2025 Division Data Coordinator Tasks

Overall Responsibilities

The division data coordinators have two major responsibilities. The first is to post scores following dual meets and the division relay carnival and to post meet results following dual meets. The other is to support the division coordinator who is the Meet Manager for the division relay carnival and division individual championships.

Before the Season

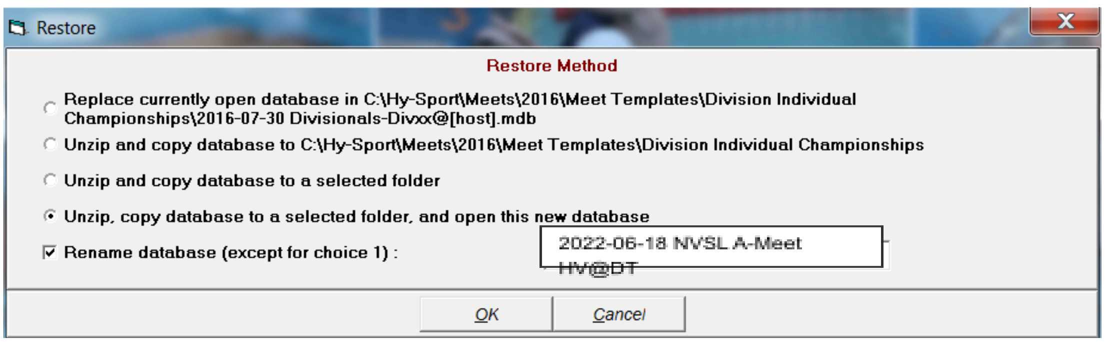
You will need a copy of *Meet Manager v8.0* to install on your home computer. The Technology Committee will distribute the installation instructions for downloading the software and license files. The Technology Committee will also provide you a login id and password for the NVSL website (www.mynvsl.com) in order for you to post scores and meet results. Please email NVSLTechnology@gmail.com if you need access.

On your home computer, create a directory (folder) for the meet data. Recommended directory structure is something like ***C:\Hy-Sport\Meets\20xx\Div yy*** where xx is the current year, e.g. 2025 and yy is your division number, e.g. Div 09. Then inside that folder make a directory for each week of the season, the relay carnival and the individual championships. An example of a weekly folder name would be ***C:\Hy-Sport\Meets\2025\Div 10\2025-06-14 Week 1.***

After Each Dual Meet

1. Post Meet Scores. Coordinate with your Division Coordinator to post the scores of the dual meets to the NVSL website by 12:30 pm if possible.
    a. **Log in** to the NVSL Website (www.mynvsl.com) and select the "DIVISIONS" tab
    b. Select "Scores", navigate to the proper date and type the scores into the fields provided.
2. Receive *Meet Manager* backup files (e.g. ***Swmm8Bkup2022-06-18 NVSL A-Meet HV@DT-01.zip***) for each meet. The backup files are usually emailed from the home team data coordinators or team representatives. There should be three files each week.

   a. If the file name does not specify the two competing teams, you will need to rename the database when you restore it below.
   b. If more than one team sends you a backup file with the generic name (e.g. Swmm8Bkup2022-06-18 NVSL A-Meet [visitor initial]@[home initial]-01.zip), you will have to rename the backup file when saving it to avoid confusion.
3. Store the backup files in the directory on your computer established for this date.
4. Open *Meet Manager* and restore the meet**.**
   a. **File | Restore**
   b. Select the following options and fill in the new database name
   - **Unzip, copy database to a selected folder, and open this new database**
   - **Rename database (except for choice 1)** => Year-Month-Day NVSL A-Meet [visiting team initial]@[home team initial], e.g. **2025-06-14 NVSL A-Meet HV@DT**



   c. Follow the dialog box directions to navigate to the saved backup file and then save the database back into the same folder.
5. Verify the basic meet information and re-compute athlete ages
   a. **Set-up | Meet Set-up**
   - *Meet Name* => NVSL A-Meet [visiting initials]@[home initials], e.g. **NVSL A-Meet ML@CB**
   - You must use the correct team abbreviations, otherwise you will get an error on the upload.
   - *Age-Up Date* = 06/01/xx where xx is the current year, e.g. 06/01/2025
   - Select “Age-up Athletes” at the bottom of the window
6. Re-score the meet and verify the database score with the posted score
   a. **Run | Re-Score** (from the menu at the top)
   b. Resolve any discrepancies
7. Generate meet results file
   a. **File | Export | Results For Team Manager or SWIMS or NCAA Database**
   b. Save the results file to the folder set up for this date
8. Generate pdf of meet results (optional)
   a. **Reports | Memorized Reports | Final Results Report** and save the report as pdf in the folder for the date
9. Unzip (Extract) the meet results file using *Windows Explorer* or *Meet Manager*. There will be two files in the compressed folder one with a *.hy3 extension and one with a *.cl2 extension.

   a. In *Windows Explorer* right click on the zipped results file and select Extract All…
   b. In *Meet Manager*, select **File | Unzip**. It will unzip the files to C:\ZipTemp
10. Repeat steps 2 through 9 for all meets in the division, should be three each week.
11. Once **all three** *Meet Manager* backup files have been received and processed, upload the *.cl2 files to the NVSL website. Do not upload any results until you are ready to upload all three at once to prevent any teams from gaining an unfair advantage by seeing results before all teams can see them. This is a particular issue if one or more of the meets is postponed and has to be rescheduled to later in the season. If you are missing any files, then reach out to the Division Coordinator or the home data coordinator.
    a. Log In to NVSL website (www.mynvsl.com)
    b. Select **Admin** in the upper right hand corner
    c. Select **DIVISIONS | Upload Results**. Select the proper date. For each meet browse/navigate to the *.cl2 file with the appropriate meet results. Select **Upload Results**
12. The Technology Committee archives the results files for the Seeding Committee and provides them to the Reach For The Wall website.
13. Email the results files (e.g. ***Meet Results-NVSL A-Meet HV@DT-14Jun2025-001.zip***) and pdf results report (optional) for all 3 meets to the team representatives and team data coordinators.

Division Relay Carnival

Your primary responsibility for Division Relay Carnival is to receive the meet entries for each team, seed the meet and print out the time cards. This can be delegated to the host team data coordinator if necessary. It is recommended that you ask for the team entries the day before the meet so there is time to address any issues with the entries.

See the document 2025 NVSL Relay Carnival Procedures.pdf (or current edition) for additional details. This summary is provided as a quick reference.

1. Download the meet database from the NVSL website. Download the meet database backup file (**Swmm8Bkupyyyy-mm-dd Division [xx] Relay Carnival@[host initial]-01.zip**) from the **Hy-Tek > [Current Year] > Relay Carnival** directory on the Documents tab of the NVSL website. Place the file in the directory you created for the meet documents.
2. Open *Meet Manager* and restore the meet**.**
   a. **File | Restore**
   b. Select the following options:
   - **Unzip, copy database to a selected folder, and open this new database**
   - **Rename database (except for choice 1)** => YYYY-MM-DD NVSL Division [xx] Relay Carnival@[host team initial].
3. Complete or verify the basic meet information
   a. **Set-up | Meet Set-up**
   b. Edit *Meet Name* => YYYY NVSL Division [xx] Relay Carnival@[host team initials], e.g. **2025 NVSL Division 09 Relay Carnival@VA**.
   c. Verify the Start Date, End Date and Age-Up Date for the meet are correct. The *Age-Up Date* should be June 1st of the current year.

4. Merge entries, seed the meet and print out meet sheets and time cards.
    a. Copy the entries, rosters and team records files from all teams into the directory set up for the meet.
    b. Import the rosters for all teams into *Meet Manager* via **File | Import | Rosters Only.**
    c. Import team records for all teams via **File | Import | Records**.
        i. Chose a flag for the record (typically the first letter of the team name)
        ii. Set the "Record Only For" to the correct team
    d. Import the meet entries for all teams into *Meet Manager* via **File | Import | Entries.**
        i. As each Entries file is imported, check the Heat and Lane number to make sure they are correct.
        ii. Each team should have manually entered the heat and lane number for their relay team for each event. The lane number for event #1 is provided to each team at the coordination meeting and should increment each subsequent event.
    e. Verify the age-up date is correct and re-compute athlete ages (**Set-up | Meet Set-up**)
    f. Manually seed the meet. Select **Run** from the Main Menu. Highlight one event at a time and double click "Un-seeded" in the status column. The status should change to "Seeded". Do this for all 22 events. All 22 events are now seeded.
        i. If two teams specify the same lane for an event that will cause *Meet Manager* to generate two heats. If that happens, go to Relays from the Main Menu and correct the offending team input.
    g. Print a DRAFT meet program and check for irregularities such as two heats.
    h. Print time cards sorted by Team. Take the time cards to the meet.
    i. Backup the meet database and email to the host team and the Division Coordinator. A good practice is to also copy the backup to a thumb drive and take to the meet.
    j. Email a pdf of the meet program to each team
5. At the meet. Take the time cards and meet database backup file with you to the meet.
    a. Distribute the time cards to the team representatives for the swimmers to take to the clerk of course
    b. Ensure the host team computer operator has restored the meet database and is properly entering changes to swimmer names, times and disqualifications. Ensure the computer results are being independently verified against the time cards.
    c. Ensure any exhibition relays (those where the swimmers are not ALL of the proper ages) are properly identified (check the "Exh" box when entering the time)
    d. At the end of the meet
        i. ASAP - Send a **backup** file of the meet database to NVSLTechnology@gmail.com
        ii. Make a backup of the meet database for the Division Coordinator to hand carry to the All Star Relay Carnival seeding meeting
        iii. Get the team scores to post to the NVSL website.
        iv. Do NOT upload results to the website.
6. After the meet.
    a. Post the team scores to the NVSL website.

b. **Do not upload the meet results to the NVSL website.** The Technology Committee will upload the results for each division after the All Star Relay Carnival seeding is completed and teams have a chance to notify their swimmers.

Division Individual Championships (Divisionals)

Your primary responsibility for Division Individual Championships (Divisionals) is to receive the meet entries for each team, assist the Division Coordinator in running the seeding meeting, generate reports as necessary to properly identify bid-in swimmers, seed the meet and print out the time cards. This can be delegated to the host team data coordinator if necessary. It is recommended that you ask for the team entries the day before the seeding meeting (generally held the Wednesday before the meet) so there is time to address any issues with the entries.

The teams are required to submit electronic entries prior to the seeding meeting. This will enable a more rapid seeding process. No Time (NT) entries are permitted if the swimmer does not have a time from the current season or a time validated by the Team Rep and Coach. For the 2025 season, bid-in swimmers who get in the meet and are subsequently scratched will be fill by the next fastest swimmer division-wide based on their seed times. The Psych Sheet from the seeding meeting is the only way to determine if a scratched swimmer was a bid-in entry. Entry times for swimmers and bid-ins must be from the current season, but do not have to be A-meet times.

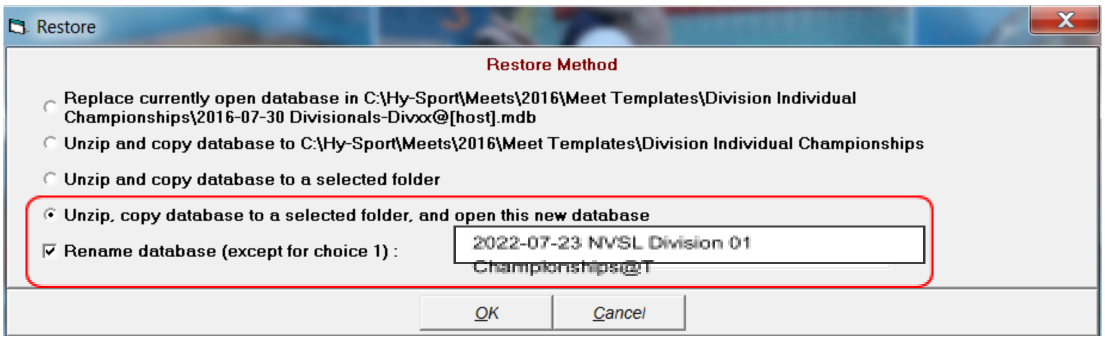
See the document YYYY NVSL Divisional Procedures.pdf (or current edition) for additional details. This summary is provided as a quick reference.

Prior to the seeding meeting (at home the day before is recommended)

1. Work with your Division Coordinator regarding the timing for receipt of the team entries. If possible, have the division agree to submit entries to you the night before the seeding meeting in order to check for errors and compliance with NVSL rules. All of the steps below can be done at the seeding meeting but if errors are found it can greatly extend the length of the seeding meeting. The downside is once the entries are submitted, they cannot be changed.
2. Download the meet database to your home computer. Download the meet database backup file (**Swmm8Bkupyyyy-mm-dd Division [xx] Championships@[host initial]-01.zip**) from the **Hy-Tek > [Current Year] > Divisionals** directory on the Documents tab of the NVSL website. Place the file in the directory you created for the meet documents.
3. Receive the team inputs. Each team will need to create five files from *Team Manager* for the seeding meeting. Instructions for creating the entries reports (.DOC or .PDF) can be found in Appendix A at the end of the "2025 NVSL Divisional Procedures.pdf" document (or latest edition). Place the files in the directory you created for the meet documents.
    a. *Team Manager* export files: roster, meter records, and meet entries
    b. Reports: meet entries report by event (should include alternates (bid-ins)), and meet entries report by swimmer. Teams cannot make changes to their entries other than to correct mistakes. These reports constitute their firm entries under NVSL rules.
4. Check reports and meet entries for compliance with NVSL Rules. Notify teams if corrections need to be made prior to the seeding meeting
    a. Review team reports for entry errors such as

i. Three or more swimmers entered into the same event (not including alternates)
ii. A single swimmer entered into three or more events (not including alternates)
iii. Entries for only 40 events instead of 48 events (i.e. forgot IMs)
iv. Ensure that all teams have used the correct Short Name and Abbreviations.

5. Open *Meet Manager* and restore the meet
    a. From the main menu select **File | Restore**
    b. Select the following options
    - **Unzip, copy database to a selected folder, and open this new database**
    - **Rename database (except for choice 1)** => YYYY-MM-DD NVSL Division [xx] Championships@[host team initial], e.g. **2025-07-19 NVSL Division 01**



Championships@T
    - It is important to name divisions with 01, 02, 03…This greatly helps the Technology Committee prepare for All-Stars
    - Select OK and follow the prompts on the subsequent screens
6. Perform basic setup for the meet
    a. From the Main Menu select **Set-up | Meet Set-up**
    b. Edit *Meet Name* => YYYY NVSL Division [XX] Championships@[host team initials], e.g. **2025 NVSL Division 01 Championships@T**
    c. Complete the remaining meet information such as facility (host team name), city (Host team name), state and zip code.
    d. Verify the Start Date, End Date and Age-Up Date for the meet are correct. The *Age-Up Date* should be June 1st of the current year.
7. Import the rosters for all teams into *Meet Manager* via **File | Import | Rosters Only**
8. Import team records for all teams via **File | Import | Records**.
    a. Chose a flag for the record (typically the first letter of the team name)
    b. Set the "Record Only For" to the correct team
    c. Verify the team records imported properly - spot check several events.
9. Import the meet entries for all teams into *Meet Manager* via **File | Import | Entries.**
    a. Verify each team has selected alternates (bid-ins) in their meet entry file (especially if the firm entries report does not list alternates). In Meet Manager go to **Reports | Psych Sheet** and look for "Alt" beside swimmer entries for each team. If no alternates are observed for one or more teams, immediately contact the team representative and verify it was intentional.

b. If one or more teams provided corrected entries, save the updated file to the directory for the meet. In *Meet Manager*, delete the team from the Divisionals database before importing the new file to ensure only the latest information is in the database.

10. Verify the age-up date is correct and re-compute athlete ages in **Set-up | Meet Set-up**
11. From the Main Menu navigate to **Reports | Session**, **Select All** and then **Create Report** to generate a session report which lists each event and the number of firm entries for each event. Events with less than 12 entries present opportunities for bid-in swimmers to be selected.
    a. Email a PDF copy to each Team Representative and the Division Coordinator.
12. From Main Menu navigate to **Reports | Psych Sheet** and create a report listing entries and alternates (bid-ins). Select Single or Double Column format and include Entry Times and Alternates. Look for events with less than 12 firm entries. Available bid-ins (alternates) and their seed times are also shown in order to determine the best event for bid-in swimmers to enter.
    a. Email a PDF copy to each Team Representative and the Division Coordinator
    b. Save a copy to the director set up for the meet. You will need to provide copies to the Clerk of Course, Table Chief, Place Recorders, and Data Entry personnel in order to properly process scratches to bid-in swimmers at the meet
13. Make a backup of the Divisionals database and copy it to a flash drive along with all the files received from the teams and the Psych Sheet report. Take the flash drive to the seeding meeting if the host team computer will be used for seeding.

At the seeding meeting (usually held at the host pool or nearby home)

1. Identify the computer to be used at the seeding meeting. Work this out with the host team. If they have a strong data coordinator, use their team computer and invite the team data coordinator to operate the computer. You will need a laser printer that works with the computer in order to generate reports (meet programs) and time cards.
2. If the steps identified above were not completed the night before then they must be completed at the seeding meeting. You can receive the team entries and reports and load up the database while the team representatives familiarize themselves with the pool and identify meet officials.
3. Seed the meet. From the Main Menu go to **Seeding** screen. For all events with 12 firm entries select the event by checking “Seed” column. Any event with less than 12 entries is open to bid-ins as listed on the “Pysch Sheet” or offered by the Team Representative. Remember when offering a bid-in, NVSL rules state that a swimmer can only swim in two events.
    a. To move a bid-in swimmer from alternate to entered status, click the **Seed** box for the event and go to the **ScratchPad** function. Uncheck the **ALT** box for the swimmer and **Save**
    b. If a swimmer is offered as a bid-in but is not designated as an alternate on the entries list, navigate to **Athletes** and check the Entrd box for that swimmer for the specified event. Enter an entry time if available. Then follow the procedures in step a) above to verify the swimmer is entered
    c. NOTE: Once a swimmer has been fixed in two events, the remaining bid-ins (alternate designations) for that swimmer become void.

   d. When adding a bid-in to an event, check to see there are only two events with yellow highlight and empty "ALT" boxes for the swimmer.
   e. After checking the **Seed** boxes for every event, from the menu bar pick **Start Seeding** and seed the selected events. All 48 events should now be seeded.
4. Print seven copies of a DRAFT double column meet program for the Division Coordinator and Team Representatives. Check it over with care for things like...
   a. All 48 events present
   b. Heats are slowest to fastest in each event
   c. Fastest swimmers are in lanes 3 & 4 of each heat
   d. The expected number of heats and swimmers are present in each event
   e. Identify events with a third heat due to ties
   f. Make corrections as necessary
5. The seeding for the meet is now frozen. On the Seeding window, check the box in the "Manual" column for each event. This will prevent accidental re-seeding.
6. Print a FINAL double column meet program for the host team representative
7. Print one copy of the Meet Program in single column format for the Table
8. Print time cards. Sort the time cards by lane and event/heat. Insert blank time cards as necessary for any empty lanes including outside lanes if a third heat is necessary due to ties. Mark the event number, event description, lane number and "No Swimmer" on the blank time cards.
9. Backup the meet database. Provide each team with a copy and keep a copy for yourself.

At the meet (you assist the Division Coordinator as Meet Manager)

1. Work with your Division Coordinator as to your role during the meet. The host team should provide the computer and printer. Other teams may provide computer operators as discussed at the seeding meeting.
2. Provide a copy of the Psych Sheet from the seeding meeting to the Chief Clerk of Course, Table Chief, Place Recorders, and Data Entry personnel to assist in processing scratches to bid-in swimmers.
3. You should attend all scratch meetings and bring a copy of the psych sheet to identify the proper order for accepting bid-ins if necessary. Teams are allowed 10 substitutions from within their team without regard to entry times. If scratches result in empty lanes (team cannot fill the spot) or if a bid-in swimmer scratches, then the spot is open to bid-ins from across the division. See NVSL Rules for details. The changes should be documented on scratch and substitution forms and provided to the table workers. It is also a good idea to annotate the changes on the copy of the meet program provided for the table
   a. If a swimmer is scratching with no replacement then scratch the swimmer in the **Run** screen using the "**Adjust: F8**" function or double clicking on the swimmer's name in the Heat screen.
   b. If a swimmer is replacing another swimmer, use the "**Adjust: F8**" selection to put the new swimmer into the same heat and the same lane that was occupied by the vacating swimmer.
4. Periodically verify the data entry process is going smoothly. Check that the results for each event are being checked independently against the time cards. After every 5 events print out award labels. After every stroke block print out a results report and post.

After the meet

1. Print a copy of the final results and have the referee sign the cover sheet. If a different referee is used for each half of the meet, be sure to get the first half referee to sign the cover sheet prior to leaving the pool.
2. It is often helpful to print out a DQ report to assist the referee in his review. Navigate to **Reports | Meet Summary** and select **DQ Report** and specify output by Athlete.
3. Make a meet backup **File | Backup** and make sure that all the teams get a copy. You can do this via flash drive at the meet or by email following the meet.
4. As soon as you can after the meet, email a copy of the meet backup to the Technology Committee NVSLTechnology@gmail.com so they can seed the Individual All-Star meet. **Do not upload the meet results to the NVSL website.** The Technology Committee will upload the results for each division after the Individual All Stars seeding is completed and teams have a chance to notify their swimmers.