



Automation Notes 2013-2

Automation Notes:

These notes are distributed to the Division Data Coordinators with a copy to Division Coordinators for further distribution to their respective teams in order to highlight automation related items. A copy is maintained on the NVSL web site in the Documents | Automation Notes | 2013 folder.

Week 1 Preparations

As teams prepare for the first week of the season here are a few key items to help ensure things go smoothly.

1. Revised documentation available. A number of significant rule changes remain in effect from 2012 and a couple more were added for the 2013 season. The Automation Committee has updated key documents to reflect those changes. First teams should review the updated *NVSL A-Meet Procedures Using Hy-Tek* for information about using the Hy-Tek software for meet management. Further the *NVSL Handbook Recommended Procedures For Team Meets* (pages 69 – 71) and the *Table Administration* clinic handout were both updated to reflect revised table procedures now that we no longer keep a manual score sheet. Finally the *B-Meet and Time Trials Procedures* was also updated. All documents are available on the Documents tab of the NVSL website (www.nvsl.nvblu.com).
2. Updated training materials. In addition to the updated procedures, the website also contains updated and new training materials. A practical, hands-on training exercise was developed this past winter to allow users to walk through a typical week of automation in

the NVSL using a dummy database and step by step structured activities.

3. Meet events files and meet database backup files for Week 1 are available for download from the NVSL website. The meet templates include the NVSL records and projected 2013 All Star cut times. The meet events file is to be imported by both the home and visiting teams into Team Manager prior to selecting swimmers for the meet. The meet database backup file is to be downloaded and restored in Meet Manager by the home team before the data exchange.

Common Issues

1. Last year we had a couple of instances of teams entering a "B" relay instead of an "A" relay. We suspect that happened by hitting the "New Relay" button twice while selecting swimmers. The Meet Manager templates will only score "A" relays by default. It is best if the error can be identified and fixed before the meet is seeded, otherwise the default preference will have to be changed in Meet Manager at the meet. To do that from the main menu in Meet Manager go to **Set-up | Entry / Scoring Preferences** and uncheck the **Score "A" Relay Only** checkbox on the right hand side of the screen.
2. Another common issue is teams may receive an unexpected warning when attempting to score the first event from the Run screen in Meet Manager. The warning says scoring cannot be done until the scoring preferences are set-up for the meet. The solution requires the team to go back to the main menu and

select **Set-up > Entry / Scoring Preferences > 2 or 3+ Dual Meet tab > Select Teams** button. You should see the two team names and checkboxes for Female, Male and Combined. Generally just opening the window solves the problem. If that does not work you might have to un-select a box and reselect. At a minimum the “Combined” box needs to be checked.

Electronic Data Exchange

1. A number of questions have been raised during training this spring about the electronic data exchange that is now permitted. The rule change permits the two teams to exchange entries directly or through a third party such as the Division Data Coordinator. The goal is for neither team to gain a competitive advantage by seeing the other team’s entries before finalizing their own entries. Whatever option is used both teams have to agree, just like both teams have to agree to an electronic exchange.
2. Example A: Team A and Team B (host team) agree to send their entries (and other electronic documents – meet entries, roster, records and PDF of meet entries) to a third party (let’s say the division data coordinator). Team B as the host team does not have to send the Hy-Tek files (meet entries, roster or records) to the third party. All Team B needs to send is the PDF of their entries to compare against the meet sheet once the meet is seeded. The third party can forward the two emails once received from both teams or the third party can put all the files into a new email, it doesn’t matter. If there is an entry question the third party has both PDF files and that is what counts. It is a good idea to notify the third party ahead of time so he/she is looking for the emails since it might be during the workday. The third party can be anybody not directly involved in seeding the meet that both teams agree upon.
3. Example B: Team A and Team B (host team) agree to a simultaneous exchange. The two team reps call each other up and while on the telephone they send their electronic files (same as above where Team B only needs to send the PDF of entries). In this case both

teams should stay on the phone until they positively report that they have received the file(s) from the other team.

4. In all cases both teams should get a draft of the meet sheet that same night (should be Thursday night preferably so the home team has time to get to the printer on Friday). Both teams should check the draft meet sheet against the entries received during the initial exchange. If there are any problems the team reps need to work that out between them or with the Division Coordinator. The PDF of the meet entries takes precedence over the electronic Hy-Tek files.
5. The rules are written as though the team reps are doing the exchange, so they are ultimately responsible. However if both team reps agree, the file exchange and merge can be done by the team data people.

Table Organization

1. For 2013 the manual scoring of the meet at the table has been eliminated. The computer generated meet results remain the official results of the meet. To ensure the results accurately reflect the performance of the swimmers in the pool, the table administration procedures have been revised to add a Verifier who has the responsibility to compare the computer generated meet results for each event against the time cards. After scoring an event in Meet Manager a print preview of the event’s results should be displayed. We are asking the computer operators to print out that report for the Verifier to compare against the time cards. Preferences for the report can be set from the **Run** screen by selecting **Preferences** from the menu and then **Results for List and Score**. League and team records, team scores and scratches can be included in the report if desired. We recommend not including Entry Times.

A-Meet Hy-Tek related procedural issues and questions should be referred to Joe Mattis (jtmattis@cox.net) and B-Meet issues should be referred to Dan Joyce (dojgeg@verizon.net).