CSA Dual Meet Entry Procedures

Coach Responsibilities

• Entry cards are to be completed by coaches as follows:
- Each swimmer's first and last name, age group, event name and number, and entry time should be clearly indicated on entry cards.
- Heat and lane assignments should be *left blank*, to be completed by the Clerk of Course.
- Entry times for each swimmer are <u>mandatory</u>.
- Cards must be submitted to the host team in event-number order and sorted from fastest to slowest entry times within each event.
• Entries may be done manually or by using *Team Manager* software.
• Entries must be submitted to the home team by 12:00 pm meet day.

Clerk of Course Responsibilities: Seeding Procedures – 6 lanes

Before the start of the meet, the Clerk of Course is required to write the assigned heats and lanes on the corresponding pink and blue cards. **The home team uses even-numbered lanes, and the visiting team uses odd-numbered lanes.** The Clerk of Course then directs swimmers to heats and lanes according to assignments indicated on their entry cards.

Lane		Sample Entry Time
1	Third-fastest Away Swimmer	1:04.14
2	Next-fastest Home Swimmer	0.59.66
3	Fastest Away Swimmer	0.55.79
4	Fastest Home Swimmer	0:56.25
5	Next-fastest Away Swimmer	1:00.78
6	Third-fastest Home Swimmer	1:03.42

In CSA dual meets, the fastest swimmers swim in the first heat, with each subsequent heat having progressively slower entry times. *Within each heat,* **the swimmer with the fastest entry time is assigned to the innermost lane (lane 4 for home team and lane 3 for visitors), with progressively slower entry times in outer lanes.** (See diagram.) Note: It is possible that a *Home* swimmer in Heat 2 has a faster entry time than an *Away* swimmer in Heat 1 if the home team has more depth in that event.

In events with an unequal number of swimmers from each team: After all of one team's swimmers have been assigned lanes, subsequent heats are then combined as necessary to fill all lanes, thereby expediting the meet. For example:

Team A swims Team B at Team B pool. Team A enters 15 swimmers in an event, while Team B enters 8 swimmers. Lane assignments are *always* even-numbered lanes for the home team and odd-numbered lanes for the visitors *until* all of Team B swimmers are seeded. When there are fewer swimmers than lanes available, the middle lanes are filled first.

  Heat One: Team A in lanes 1, 3, 5; Team B in lanes 2, 4, 6.
  Heat Two: Team A in lanes 1, 3, 5; Team B in lanes 2, 4, 6.
  Heat Three: Team A in lanes 1, 3, 5, 6; Team B in lanes 2 and 4.
  Heat Four: Team A in lanes 1, 2, 3, 4, 5*.

*In the example above, the Clerk of Course will assign lanes to Heat 4 swimmers (all from Team A) with the fastest entry time in lane 3, and progressively slower times assigned to lanes 4, 2, 5, and 1, respectively.

Clerk of Course Responsibilities: Seeding Procedures – 8 lanes

Before the start of the meet, the Clerk of Course is required to write the assigned heats and lanes on the corresponding pink and blue cards. **The home team uses even-numbered lanes, and the visiting team uses odd-numbered lanes.** The Clerk of Course then directs swimmers to heats and lanes according to assignments indicated on their entry cards.

		Sample Entry Time
Lane		
1	Fourth Fastest Away Swimmer	1:04.14
2	Third Fastest Home Swimmer	1:02.66
3	Second Fastest Away Swimmer	1.00.79
4	Fastest Home Swimmer	56.25
5	Fastest Away Swimmer	58.79
6	Second Fastest Home Swimmer	1:01.42
7	Third Fastest Away Swimmer	1:03.42
8	Fourth Fastest Home Swimmer	1:03.42

In CSA dual meets, the fastest swimmers swim in the first heat, with each subsequent heat having progressively slower entry times. *Within each heat,* **the swimmer with the fastest entry time is assigned to the innermost lane (lane 4 for home team and lane 5 for visitors), with progressively slower entry times in outer lanes.** (See diagram.) Note: It is possible that a *Home* swimmer in Heat 2 has a faster entry time than an *Away* swimmer in Heat 1 if the home team has more depth in that

In events with an unequal number of swimmers from each team: After all of one team's swimmers have been assigned lanes, subsequent heats are then combined as necessary to fill all lanes, thereby expediting the meet. For example:

Team A swims Team B at Team B pool. Team A enters 13 swimmers in an event, while Team B enters 10 swimmers. Lane assignments are *always* odd-numbered lanes for the home team and even-numbered lanes for the visitors *until* all of Team B swimmers are seeded. When there are fewer swimmers than lanes available, the middle lanes are filled first.

    Heat One: Team A in lanes 1, 3, 5, 7; Team B in lanes 2, 4, 6, 8
    Heat Two: Team A in lanes 1, 3, 5, 7; Team B in lanes 2, 4, 6, 8
    Heat Three: Team A in lanes 1, 2, 3, 5, 7, Team B in lanes 4, 6