



The following document is intended to help Meet Managers and Recorder-Scorers on how to use Hytek Meet Manager when a competition has specific para-swimming events. A para-swimming event is where swimmers compete against other para swimmers not having the same classification (e.g., S10, S7, S6 swimmers competing within the same event), which is often called Multi Disability Events. It is important to determine the winner of that event by a scoring point system based on the swimmer's time and classification and not only by time.

We are using the Canadian Para Swimming Points Calculator available when using Hytek Meet Manager software during a competition to ensure consistency in points calculation for para swimmers.

CONTENTS

1	MEET SETUP WHEN USING HYTEK	2
2	HOW TO SETUP A PARA-SWIMMING EVENT WHEN USING HYTEK	2
3	HOW TO SETUP PARA SWIMMER INFORMATION WHEN USING HYTEK	4
4	REMINDERS	7
5	HOW TO USE THE POINTS CALCULATOR FOR PARA-SWIMMING EVENTS WHEN USING HYTEK	8
6	COMPETITIONS WITH ABLE-BODIED EVENTS AND SEPARATE PARA-SWIMMING EVENTS	15
7	COMPETITIONS WITH ABLE-BODIED EVENTS, SEPARATE PARA-SWIMMING EVENTS AND INTEGRATED EVENTS	17



1 MEET SETUP WHEN USING HYTEK

1. The majority of competitions in Canada that would have para-swimming events also include able-bodied events and as such the competition should be setup with **Meet Type STANDARD**.
2. Competitions with para-swimming events only may be setup using **Meet Type DIVISION**.
3. New Para swimmers report is available for Meet Manager where swimmer's sport class as well as their codes of exception are available when entries are submitted via the Swimming Canada Meet List on-line entries system. In order to access this report, you need to select view entries for the associate meet and then click on the para classification report to view the list of all para swimmers registered to your meet with their respective sport classes (classification) as well as their codes of exception.

Meet Entry Management - Swim International 2019

Time Validation Date Range: : September 1 2018 : November 7 2019 Save

Clubs: All Clubs Status: Show All ☐ Show All Entry Files ☒ Only Show most recent Entry File from Each Club

Entries Download Approve Entries Reject Entries Delete Entries Email Entry Contact Email Contact & Coaches Entry Summary Report Time Validation Export Export Coaches Para Classification

2 HOW TO SETUP A PARA-SWIMMING EVENT WHEN USING HYTEK

1. A separate event for para swimmers should be created for a para-swimming events
 - a. Competitions that have separate scoring and/or heats/finals for para-swimmers (WPS sanction, regional, provincial, national competitions)
 - b. Includes all disability classes or specific disability classes
2. A para-swimming event is setup the same way as an able-bodied event
 - a. In Hytek – Click *Events* then *Add*
 - i. Select *Multi-Class* or *Standard* for the **Event Type**



Add New Event

Event #: 422

Individual / Relay

- ☒ Individual
- ☐ Relay

Gender

- ☐ Alt Gender
- ☐ Girls ☐ Boys
- ☐ Women ☒ Men
- ☐ Mixed

Division

☐ Suppress Distance

Age Group

- ☐ 6 and Under
- ☐ 8 and Under
- ☐ 10 and Under
- ☐ 15 and Over
- ☒ Open/Senior
- ☐ 7 - 8
- ☐ 9 - 10
- ☐ 11 - 12
- ☐ 13 - 14
- ☐ 15 - 16
- ☐ 15 - 18
- ☐ 17 - 18
- ☐ Custom -

Distance

- ☐ 25
- ☐ 50
- ☒ 100
- ☐ 200
- ☐ 400
- ☐ 500
- ☐ 800
- ☐ 1000 or 1K
- ☐ 1500
- ☐ 1650
- ☐ None
- ☐ Custom

Stroke

- ☒ Freestyle
- ☐ Backstroke
- ☐ Breaststroke
- ☐ Butterfly
- ☐ Medley
- ☐ 1 mtr Diving
- ☐ 3 mtr Diving
- ☐ Platform Diving
- ☐ # Dives

☐ Custom # Relay Legs (2-8)

Note:

☐ Suppress Stroke Name

Rounds

- ☐ Timed Finals
- ☐ Prelims / Semis / Finals
- ☒ Prelims / Finals

Heats in Semis

Lanes in Semis (1-12)

Round 1 - Prelims or Timed Finals

Number of Lanes (1-12)

Lanes for Best Heats ☐

Assign Lanes

- ☒ Standard
- ☐ Un-Seeded
- ☐ 2 per Lane
- ☐ 2 per Choice

Heat Order

- ☒ Slow to Fast
- ☐ Fast to Slow

Timed Finals

- ☐ Score as A - Final, B - Final Style
- # of Heats to Score (1-6)
- ☐ Multi-age Super Seed

☐ Multi-Age Group

☐ Multi-Age Group Extra

☐ Multi-Age Old to Young

☒ ☐ Manual

Entry Fee

Event Type

- ☐ Standard
- ☐ Time Trial Event
- ☐ Swim-Off Event
- ☒ Multi-Class
- ☐ Open Water

☐ Pads at both ends - Round 1 / Semis

☒ Pads at both ends - Finals

Round 2 or Round 3 - Finals

Number of Lanes (1-12)

Heats in Finals (1-6)

☐ # Lanes Vary

☐ A - Final, B - Final Style

☐ Max Age for Slowest Finals

☐ Score Prelims as Extended Final

☐ Multi-Age Super Final

☐ Super Final Eliminates Oldest Group

Finals Heat Order

- ☒ Slow to Fast
- ☐ Fast to Slow
- ☐ Custom

OK **Cancel**

- ii. If only specific disability classes are allowed for events: use the features under **Stroke** when adding an event to indicate this.
 1. check box *Suppress Stroke Name* and
 2. in *Note* field add the classification allowed

Distance

☐ 25 ☐ 3K

☐ 50 ☐ 5K

☒ 100 ☐ 10K

☐ 200 ☐ 25K

☐ 400 ☐ Mile

☐ 500 ☐ 2 1/2

☐ 800

☐ 1000 or 1K

☐ 1500

☐ 1650

Stroke

☒ Freestyle ☐ 1 mtr Diving

☐ Backstroke ☐ 3 mtr Diving

☐ Breaststroke ☐ Platform Diving

☐ Butterfly

☐ Medley

☐ ☐ Custom # Relay Legs (2-8)

Note :

☒ Suppress Stroke Name

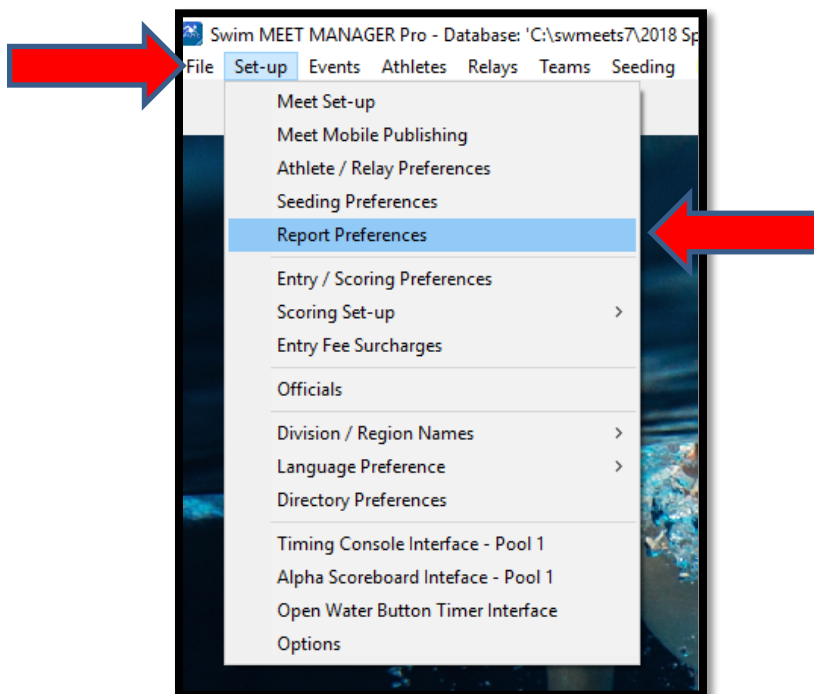
Bounds

☐ Timed Finals ☒ Prelims / Finals

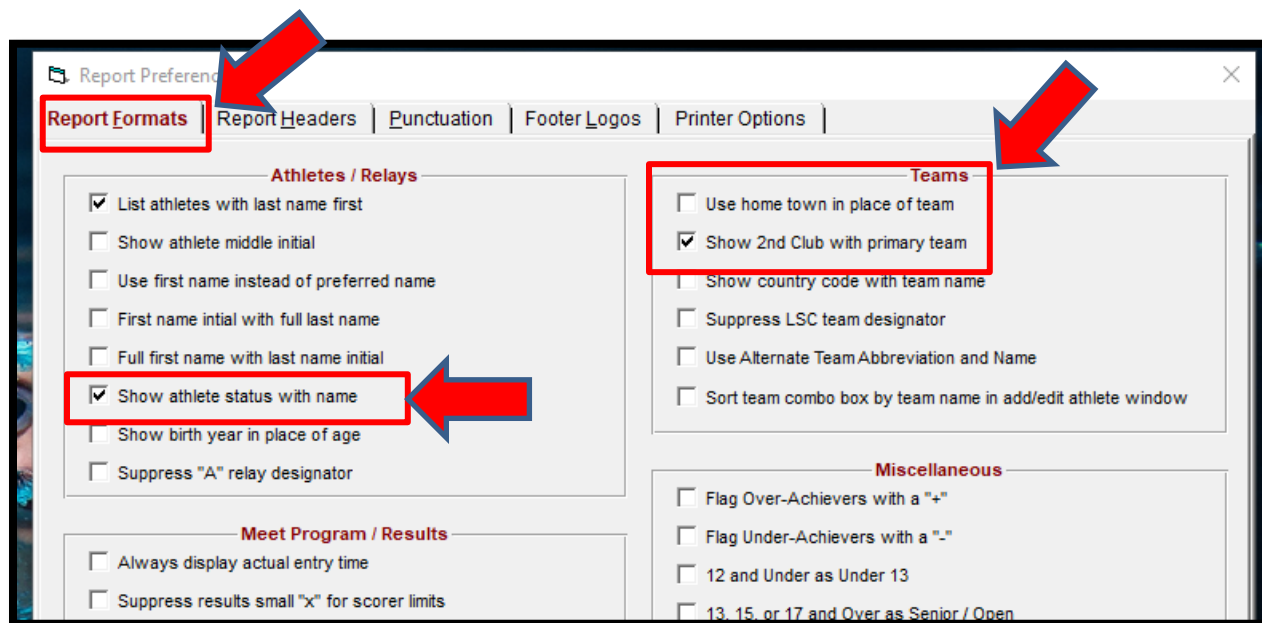


3 HOW TO SETUP PARA SWIMMER INFORMATION WHEN USING HYTEK

1. In order to produce the correct scoring and to properly identify para swimmers and their exceptions in heat sheets the following information needs to be entered into Hy-Tek for each para swimmers
 - a. Exception Codes
 - b. Classification
2. Swimming Canada maintains an up-to-date document with classification and exception codes for all para swimmers in Canada on the Swimming Canada website at www.swimming.ca/en/resources/para-swimming/para-swimming-classification/
 - a. The classifications attached to last name of swimmers are not always up to date.
 - i. Last names should not be changed as this will cause issues with upload of results
 - b. Before the competition verify the Swimming Canada database to ensure the correct information is entered in Hy-Tek.
3. Setup proper *Report Preferences* before beginning
 - a. This will allow you to enter all required information for each para swimmer
 - b. Click *Set-up* then *Report Preferences*



- c. Click TAB *Report Formats*
- d. Under **Athletes / Relays** select *Show athlete status with name*
- e. Under **Teams** select *Show 2nd Club with primary team*
 - i. The 2nd club field will be used to enter the Exception Codes for each para swimmer





4. Edit all para swimmer *Athletes* information
 - a. Click on *Athletes* menu item
 - b. Find the para swimmer and open Athlete Edit screen
 - i. *Double click* their name or select swimmer and click *Edit* on menu item
 - c. Change the **Status** to *Disabled*

The screenshot shows the 'Add New Athlete' window with the 'Status' dropdown menu open. The 'Disabled' option is highlighted. A red box surrounds the dropdown menu, and a red arrow points to the 'Disabled' option.

- d. This allows you to enter the S, SB and SM classification (ensure most up to date classification is used)
- e. In the 2nd Club field enter Exception Codes for that para swimmer

The screenshot shows the 'Add New Athlete' window with the 'Status' set to 'Disabled'. The '2nd Club' field is highlighted with a red box. A red arrow points to the '2nd Club' field, and another red arrow points to the 'Disability (S, SB, SM)' field.

- i. The 2nd club field allows for 12 characters including the Team (club) name.
- ii. Long exception codes will be cut-off if too long in 2 column reports.
 1. Hint: removing **Short Name** under *Teams* will force HyTek to use the Abbreviation (team code) allowing more space for the exception code.



- Repeat for each para swimmer (example below)

Clubs hosting competitions where para swimmers are fully integrated into able-bodied events (no specific para-swimming events) with no special scoring or ranking for para swimmers MUST only enter the exception codes. The para swimmers keep status Normal as they are treated like able-bodied swimmers for ranking and scoring.

4 REMINDERS

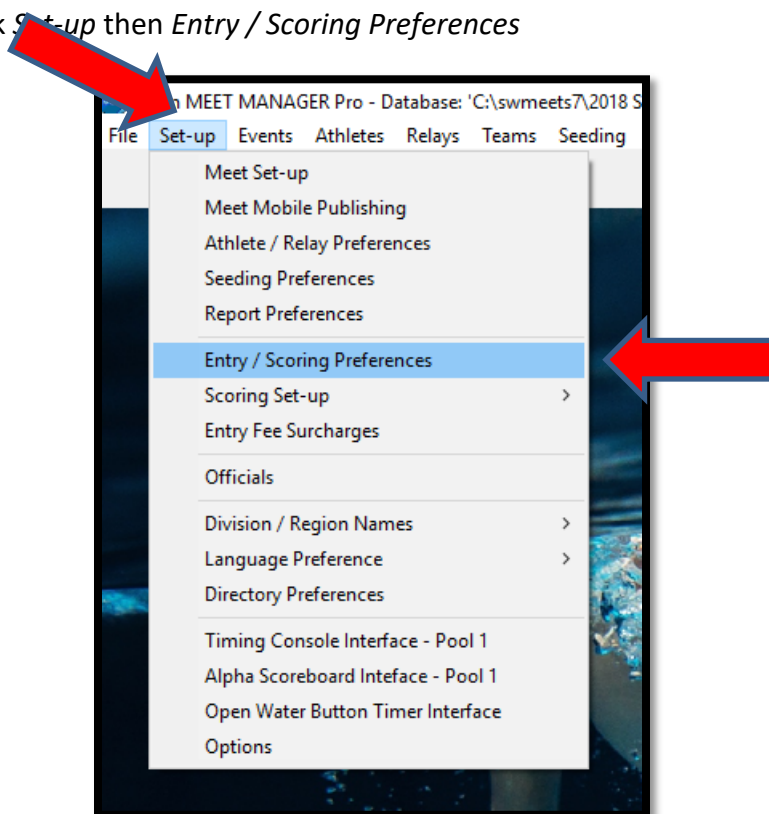
- Report preferences are not saved in the database, they are saved on the local computer specific to that installation of meet manager. If the database is backed up and moved to another computer, the report settings will need to be configured again on that 2nd computer.
- If you need to change the classification of a para-swimming athlete after everything has been entered into Hytek, you need to change the classification in the Athlete screen. If the competition is setup as meet type DIVISION then the classification must also be changed within the DIVISION.
- If the para-swimming athlete's classification is NE SB9 NE, swimmers can only register in Breast para-swimming events. For Back, Butterfly, Free and IM, the swimmer must swim with able-bodied and must have the standard requested for able-bodied in the meet package.
 - NE = not eligible
 - If a para swimmer's classification shows NE NE NE, or the name of that athlete is not on the para-swimming classification database, this athlete cannot swim in any para-swimming events, even though they were previously classified in para-swimming in the past



4. Seeding for finals in prelims/finals para-swimming events must be by time (and not by points)
5. Para-swimming specific events should not be circled seeded in preliminaries; they need to be seeded by time. This procedure has been approved by the para-swimming team at Swimming Canada ensuring that the fastest swimmers race against fastest swimmers at all times, regardless of Sport Classification.

5 HOW TO USE THE POINTS CALCULATOR FOR PARA-SWIMMING EVENTS WHEN USING HYTEK

1. Ensure all para swimmers have their current classification and exception codes recorded in Hy-Tek (see previous section)
2. Classification fields must be completed in order for the ranking/scoring to be done correctly
3. Setup para points calculator (Canadian Para Swimming Points)
 - a. Click *Set-up* then *Entry / Scoring Preferences*



- b. Click TAB *Disability Meet*
- c. Under **Paralympic Point System** select *Canadian Para swimming Points (LC and SC Meters only)*



- d. Under **Multi-Class Meet Results** select box *Rank Results for Multi-Class Athletes using the Para swimming Point System selected above*

Entry / Scoring Preferences

Time Stds Meet | Flighted Meet | 2 or 3+ Double Dual | Improvement Points

Scoring/Awards | Entries / Entry Limits | Results | Disability Meet

Paralympic Point System

Canada Paralympic Points (LC and SC Meters only)

Multi-Class Meet Results

- ☐ Rank Results for Multi-Class Athletes using the Paralympic Point System selected above
- ☐ For Prelim/Final events, do not advance Multi-Class Athletes to Finals, just rank like Timed Finals
- ☐ Ignore the setting to 'Score points only if athlete equals or exceeds event qualifying time'
- ☐ If Timed Final Multi-Age Super Seed is set, seed Multi-Class Athletes with their age group

Entry / Scoring Preferences

Time Stds Meet | Flighted Meet | 2 or 3+ Double Dual | Improvement Points

Scoring/Awards | Entries / Entry Limits | Results | Disability Meet

Paralympic Point System

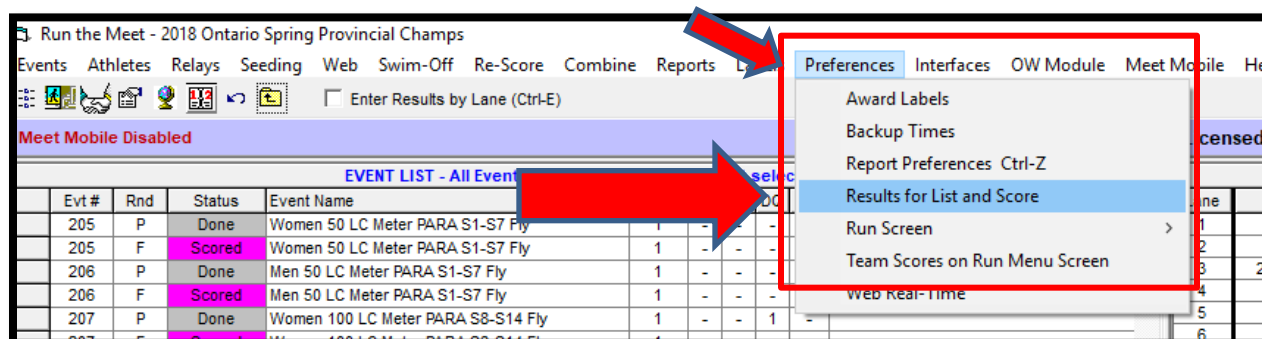
Canada Paralympic Points (LC and SC Meters only)

Multi-Class Meet Results

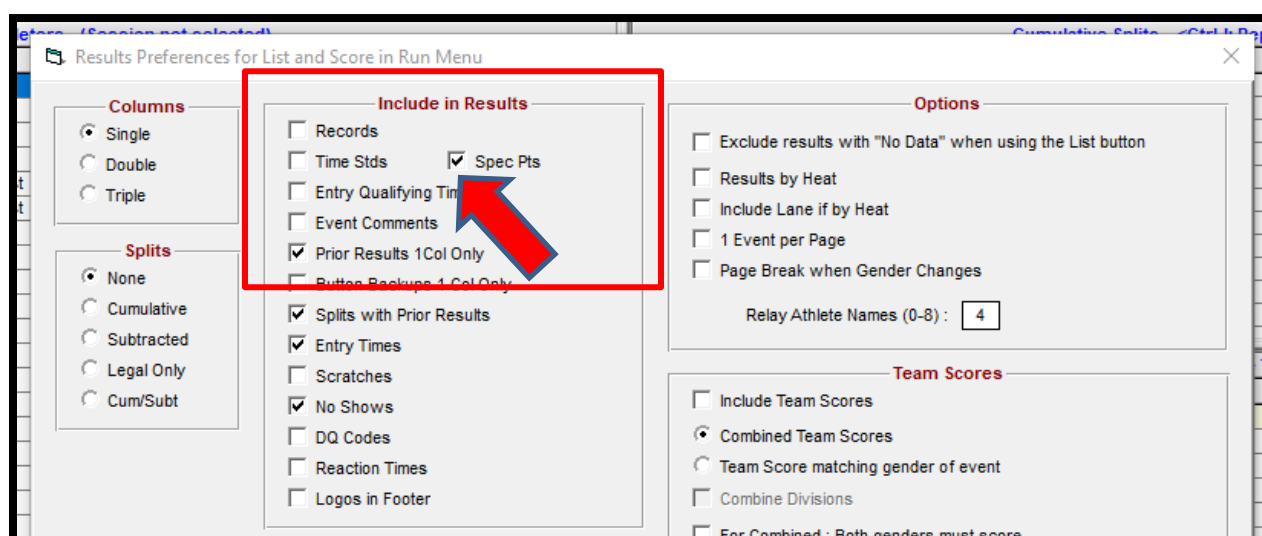
- ☒ Rank Results for Multi-Class Athletes using the Paralympic Point System selected above
- ☐ For Prelim/Final events, do not advance Multi-Class Athletes to Finals, just rank like Timed Finals
- ☐ Ignore the setting to 'Score points only if athlete equals or exceeds event qualifying time'
- ☐ If Timed Final Multi-Age Super Seed is set, seed Multi-Class Athletes with their age group



4. Setup *Results Preferences for List and Score* in Run Menu
 - a. This allows you to see the para points when using *List* or *Score* reports in the Run Menu
 - b. Click *Run* from main menu
 - c. Click *Preferences* then *Results for List and Score*



- d. Under **Include in Results** select *Spec Pts* (Special Points)



5. Hy-Tek will rank and score from *List* and *Score* reports based on para points



6. *List* report after completed prelims event
 - a. Select event (event 224 in example below) and click *List*

[illegible]

7. Reports will show Special Points (Para in this case) for any identified para swimmer (status in Athletes menu set to *Disabled* with classification codes) with correct ranking

Results						
Event 224 Men 50 LC Meter PARA S1-S14 Free Multi-Class						
Name	Age	Team	Seed Time	Prelim Time	Para	
Preliminaries						
1 MacDonaldS14SB14SM14, T	21	W Ross Macdonald Swimming/0	26.32	27.08	q745	
2 GillsS9SB9SM9, Jack S S9	13	Upper Canada Swim Club/*12+	33.14	32.34	q469	
3 Tracey S9sb9sm9, Matthew	16	EBSC/*A 12+	33.26	32.40	q467	
4 ArndtS13SB13SM13, Caleb S	15	W Ross Macdonald Swimming/0	33.21	30.30	q449	
5 Tolgyesi S6sb6sm6, Nik S6	22	KYPAC/*AE 1,3,12,+	36.28	38.64	q404	
6 SchweiglS14SB14SM14, Nicl	19	Halton Hills Blue Fins/0	32.09	33.24	q403	
7 RajalingamS14SB14SM1, Go	21	Variety Village Aquatics Club/0	32.78	33.79	q384	
8 CvijeticS14SB14SM14, Dimit	16	Stoney Creek Aquatic Team/*12+	35.28	33.86	q381	
9 ScottS10SB9SM10, Nicholas	15	Ottawa Y Olympians/A 12+	36.16	32.88	349	
10 MajorGingras S8sb8sm8, Edw	14	Kingston Y Penguins AC/*A 12+	41.03	40.14	251	
11 Tracey S9sb9sm9, Nathan S	15	EBSC/*A 12+	44.09	40.04	247	
12 Pang S4sb3sm4, Peter S4	51	Kingston Y Penguins AC/*A 12+	1:08.61	1:05.30	190	
13 CudneyS11SB11SM11, Travi	13	Ingersoll Speed Sharks/TB 0	49.37	45.41	172	



8. Score report after completed finals event (or timed final event)
 - a. Select event (event 224 in example below) and click *Score*

[illegible]

9. Reports will show Special Points with correct scoring based on rank of para points

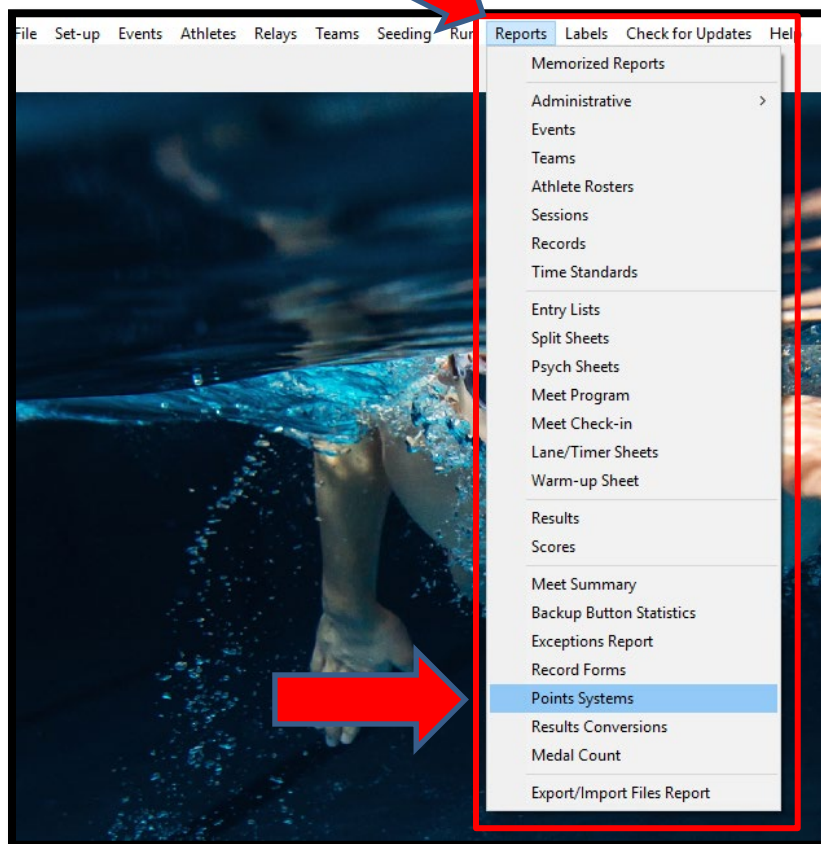
Results							
Event 224 Men 50 LC Meter PARA S1-S14 Free Multi-Class							
	Name	Age	Team	Prelim Time	Finals Time	Para	Points
Finals							
1	MacDonaldS14SB14SM14, T	21	W Ross Macdonald Swimming/0	27.08	26.99	753	30
2	GillisS9SB9SM9, Jack S S9	13	Upper Canada Swim Club/*12+	32.34	32.06	482	25
3	Tracey S9sb9sm9, Matthew	16	EBSC/*A 12+	32.40	32.51	462	20
4	ArndtS13SB13SM13, Caleb S	15	W Ross Macdonald Swimming/0	30.30	30.42	444	15
5	SchweigS14SB14SM14, Nicol	19	Halton Hills Blue Fins/0	33.24	32.73	422	14
6	RajalingamS14SB14SM1, Go	21	Variety Village Aquatics Club/0	33.79	33.37	398	13
7	CvijeticS14SB14SM14, Dimit	16	Stoney Creek Aquatic Team/*12+	33.86	33.79	384	12
8	Tolgyesi S6sb6sm6, Nik S6	22	KYPAC/*AE 1,3,12,+	38.64	39.57	376	11

If the meet package indicates no team scoring for negative para points then always List an event before Score. If any para swimmers have negative para points then mark swimmer as Exhibition before scoring or JD Points to minus 1 (-1).

Never use "0" points in JD Points – this may corrupt the meet database



10. To determine an Award based on para scores use the Point Systems report
- a. Under *Reports* in main menu select *Points Systems*





- Under **Rounds** select *All Rounds*
- Under **Session List** select *All Events*
- Under **EVENT LIST** select all para-swimming events
- Under **Point System** select *British Paralympic Points*
- Click *Create Report*

Point Systems

Select All De-Select Preferences View Create Report

Gender: ☒ All ☐ Male ☐ Mixed ☐ Female

Event Age Range: - Team:

Rounds: ☒ All Rounds ☐ Prelims Only ☐ Finals Only ☐ Round 1 Only

Indiv + Relays: ☐ Indiv + Relays ☒ Indiv Only ☐ Relays Only

Session List

Day	Start Time	Session #	Course	Session Title
All		All	L	All Events
1	01:00 PM	1	L	Monday Timed Finals
2	09:30 AM	2	L	Tuesday Preliminaries
2	06:00 PM	3	L	Tuesday Finals
3	09:30 AM	4	L	Wednesday Preliminaries

EVENT LIST

Evt #	Rnd	Status	Event Name	Heats
<input type="checkbox"/> 1	F	Scored	Women 1500 LC Meter Freestyle	3
<input type="checkbox"/> 2	F	Scored	Men 800 LC Meter Freestyle	3
<input checked="" type="checkbox"/> 3	F	Scored	Women 200 LC Meter Freestyle S1-5, S14 Multi-Class	1
<input checked="" type="checkbox"/> 4	F	Scored	Men 200 LC Meter Freestyle S1-5, S14 Multi-Class	1
<input checked="" type="checkbox"/> 5	F	Scored	Women 400 LC Meter Freestyle S6-13 Multi-Class	2
<input checked="" type="checkbox"/> 6	F	Scored	Men 400 LC Meter Freestyle S6-13 Multi-Class	1
<input type="checkbox"/> 9	P	Done	Women 50 LC Meter Breaststroke	6
<input type="checkbox"/> 9	F	Done	Women 50 LC Meter Breaststroke	2
<input type="checkbox"/> 10	P	Done	Men 50 LC Meter Breaststroke	6
<input type="checkbox"/> 10	F	Done	Men 50 LC Meter Breaststroke	2
<input type="checkbox"/> 11	P	Done	Women 50 LC Meter Breaststroke Special Olympics	2
<input type="checkbox"/> 11	F	Done	Women 50 LC Meter Breaststroke Special Olympics	1

Sort By: ☒ Athlete Name ☐ Team ☐ Event

Format: ☒ By Points ☐ By Name ☐ Separate Pages when Comparing **Athlete Age Range**: -

Point System: ☐ Hy-Tek Age Group Points ☐ Hy-Tek Single Year Points ☐ Hy-Tek Open Points ☐ FINA Points ☐ SNZ Points ☐ Compare Point Systems by Event ☐ LEN Points ☐ NSCA Points ☒ AUS Points ☒ Canadian Paralympic Points ☐ British Paralympic Points ☐ Australian Paralympic Points ☐ World Paralympic Points



6 COMPETITIONS WITH ABLE-BODIED EVENTS AND SEPARATE PARA-SWIMMING EVENTS

When both able-bodied and para-swimming events are part of the competition some additional settings may be required based on the meet package

1. Number para-swimming events different from able-bodied events
 - a. Helps in preventing able-bodied swimmers from entering para-swimming events which often do not have qualifying times
 - i. Able-bodied events 1-99
 - ii. Para-swimming events 201-299
2. **Manual** seeding para-swimming events for both prelims and finals may be necessary to avoid circle-seeding para-swimming events and ensuring finals are seeded by time (and not rank from results in prelims)
 - a. Seeding for finals in prelims/finals para-swimming events must be by time (and not by points)
 - b. Para-swimming specific events should not be circled seeded in preliminaries; they need to be seeded by time. This procedure has been approved by the para-swimming team at Swimming Canada ensuring that the fastest swimmers race against fastest swimmers at all times, regardless of Sport Classification.
3. Scoring for team points and awards
 - a. Always verify the meet package to ensure the scores and awards reports include para-swimming events



4. Avoid Special Points for Able-bodied events from displaying on reports
 - b. Click *Setup* from main menu then select *Entry / Scoring Preferences*
 - c. Select *TAB Scoring/Awards* and under **Special Points System** select *None Selected*

Entry / Scoring Preferences

Time Side Meet | Elighted Meet | 2 or 3+ Double Dual | Improvement Points

Scoring/Awards | Entries / Entry Limits | Results | Disability Meet

Different point system for male and female : ☐

Different point system for each Division : ☐

Score points only if athlete equals or exceeds event qualifying time : ☐

Score fastest heat only, regardless of overall place : ☐

If score fastest heat only, set some lanes not to score points : ☐

Allow foreign athletes' point scores to count toward team scores : ☐

Score "A" Relay Only : ☐

Penalty Points awarded if No Show (NS) :

Divide Mixed Relay points equally to male and female Team Scores ☐

	Individual	Relay
Maximum scorers per team per event (blank for no limit) :	<input type="text"/>	<input type="text"/>
Top how many for award labels for Age Group :	<input type="text"/>	<input type="text"/>
Top how many for award labels for Senior :	<input type="text"/>	<input type="text"/>
Maximum per team that advance to finals from prelims (blank for no limit) :	<input type="text"/>	<input type="text"/>

Masters Team Scoring

Team Sizes : ☐

Special Point System

None Selected

None Selected

HY-TEK Age Group Points

HY-TEK Single Year Age Group Points

HY-TEK Open Points

FINA Points (LC and SC Meters only)

NISCA Points (Yards and SC Meters only)

Improvement Points

LEN Points (LC and SC Meters only)

SNZ Points (LC Meters only)

AUS Points (LC Meters only)

Stream



7 COMPETITIONS WITH ABLE-BODIED EVENTS, SEPARATE PARA-SWIMMING EVENTS AND INTEGRATED EVENTS

1. Competitions with some able-bodied events that allow para swimmers and other para-swimming events can be a challenge to manage.
2. Ensure *Show Athlete Status with name* is selected in *Report Preferences/Report Formats*
3. Print detailed Psych Sheets with identified para swimmers in events
4. BEFORE importing times, list, score for an integrated event
 - a. Para swimmers in that event will need their related para class for the event (S for free/back/fly, SB for breast and SM for Medley) temporarily changed to 0 (zero)
 - i. This avoids separate ranking for para swimmers
5. Verify all reports carefully with respect to ranking / scoring
 - a. If errors – re-rank and re-score the results for that event and begin again (only use purge results for that event if errors keep occurring)
6. AFTER the integrated event is properly ranked / scored
 - a. Para swimmers in that event will need their para class changed back to the appropriate previous value in preparation for the para-swimming events
7. **Seek advice and help before the competition begins**