Automation Notes
2013-4

Automation Notes:

These notes are distributed to the Division Data Coordinators with a copy to Division Coordinators in order to highlight automation related items. Further distribution to individual teams is encouraged. A copy is maintained on the NVSL web site under the Documents tab in the **Automation Notes | 2013** 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), 5a and 5c (substitutions and scratches) 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 can cause problems when results are posted to the NVSL 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 the system age-up date is set to June 1, 2013. In the Top Times Report parameters select Use Times Since > 06/01/2013 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 7 and 11). Set the Meet Type to "A".

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 all Individual Medley swimmers at a minimum.

6. Each team should select bid-ins (alternates) as desired. Check the "Alt" box to designate a swimmer as a bid-in. A swimmer may be listed as a bid-in for as many events as desired.

7. It is recommended that teams submit their Meet Entries, Team Roster and optionally a Team Meter Records files to the Division Data Coordinator the night before the seeding meeting. This will allow time to merge the entries, check for errors and generate reports to facilitate the seeding process. In 2012, 13 of the 17 divisions had at least one team that had incorrect seed

times (B-Meet times where slower A-Meet times existed or did not select bid-ins through the software).

8. A thumb disk with those files and a backup of the Team database from Team Manager should be brought to the seeding meeting 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.

9. Each team is to bring a paper copy of their meet entries by event with seed times (firm entry list, rule 6.a). Each swimmer should have no more than two firm entries listed.

10. 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, bid-in swimmers will be selected from other teams in the division giving priority to swimmers who have the fastest times (see rule 6.b).

11. When everyone agrees on the final entries, the meet is seeded and a copy of the meet sheet is printed for each team. Time cards are printed and each team is provided with a meet database backup file.

Running the Divisional Meet

1. Since the Divisional Meet is not scored it is more difficult to detect errors in data entry. It is very important that the swimmer's name, time and place printed from the computer are verified against the time cards as the meet progresses.

Divisional Meet Reports

1. After the Divisional Meet each team should receive a Divisional Meet Backup and an export of the Meet Results for importing into Team Manager. Those files may be emailed if desired. The Division Coordinator should also get a Divisional Meet Database Backup file, the official printed results with cover

page and a personal copy of the 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 Paul Parry (nvslallstars@gmail.com)** as soon as possible for use at the All Star seeding meeting. Seeding for All Stars cannot begin until all 17 meet database backup files are received.

3. The individual division meet results are **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 Meet procedures using Hy-Tek is available on the NVSL website under the Documents tab in the **Hy-Tek | Documentation** folder. Please contact your division data coordinator or Joe Mattis (jtmattis@cox.net or 703-765-0570) of the Automation Committee if you have any questions.