



Automation Note 2015-1

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 will be maintained on the NVSL web site (www.mynvsl.com) in the Documents | Automation Notes | 2015 folder.

New for 2015

No rule changes related to Automation were made for 2015. A change was made to the Recommended Procedures for Team Meets that has each lane timer view the recordings by the Head Lane Timer for correctness before clearing his or her watch.

Rule Changes from 2012 – 2014 remain in effect

- Entries for Divisionals are due at the discretion of the Division Coordinator. We recommend a day before the seeding meeting to verify compliance with entry times (A-Meet if available) and proper selection of bid-ins
- Do not enter times for disqualified swimmers.
- Do not post results to the website until all meets in the Division for that week are ready to be posted.
- Age-up date. The league wide age-up date for this year is June 1, 2015.
- 8 & Under Butterfly for A-Meets
- 8 & Under Medley Relay for Relay Carnival
- Electronic meet entry exchanges
- Electronic results are the official results
- Elimination of Manual Scoring. In order to ensure the electronic (computer) results are accurate, the Table Administration

procedures have been updated to add an independent verification of computer entries against the time cards.

- Distribution of results. The requirement for the home team to mail a copy of the meet results to other teams in the division was modified to allow for email distribution provided electronic copies (scan or picture) of scratch and substitution forms and a list of officials (cover sheet) is included.

Updated documentation for A-Meet Procedures and Table Administration are available on the NVSL Website.

Hy-Tek Team Manager (TM) and Meet Manager (MM) Software

For 2015 the NVSL will be using *Team Manager 7.0* and *Meet Manager 3.0*, same as last year. Teams were provided a copy of *Team Manager* on CD. The Automation Committee will provide a copy of the *Meet Manager* installation software if needed. Please email Joe Mattis (jtmattis@cox.net) or Dan Joyce (dojgeg@verizon.net) for a link to the file sharing site and instructions.

New NVSL Website

The NVSL website (www.mynvsl.com) was enhanced in the off season. Major enhancements include searching leaders by name, twitter feed display, historical data back to 2004 and movement of the Contacts tab to the main level.

NVSL Web Site Access

All Division Data Coordinators and Division Coordinators should have their login IDs and passwords to the website. These passwords will allow you to post scores and upload meet results. The posting of scores and uploading of results is a Division responsibility. The goal is to have the scores posted by 12:00 pm and the results uploaded by 4:00 pm the day of the meet. Please login and verify that under the Division tab you can Post Scores and Upload Results.

Contact Joe Mattis, NVSL Corresponding Secretary, at jtmattis@cox.net, if you need, but do not have website access.

All teams, even if they do not use the website, should make sure the pool address and directions are correct. Division Data Coordinators should also check the pools in your division. Many individuals use the site for directions to dual meets, clinics and special events such as Relay Carnival, Divisionals and All Stars.

Hy-Tek Meet Files

Meet events files for dual and division meets are available for download from the Documents tab in the Hy-Tek | 2015 folder. These files are imported into *Team Manager* by both the home and visiting teams prior to selecting swimmers for the meet. New for 2015 the meet event file is generic and each team will have to edit the meet name with the visiting and home team's initials. A generic meet database backup file for *Meet Manager* will be posted each week for the home team to download and restore.

Meet Results

In addition to posting the meet results to the NVSL website, each Division Data Coordinator should forward the meet results *.cl2 files to Joe Mattis (jtmattis@cox.net). The league will forward those files to The Washington Post for their Reach For The Wall website.

Getting Help

All team Hy-Tek related issues and questions should first be reported to the Division Data Coordinators and Division Coordinators for

resolution. If they are unable to resolve the problem A-Meet issues should be referred to Joe Mattis (jtmattis@cox.net) and B-Meet issues should be referred to Dan Joyce (dojgeg@verizon.net).

Updated A-Meet Procedures are available on the website on the Documents tab in the Hy-Tek | Procedures | A-Meet folder. Procedures for B-Meets are available in the Hy-Tek | Procedures | B-Meets folder.