Automation Notes
2011-4

Automation Notes:

These notes are distributed to the Division Data Coordinators and Division Coordinators in order to highlight automation related items. A copy is maintained on the NVSL web site in the **Documents > Automation Notes > 2011** folder.

Divisional Seeding:

The following are some suggestions in preparing for and conducting the Divisional seeding meeting.

1. Each team is to make all official NVSL meets type "A" in Team Manager. All other meets (B-Meets, Time Trials, etc) can be anything but meet type of "A".

2. In preparing for the seeding meeting review the NVSL Rules with special attention to rule 3b (entry limits) and all sections of rule 6 (seeding for divisionals). Also review the "NVSL Divisional Procedures Using Hy-Tek" document found on the NVSL website.

3. In Team Manager each team should verify that the team abbreviation is in accordance with the NVSL handbook (one to three letters with no special characters), that the team short name does not include the mascot name and that LSC is left blank. An error in a team abbreviation caused problems when results from their Division Relay Carnival were initially loaded to the website.

4. Before selecting swimmers it is a good idea to print out a top times report (ladder) in Team Manager for your team. Be sure to select Use Times Since > 06/01/2011 and check the box next to it. Sort by Event (Current Age) and select course option SS (Convert to SC, Show SC) especially if you are in a division with a yard pool (Divisions 9 and 11).

5. When selecting swimmers if the selected swimmer does not have a current year A-Meet time in the event the Team should manually enter a current time certified by the coach or Team Representative (usually a B-Meet time) in the Custom field. This will apply to most 8&Under Butterfly and all Individual Medley swimmers at a minimum.

6. Each team should **select alternates**. Check the "Alt" box to designate a swimmer as an alternate. A swimmer may be listed as an alternate for as many events as desired.

7. Each team should bring a Meet Entries export, a Team Roster export and optionally a Team Meter Records export on a thumb disk to the seeding meeting. A thumb disk with a backup of the Team database from Team Manager is also recommended or the team can bring the team computer. The backup/team computer is to be used in creating a new selection file if the one provided is not working properly.

8. Each team is to bring a paper copy of their meet entries by event with seed times (firm entry list). Each swimmer should have no more than two firm

entries listed.

9. The team rosters, meet entries and (optionally) team records are imported into Meet Manager for each team in the Division. In events with less than 12 firm entries alternates should be selected.

10. When everyone agrees on the final entries, seed the meet and print a copy of the meet sheet for each team. Print the time cards (96 sheets). Provide each team with a meet database backup file.

Running the Divisional Meet

1. Since Divisionals are not scored it is more difficult to detect errors in data entry. It is very important that the swimmer's name, time and place are verified against the manual meet sheet (and time cards if necessary) as the meet progresses.

Divisional Meet Reports

1. After the Divisional Meet each team should receive a Divisional Meet Backup and an export of Meet Results for importing into Team Manager. The Division Coordinator should also get a Divisional Meet Backup file and a results report to take to the All Star seeding meeting later that night.

2. **IMPORTANT – The Division Data Coordinator should email a backup of the meet database to Joe Mattis (jtmattis@cox.net) and Doug Firman (firmand@aol.com)** as soon as possible for use at the All Star seeding meeting. Seeding for All Stars cannot begin until all 17 meet backup files are received.

3. The meet results file is **not** to be uploaded to the website but will be uploaded by the Automation Committee once the teams have had a chance to notify their swimmers on the outcome of the Individual All-Star seeding meeting.

A copy of the NVSL Divisional procedures

using Hy-Tek is available on the NVSL website under Information | Documentation Center in the folder Hy-Tek | Documentation. Please call Doug Firman, (703-569-0427) or Joe Mattis (703-765-0570) of the Automation Committee if you have any questions.