



// VIRTUAL MEETS



Coach's How-To Guide – Virtual Meets

How do I plan for a virtual meet?

Step 1: Determine if you have the ability to satisfy USA Swimming Sanctioning requirements?

- Yes
 - o Host a Sanctioned Virtual Meet
- No
 - o Host a Non-Sanctioned Virtual Meet

Step 2: Determine your objective and who is participating. There are plenty of options:

- Intra-squad Meet
- Dual Meet
- Quad Meet
- League
- Male vs Female
- Pentathlon

Step 3: If the meet is intra-squad, very minimal upfront work is required

- Pick a date, a course, and an event order
- Determine how races will be started
 - o Utilize a starter
 - o Coach saying, "Take your mark" and sounding a whistle or "Go!"
- Determine how races will be timed and results collected
 - o Timing System
 - o Third party app
 - o Stop Watches
 - ☐ With this solution, coaches/volunteers will have to manually enter times into a meet management software.
- If you have a meet management software, use that to set up events and entries. Ensure that all athletes are USA Swimming members and are APT compliant.
- If you do not have a meet management software, follow the Meet Manager demo.
- Export results and submit to virtualmeets@usaswimming.org if the meet is not Sanctioned.

Step 4: If the virtual meet includes multiple teams, the clubs have 2 options:

- Option 1: Follow the same process as Step 3. Each team will run their own meet (coordinate events beforehand). Each team will send their results to virtualmeets@usaswimming.org separately. Use the Virtual Meet Simulator on the USA Swimming website to merge results and print to pdf.
- Option 2: Use a 3rd party vendor meet management software to merge results before sending them to virtualmeets@usaswimming.org. In this scenario, the clubs can customize scoring and will not have to wait for the results to be uploaded to SWIMS.