

## Reports to Produce after the Swim Meet Entry Deadline Date

Recommended reports to send out after the entry deadline to obtain consistency amongst the referees and competitions.

Therefore, as soon as possible, after you have imported all the entry files and no less than 72 hours after the entry deadline, please send the following to your referees.

### Reports to send to Referees

1. Original Psych Sheet after importing the entry files from the Swimming Canada National System.

NOTE: After the initial entry deadline and importing entry files, please ensure you keep all emails with requested changes. Once you change Hytek, you must keep all work until after the meet. If you received any emails pertaining to a swimmer who entered the meet and decided not to attend, please do not delete the swimmer.

NOTE: you will also send Psych sheets to coaches (see below)

2. Meet Program/Heat sheets

- a. Please produce as 2 columns
- b. Show empty lanes
- c. We do not need to provide Referees with relay names at this point in time.
- d. Show heat start times. (Note: when producing the final meet program for coaches and the public, make sure that the heat start times are not shown.)

Day of competition - Meet referee wants the heat sheets that they have initialled.

3. Session Report

4. Event list Report (Reports, then Events) then be sure to click on the following options in the tab called "event list"

- a. Include Entry Count
- b. Expanded Multi-ages

See the picture on the next page

5. Para Classification report – if there are no Para swimmers in your meet, then the (far right-hand side of the Meet Entry Management (entry file) screen/page in the Swimming

Canada system). If there are no Para swimmers in your meet, then the report will not produce. If this is the case, please ensure that you tell the Referees that there are no Para swimmers.

### Reports to send to coaches

i. Psych sheets as soon as possible after entry deadline and ask them to review and get back to you within a specific timeframe if anything is missing (especially important if there has been numerous files uploaded by a club).

ii. Session reports (you may want to wait to send them this until after the deadline you provide to them with the psych sheets)

