



## OMPA Computer Best Practices

**Please follow these rules to make our tasks easy for all involved!**

**MARCH - 2012**

- Agreement was reaffirmed for the timing of data exchange as follows:
  - Friday noon for Saturday meets
  - Monday/Tuesday at 5:00 p.m. for Tuesday/Wednesday meets
  - E-mail entries and rosters to ALL computer contacts listed for the hosting team
  - Use the Meet Manager backup option to send full meet results to all participating teams
  - Meet results are to be sent the evening or afternoon of the meet
  - The OMPA website is to be updated with results within 24 hours of the conclusion of a meet
- The OMPA board has agreed to a 1 week maximum deadline for ALL OMPA invitational. This is in-line with the OMPA championship, and should give all clubs ample time to receive and prepare information for specific invitational meet.

### **Some points to remember when handling entries:**

- ALWAYS include a roster file with your entries. You should be sending BOTH and entries file and a roster file to the hosting club every time your club participates in a meet.
  - "Away" teams swim in odd-numbered lanes (except when filling up B heats where the other team(s) don't occupy their "normal" lanes.
  - When merging entries don't forget to specify to:
    - Match on event numbers
    - Import both roster and entries
    - Accept swimmers with NT (no time for the event)
  - Hosting team should provide adequate number of printed event programs for the visiting team coaches and Jr. Coaches.
  - The OMPA website has been updated to include many useful items, including the OMPA rules, time standards, etc. Each team should include at least one prominent link to the OMPA site for the convenience of their members.
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- When posting results to the OMPA website remember:
    - Time Trials are to be posted by all teams
    - Explicitly EXCLUDE results from any non-OMPA teams you may swim.