

Hi SAMS Regional Presidents,

You are all probably aware that the SAMS Short Course Championships are held each year as a “Postal” type Championships where each Region is at liberty to hold a leg of these Championships and send in their results for consolidation.

At the 2018 Presidents Meeting in Johannesburg it was decided to continue with the OPTION A Single Day Programme 2-year cycle (as described in the SAMS Handbook Chapter 9) and continue with the cycle by adhering to the Year 2 events list for the 2018 SAMS Short Course Championships. A programme containing these events has been drawn up and an entry form template is distributed along with this document.

Please take note: FINA have informed us that World records will ONLY be ratified if an electronic timing system was used to time the event.

If you intend to hold a Regional leg of the 2018 SAMS Short Course Championships the following applies:

- Your gala MUST be held during the month of October.
- The entry form template distributed along with this document MUST be used as this will ‘level the playing field’ for the competitors in all Regions. Fill in the highlighted portions to match your gala details.
- The event numbers MUST remain the same as in the template. This is essential for consolidating all of the Regional results.
- SAMS has decided to swim ‘Mixed’ (Men and Women together) events that are seeded by time only.
- Please inform the SAMS Secretary info@samastersswimming.com and the SAMS Webmaster webmaster@samastersswimming.com of your intention to hold a leg of the Champs and copy them in on your letter announcing the gala including your gala programme entry form.
- All competitors MUST be registered and paid up with SAMS for the season by the date of your gala. It is up to the Clubs and Regions to register their swimmers with SAMS timeously to ensure that this is complied with.
- This is a National Championships and, recognising the manpower limitations, SAMS encourages the use of at least 2 timekeepers per swimmer. There is always a danger of failure or inaccuracy if only one timekeeper is used. If 2 timekeepers are used the average time rounded up to one hundredth of a second will be used. Using the preferred 3 timekeepers the middle time is used.
- Although we want to attract new swimmers this is a National gala and like the SAMS Long Course Championships it is restricted to registered and paid up SAMS swimmers. If you allow ‘visitors’ or non-registered swimmers to swim (which is strongly discouraged) then both their entries and times MUST NOT be included in your results.
- Your gala results MUST be captured in the Hy-Tek Meet Manager program and submitted to SAMS by 18 November 2018.
- The Meet Manager results submittal MUST include 2 files that can be created by Meet Manager as follows.
 - A ‘File’, ‘Export’, ‘Results **(not Entries)**’ for Meet Manager Merge of same meet (HY3).
 - A ‘File’, ‘Backup’.
- The above 2 files should be sent as email attachments to info@samastersswimming.com and to webmaster@samastersswimming.com with your assurance that all the competitors listed in the results were registered by the date of your gala.

The consolidation of these results is both onerous and time consuming and there is invariably some deviation from the procedure that causes a big headache for the results consolidator. **If you have any questions or comments about the above procedure, please consult with the SAMS Webmaster before the event rather than after.**