

Section 1: Introduction

1.1 **Overview**. This document was developed by the Automation Committee of the Northern Virginia Swim League (NVSL) to implement 2012 and 2013 rule changes that made the “electronically prepared official set of meet results” the official results for the meet. This document provides expanded instructions for meet scoring and data entry at A-meets, to ensure the meet results documented in the official electronic database accurately reflects items recorded on the time cards. These results will be posted on the NVSL web site, and are the official results. It is intended as a “table side” guide for all workers sitting at the table, so they can understand the important role each of them plays in accurately recording the official results of the meet.

1.2. **References**.

- a. NVSL Table Administration Training Handout, 30 May 2013
- b. NVSL Hy-Tek Manual for Meet Manager 3.0
- c. NVSL Rule 16.a (changed in 2012 and 2013)

1.3 **Rule Changes**. In 2012, the NVSL changed rule 16.a to make the “**electronically prepared**” results the **official** results of the meet. In 2013, rule 16.a was changed again to eliminate the requirement for a manually prepared meet sheet. The rule now states:

At the end of the meet, a complete set of the electronically prepared meet results that have been previously verified against the time cards by Data Entry and a Verifier (table worker) shall be printed and marked as the Official Meet Results. These results shall be signed by the Referee and sent to the Division Coordinator accompanied by the Scratch-Substitution (Entry List Changes) Forms (white copies) and a list of officials who worked the meet.

In the unlikely event of catastrophic failure of computers, software, or printers, the table workers would have to wait until a working computer, software, and printer were available to prepare and print **official** (electronically prepared) meet results. Rule 10.g states a backup computer and printer should be available (supplied by the visiting team).

1.4 **Philosophy**. The goal of the table team is to accurately reflect the results of each event (from time cards, scratches, and DQ slips) in the official meet results, announcements, and awards given. If there are any discrepancies with the official results, the time cards, scratches, and DQ slips will be reviewed to resolve the discrepancy. Announcement of results should be done after the results are recorded and verified in the official results (Hy-Tek Meet Manger software).

1.5. **Errors and error correction**. Assuming the time recorded on the time card is correct, then the majority of the errors come from reading or entering a number wrong (e.g. seeing 24.53 and saying “25.43”) or recording a spoken number wrong (e.g. hearing or seeing 24.53 and writing 25.43 on a meet sheet or entering 25.43 in the Meet Manager software). The goal of this process is to enter the results of each event from the time cards and DQ slips into Hy-Tek Meet Manager software as early in the process as possible (to calculate the official order of finish and points) and to check the entries twice by two separate people:

- 1) One of the Data Entry person reads the entries back to the other and

2) The Awards Clerk confirms the printed Hy-Tek Meet Manager results correspond to times and DQs on the recorded on or attached to time cards.

1.6 **Summary of Table Roles**. Listed in the order of Time Card Flow

a. ***Place Recorder / Assistant Place Recorder [PR/APR]*** (2, PR Visiting Team, APR Home Team). Receive the time cards, ensure all times are legible and that the proper official time has been circled and recorded. Receive disqualification slips from the Referee and staple them to the appropriate time cards and check for league and team records. The Home Team ***Assistant Place Recorder (APR)*** is generally the Table Chief.

b. ***Data Entry[DE]*** (2, 1 from each team). Enters/reads times for the Hy-Tek software to score events. Generates event results reports (verified by awards clerks) for the announcer and ribbon labels for awards clerks. Produces hard copy of full meet results at the end of the meet for Referee review and signature. A minimum of one Data Entry is required; the visiting team should bring a backup computer with Meet manage software, and a printer. Generally, the visiting team will read times to the Home Team Data Entry person, or read times back (to double check) after the results have been entered.

c. ***Verifiers [V]*** (2, 1 from each team). These people receive the time cards and printed results from the Hy-Tek Meet Manager software and **independently** verify that the Name, Official Time, Disqualification Status, and Team on the time cards match the printed results. If there are any discrepancies, the Verifiers bring it to the attention of the Place Recorder and Data Entry workers immediately. Teams may choose to have the Awards Clerks perform this function.

d. ***Awards Clerks [AC]*** (2, 1 from each team). Teams may choose to have the Awards Clerks perform the verifier function described above. Awards clerks attach ribbon labels printed from the Hy-Tek Meet Manager software (after results for all events to be printed have been verified) to the appropriate ribbons for distribution to the competitors.

1.7 **Equipment**

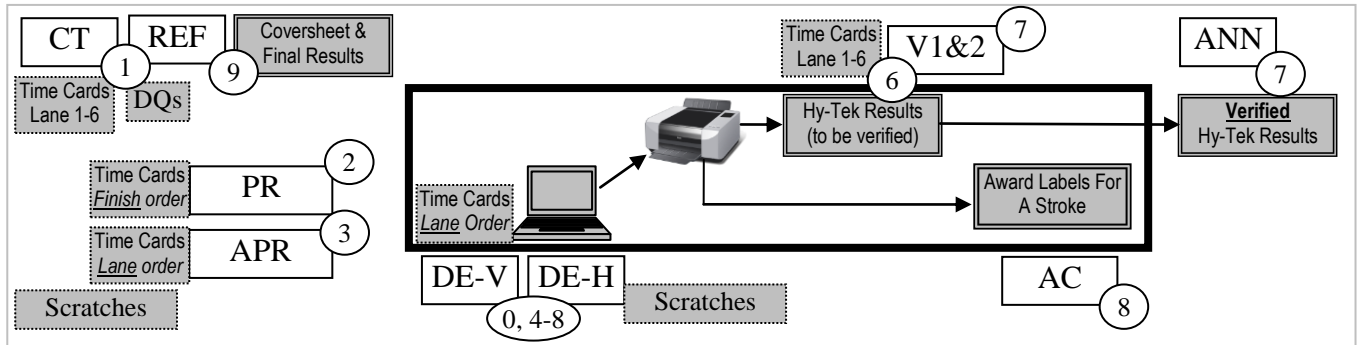
a. The home team is responsible for providing a computer loaded with the appropriate Hy Tek Meet Manager and a printer, preferably a laser printer, for use in generating reports and ribbon labels. It is an NVSL rule (10.g) that the visiting team bring a backup computer and printer to the meet, but does not need to set it up.

b. The visiting team may run a second computer at the table for training/familiarization purposes if desired, but is not required.

c. The home team will also provide all the necessary table administration supplies and league provided ribbons. Additional place ribbons will be provide as determined by agreement by the division teams.

Section 2: Process Summary

Note: The numbers in the circles and ovals below correspond to the processes in the sub-paragraphs in this section.



2.0 Home Team Data Entry (**DE-H**) receives scratch and substitution changes from the team reps and ensures they are properly reflected in the Hy-Tek Meet Manager database. All scratch and substitution sheets will be held by the **PR/APR**, to check names on time cards as they come in.

2.1 After an event is complete,

- a. The Chief Timer (**CT**) will bring 6 time cards for individual events or 2 time cards for relays, sorted by lane, to the visiting team Place Recorder (**PR**)
- b. The Referee (**REF**) will bring the white copy of any disqualification (DQ) slips to **PR** (having given the Pink copy to the team rep)

2.2 Place Recorder (**PR**) verifies that 6 time cards are received (including a No swimmer card for empty lanes), all times are legible, and proper official time has been circled and recorded. If there are any discrepancies, PR will bring it to the attention of the Referee or the Chief Timer immediately.

- a. **PR** receives disqualification slips from the Referee and staples them to the **FACE** of the appropriate time cards, and marks the card(s) using a red pencil with **DQ**, **FS**, or **DNF**.
- b. **PR** will ensure Time Card information matches information on scratch/substitution forms.
- c. **PR** arranges the time cards in order with the fastest time on top (but does not write on the card).
- d. **PR** will check for and record visiting team records and then pass time cards, still in lane 1-6 order, to **APR**.

2.3 Assistant Place Recorder (**APR**) double checks official time has been properly recorded, verifies that all the cards are for the same event, verifies the event and lane on the DQ slip matches time card, and checks for and records home team and NVSL records.

- a. **APR** double checks that the cards are ordered in finish order, then records the place order in the upper right corner of the time card and circles it.
- b. **APR** re-sorts the time cards in lane order (lane 1-6) and passed to the Data Entry (DE) workers.

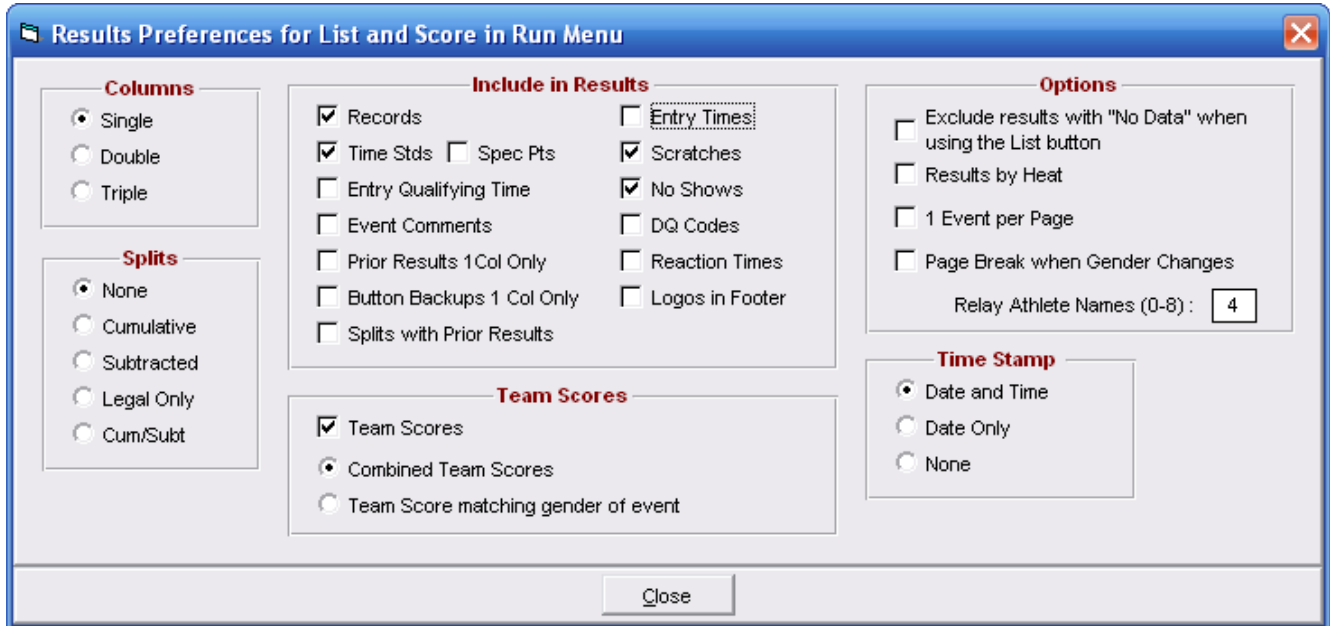
2.4 The Data Entry operator will enter times and disqualifications into the Hy-Tek software by lane. The data entry personnel can decide which process works best for them, but somewhere in the

process one person **must** read the results to the other to ensure the Name, lane, team, time, and DQ status on the card match what has been entered into the Hy-Tek Meet Manager database.

- 2.5 **DE** clicks on the Score button on the on the Hy-Tek Run data entry screen to score the event and print the event result that is then displayed. See paragraph 3.1 to set up the format for this printed report.
- 2.6 The DE will pass the one-page printout of the results and the 6 time cards for that event to the Verifier.
- 2.7 **V-1** will check that the **swimmer name, time, place, and DQ status** recorded on the time cards to ensure there is an exact match to the printed Hy-Tek event results and provide confirmation that there are no discrepancies to **DE** and **HS**. Note: The printed results list the swimmers in order of finish, and do not record the lane the swimmers were in.
 - a. The other Verifier will then double check the results.
 - b. **V-1** and **V-2** will annotate the **Hy-Tek Meet Manager Results Verification with Time Cards Checklist** that the cross check has been accomplished and note the number of DQs in the event (this serves as a good check for the referee).
 - c. **V-1** will highlight any team or NVSL records on the printed report and pass the report to the announcer to announce the official results.
- 2.8 After the results for 10 events in a stroke block (e.g. freestyle) have been entered **and** double checked by verifiers as discussed in step 2.7 above, **DE** will print Ribbon labels for that event and pass the labels to **AC-1** and **AC-2**.
- 2.9 After the results for the final event have been entered, **DE** will repeat step 2.8 for ribbon labels that have not been printed, and then print a hardcopy of the final meet results.
 - a. **V-1** will pass all the time cards to the Table Chief (either Home Team Place Recorder) and will also pass the **Hy-Tek Meet Manager Results Verification with Time Cards Checklist** to the Table Chief.
 - b. **DE** will also pass the printed final meet results to the Table Chief. The Table Chief will attach a meet sheet cover page that includes any records any records to the official (Hy-Tek) meet results and also attach any scratch sheets.
 - c. The Table Chief will then present the official results and the time cards to the Referee (**REF**) for review and signature, as well as the **Hy-Tek Meet Manager Results Verification with Time Cards Checklist** as a cross check that disqualifications went to the right swimmer.
 - d. **REF** will confirm all the disqualifications he/she signed during the meet (and recorded on his meet program) have been accurately recorded in the final meet results.

Section 3: Additional Set Up Procedures

3.1. **Set up the Hy-Tek Event List Report.** From the Meet Manager Run screen (where you enter the results), select **Preferences | Results for List and Score**, then make or confirm the settings shown below:



Hy-Tek Meet Manager Results Verification with Time Cards Checklist

Verifiers: Please enter your team, name, and initials below. Confirm the printed Hy-Tek Results for each event listed has been checked against the time cards. If there are any discrepancies, bring it to the attention of the Table Chief and Data Entry immediately. Put your initials in the “**Check Done**” block for each event and record the number of DQs for that event. At the end of the meet, present this completed sheet to the Table Chief.

Pos'n	Team	Printed Name	Initials
V-1 (Home)			
V-2 (Visitor)			

Check Done?	# DQs	Evnt #	Gender	Dist	Stroke
		1	Boy	25	Free
		2	Girl	25	
		3	Boy	50	
		4	Girl	50	
		5	Boy	50	
		6	Girl	50	
		7	Boy	50	
		8	Girl	50	
		9	Boy	50	
		10	Girl	50	
		11	Boy	25	Back
		12	Girl	25	
		13	Boy	50	
		14	Girl	50	
		15	Boy	50	
		16	Girl	50	
		17	Boy	50	
		18	Girl	50	
		19	Boy	50	
		20	Girl	50	
		21	Boy	25	Breast
		22	Girl	25	
		23	Boy	50	
		24	Girl	50	
		25	Boy	50	
		26	Girl	50	
		27	Boy	50	
		28	Girl	50	
		29	Boy	50	
		30	Girl	50	

Check Done?	# DQs	Evnt #	Gender	Dist	Stroke
		31	Boy	25	Fly
		32	Girl	25	
		33	Boy	25	
		34	Girl	25	
		35	Boy	50	
		36	Girl	50	
		37	Boy	50	
		38	Girl	50	
		39	Boy	50	
		40	Girl	50	
		41	Boy	100	Free Relay
		42	Girl	100	
		43	Boy	100	Medley Relay
		44	Girl	100	
		45	Boy	100	
		46	Girl	100	
		47	Boy	100	
		48	Girl	100	
		49	Boy	200	
		50	Girl	200	
		51	Boy	200	M.A. Relay
		52	Girl	200	