersBarSwimmingClub&REMOTE=T>

Aim to add the meet results, and create the performance report no later than the weekend following the publication of the results by the organiser.

12. Check for New PBSC Club Records

Check to see if any PBSC club records have been broken. You can do this by running a record check report in Team Manager. Select the “PBSC Club Records” record set, and the selected Open Meet to run the report.



If a PBSC club record has been broken then notify the PBSC records secretary.



13. Wrap-Up

The meet organisers always appreciate constructive feedback. If anything went particularly well, or badly, then let them know.

If there are any outstanding meet entry fees after the meet notify the PBSC treasurer and secretary.

Do not accept new open meet entries from swimmers who have not paid previous entry meet fees.