



TABLE ADMINISTRATION

(Practical advice for NVSL Table Workers)

“LET’S NOT WIN IT IN THE WATER, AND LOSE IT AT THE TABLE!”

INTRODUCTION

In 2013, the rules for how “The Table” operates at NVSL or “A” swim meets were changed. The people who work “The Table” are now; **Place Recorders, Data Entry, Verifiers, and Award Clerks**. They are often the “forgotten” officials because their jobs occur somewhat off stage, while sitting at a table. Their work, however, is critically important as it makes the swim meet more than just a group of isolated swim races. They give order and cohesiveness to the competition. Whether we admit it or not, no meet is well-run unless the administrative functions are performed efficiently.

OFFICIALS

(in the order in which the time cards move or “flow”)

PLACE RECORDERS [formerly Time Recorders]:

(1 per team) They resolve discrepancies in the time cards with the Chief Timer or the Referee; record disqualifications (DQ’s) when received from the Referee; determine the order of finish and write it on the time cards; check for NVSL Records and mark the time card appropriately.

PLACE RECORDER (PR)

1. The PR, *who is from the Visiting Team*, ensures that 6 time cards per event are received from the timers, including blank cards for “no swimmer” lanes, and that the times are legible. The PR ensures that any changes from the Scratch-Substitution Forms match the changes on the cards and vice versa. (If there are discrepancies between Scratch Forms and cards check with the Chief Timer and/or Referee IMMEDIATELY.) The cards are put in order with the fastest time on top. Disqualification slips received from the Referee are stapled to the **FACE** of the appropriate time cards [so they will not be missed during the recording process]. Using a red pen/pencil, the PR marks the card(s) with “DQ” (disqualification), “FS”

(false start), or “DNF” (did not finish) as appropriate, and places those cards at the bottom of the event’s pile of time cards. [NOTE: Be certain that the DQ slip is attached to the correct swimmer’s time card--especially if there is more than one DQ in the event!] If there is any question about a DQ slip [who it belongs to, etc.] take it to the Referee and resolve the question before attaching it to the time card.

2. Although a Lane Timer has marked an official time on the time card, the PR should ensure that the official time on each card is correct. [The official time is the middle time if three different times are listed. If two or three listed times are identical that is the official time. If only two times are listed, take the average, but drop the thousandths, **do NOT round up or down.**] Any difference in what the official time should be needs to be taken to the Chief Timer to resolve. **NEVER** just make corrections yourself.

3. The PR is responsible for identifying League records. If a League record is broken or equaled, a copy of the time card [without signatures and marked in red “NVSL Record Duplicate Card”] is made and used for passing down the table. The original time card requires the signatures of the Referee, the Chief Timer and the three Lane Timers who timed the record setter. This card, marked, in red, “NEW or EQUALED (or BROKEN) NVSL RECORD”, is given to the record setter’s Team Representative, who is responsible for it getting it to the League Records Chair. The new record is also recorded, in red, on the Official Meet Results Cover Sheet.

4. If the Place Recorders are checking for team records, the card may be marked, NOT in red, with “New team-name Record”.

5. If a card from the heat/event is missing, the PR or the Runner should locate the card immediately. **DO NOT** just make a new Card! [New cards are made **only** if the old one is virtually destroyed, or if there is a new League record.]

Assistant PLACE RECORDER (Asst.PR)

1. The Asst. PR, *who is from the Home Team*, first checks the work of the Place Recorder, and ensures that all the cards are from the same event. (If the Home Team's Hy-Tek did not print "no swimmer" cards, timers may, in error, mark a card as "NS" when it is actually the card for the lane's next race.) [*Suggest to Hy-Tek operator that "no swimmer" cards be printed*]
2. The Asst. PR marks the finish places on the appropriate cards. For the purpose of identifying places, the fastest time receives 1st place, the next fastest 2nd place, etc. For identical times, tie places are recorded. In case of a tie for 1st place, no 2nd place is given; in case of a tie for 2nd place, no 3rd place is given, etc.
3. The Asst. PR passes the cards to Data Entry after sorting them into lane [and heat] order or place order, whichever is preferred by the Data Entry personnel.

DATA ENTRY: (1 per team) Electronically record the appropriate information from the time cards and any attached disqualifications slips for each swimmer, generates award backing labels and produces the OFFICIAL Results Report of the meet. [*specific procedures are taught at the Hy-Tek Clinics and in their handouts and/or manual*]

1. If possible, Data Entry should be located near the Place Recorders and Verifiers to facilitate movement of the time cards.
 2. After the data is entered for an event (*or after every two events*) the results for the event(s) should be printed and given together with the time cards for the event(s) to the Verifiers.
 3. At a convenient time, at least at the end of each stroke group, the award backing labels should be printed and sent to the Award Clerks.
 4. The cumulative team scores should be given to the Announcer after each stroke change and at meet's end. [*Usually the Team Rep and Announcer will have made a decision about announcing or not announcing the score if the meet is very close or very lopsided.*]
 5. At the end of the meet, print needed copies of the various meet files.
- VERIFIERS:** (usually 1 per team - may be an Award Clerk or some other Table Worker if there is a shortage of personnel) Receive a copy of the printed results after every one or two events and check that swimmers' names, times [*if not disqualified*], places or

disqualification status and teams are correct according to what is on the time cards and attached DQ slips. Also notes any new League and Team records on the printed Verification sheet for the Announcer's use.

1. After every event (*or at least after every two events*) a copy of the printed results together with the time cards is given to the Verifier(s). The Verifier(s) sort the cards into place order and then ensures that the information on the time cards and the printed results is the same. This cross-checking serves to minimize human errors. Any differences should be resolved as soon as noted and the corrected results printed. **The time cards contain the Official Results.**

2. The Verifier initials/signs the printed verified [and corrected, if needed] results sheet (*thus certifying that these results have been checked/verified*) and passes it to the Announcer and tells Data Entry that the event is okay to send to Meet Mobile, if using.

3. The cards go to the Award Clerks **only when** there is no label printer at the meet. With a printer in use at the meet, the cards, which are in place order, are filed by event number and given to the Table Chief or Meet Manager at the end of the meet.

AWARD CLERKS: (usually 1 per team) Select the appropriate ribbons, medals, etc. and attach the correct labels.

1. One Clerk from each team is usually sufficient to prepare awards at team meets, where ribbons are given to all places in individual and relay events **provided there are no DQ's.**

2. With a printer at the meet, the Award Clerks will receive completed labels to attach to the appropriate awards; and the cards remain with the Verifiers. **If there is no label printer at the meet,** the Award Clerks receive the time cards from the Verifiers and then select the appropriate awards, fill in the swimmer's name, time, and team on the backing label; and attach it to the award. The cards, which are in place order, are filed by event number and given to the Table Chief or Meet Manager at the end of the meet.

3. The completed awards are filed by team in a container, such as a shoebox for ribbons and a carton for plaques at Divisionals.

Usually there is a break between the individual and the relay events. This allows the "Table" to "catch up" if they have gotten behind.

PRE-MEET RESPONSIBILITIES

A. TABLE CHIEF: (at “A” meets often the Asst. Place Recorder, but may be any of the Home Team table workers) needs to receive the names of those designated to do the specific table jobs. [*Handbook Rule 10 lists which team provides which officials.*] Sets up the table area, and provides the “Table Box” of supplies for use at the meet.

B. PLACE RECORDERS: must have copies of the meet sheets on which to record the scratches and substitutions. Need an up-to-date copy of League Records, and if they are to be checked a copy of team records. Whoever (Chief Timer/Runner) will bring the time cards and DQ’s to the table should be shown where to put the items. [*Current NVSL records may be found on the web site and in the Handbook, at least for the first meet of the year.*]

C. DATA ENTRY: electronically enters scratches and substitutions when changes are received.

D. VERIFIERS: enter scratches and substitutions on their meet sheet (*optional-if done it is one more way to check that changes were made, correctly.*)

E. AWARD CLERKS: organize awards to be given out. If computer generated award backing labels will not be printed at the meet, labels should be prepared (pre-meet) with all information except for the swimmer’s name, team and time. These labels should be kept in a container in event order.

POST-MEET RESPONSIBILITIES

A. TABLE CHIEF:

1. Gives the Home Team Representative/Meet Manager the following for forwarding to Division Coordinator

a) the **Official Meet Results** - the printed copy of the electronic meet results with the NVSL Cover Sheet attached. The Cover Sheet shall list the Officials who actually worked the meet, the final meet score, and any League records. The Referee shall check that DQ’s, NVSL Records, and scratches/substitutions are correctly recorded and then sign the Cover Sheet.

b) **all the Scratch Forms** [*white copies*] from **both** teams.

2. Gives the Home Team Representative/Meet Manager the following items to be retained until June 1 of next year: all meet documents: time cards with attached DQ Slips, a copy of the Official Results with Cover Sheet attached and the initialed Verifiers’ results pages from the Announcer. (Team Representative may wish to add gold Scratch sheets to the “kept” documents.)

3. Gives the **Original time card(s)** for **League** records at the meet to the record setter’s Team Representative.

B. DATA ENTRY:

1. Prints sufficient copies of the Official Results and Cover Sheet, to be used for signing by the Referee; for posting at the Team Representatives’ respective pools; and to be kept with other meet documents. The Official Results shall not have any times listed for disqualified swimmers. Also prints any other reports wanted by the Team Representatives.

2. Provides an electronic results file of the meet to the visiting team and a backup of the meet database to the Division Data Coordinator for processing and uploading of results to the NVSL website.

RELAY CARNIVAL & DIVISIONALS

A. TABLE CHIEF

At Divisionals and Relay Carnivals the Table Chief is the person who keeps the “flow” going smoothly. S/he solves the problems as they arise and fills in when someone needs a short break. The Table Chief also polices visitors to the table: “you may visit, but NOT stay”. It is usually works best if the **Table Chief has no other job** at these meets.

B. TABLE SUPPLIES

At Relay Carnival and Divisionals, two Table Boxes of supplies may be needed since more people are working and supplies may be getting low toward the end of the season.

C. PLACE RECORDERS, DATA ENTRY & VERIFIERS

They perform the same jobs as at “A” meets. Be sure their positions are covered throughout the meets. *Note: The final meet scores should be given to Division Coordinator at the end of Relay Carnival for the announcing the winner and awarding the Trophy.*

D. AWARD CLERKS

Usually a printer is in use, thus one Award Clerk from each team is sufficient for both meets. If computer generated award labels are not available at Relay Carnival two Award Clerks from each team are needed, since the meet is quick, and each place for each event has a label written for four swimmers. At Divisionals one Award Clerk from each team is needed if each Clerk writes/attaches labels for two places, although accuracy is improved when each Clerk writes/attaches labels for only one place. **IMPORTANT NOTE:** *Unused awards (medals, ribbons) should be given to Division Coordinator at the end of Relay Carnival and*

Divisionals. Also, give filled out labels for missing awards [due to ties] to Division Coordinator as this will help in obtaining the correct missing awards and getting them to the correct Team Representative for the swimmer(s) who earned them.

GENERAL HINTS

Discourage the swimmers and spectators from hanging around the table asking for race results, team scores, or "ribbons, because I have to leave." All the team's ribbons, medals, etc. will be picked up after the meet, by the Coach or Team Rep.

Don't forget Table Workers and Announcer when serving water or other cold drinks and/or food. Providing a dish of hard candy adds a nice touch, especially at the longer meets---Relay Carnival and Divisionals.

If the table runs smoothly, usually everything else also does and you will be able to see your own child(ren) swim, often while sitting in a comfortable shaded area.

See NVSL HANDBOOK, especially Rules 15, 16, 17, 19 and "Recommended Procedures for Team Meets" for more information on Table Administration.

MONDAY "B" MEETS

Table workers should ensure that "A" meet ribbons and/or cards are NOT used at "B" meets.

Table work at "B" or developmental meets [*usually on Monday nights*] is different. These meets are not normally scored and no printed results are normally produced. Thus, only Place Recorders, Data Entry and Award Clerks are needed. There may be several heats in each event, especially among the younger swimmers. The Team Reps determine awards policies for these meets. Most teams give ribbons to each swimmer since the purpose of these developmental meets is to build confidence and enthusiasm---rewards help achieve this. Extra Place Recorders and/or Award Clerks from each team will enable parents to see their children swim and may help move the "Table Process" along more quickly. (*Data Entry at "B" meets is covered at the Hy-Tek Clinics and in their handouts.*)

Remember:

*The children and parents at "B" meets are the **future!** If possible, MAKE EVERYONE HAPPY !!!*

TABLE SUPPLIESw

(usually kept in some kind of container or "box")

- Pencils (#1 soft or "Paper Mate Sharpwriter" recommended)
- Red ink pens or pencils
- Pencil sharpener (spare batteries, if needed)
- Stapler, staples, and staple remover
- Rubber bands
- Paper Clips
- Extra Disqualification Slips
- Extra Relay Take-Off Slips
- Extra Scratch-Substitution Forms (*each team is supposed to bring their own forms, but...*)
- Blank Time Cards, for "A" and "B" meets
- Extra ribbons or awards & labels (in case of ties)
- NVSL Handbook - for the current year
- USA Swimming Rules - for the current year
- Containers for each team's awards
- Container for finished time cards
- Paper, blank labels, ink, toner and extension cord(s) needed for computer(s) and/or printer(s)
- 52 clothespins or other clips numbered for each event to hold the time cards
- Masking and transparent tapes
- Scissors
- Scratch pads
- Rocks or paperweights (needed on windy days)
- "Fat" marker for making signs
- Name tags for both teams, if used
- Plastic sheets/bags for rain protection
- Small plastic "baggies" to put signed League Record Cards in for safe-keeping
- Extra set of Officials' Briefing Cards
- Paper towels (for spills, etc.)
- Bug spray (sometimes very needed)
- Sun screen (spray-on, so it can be used by anyone who may need it)
- Lights or flashlights (for "B" meets - especially those later in the season)
- Sharpie Ultra-Fine Point Pens (for awards labels when not completely printed at meet)
- Have some kind of **TRASH CONTAINER** located at or near the table

QUESTIONS or PROBLEMS

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