Table Worker Training

NVSL University – 31 May 2025

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Goals of "The Table"

- Accurately enter the official time from the timecards into HyTek Meet Manager

- Capture scratches, substitutions, records, and disqualifications

- Score the meet

- Produce awards

Official NVSL Timecard

NVSL A-Meet ACT@SNG - 6/18/2022

Event 4 Girls 9-10 50 SC Meter Freestyle - Finals

Heat: 1   Lane: 1

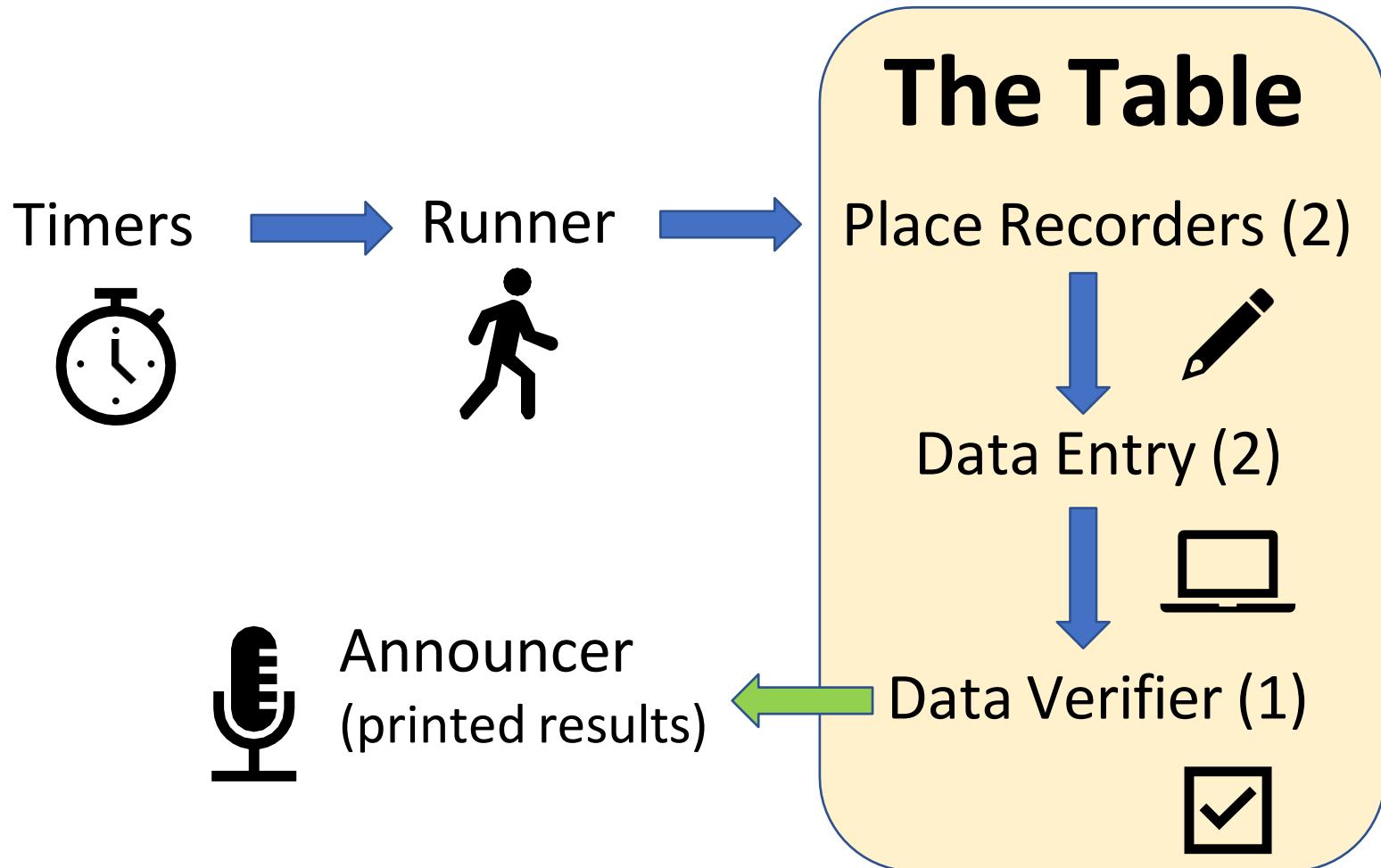Lovato, Demi   9

Team: Singers   ID#:

T1 __:__.__   T2 __:__.__   T3 __:__.__

Official Time __:__.__

Timecard Flow

- 1 timecard per swim lane per event = 6 cards per event
- 3 timers per swim lane = 3 times on each timecard

The Table

Timers → Runner → Place Recorders (2)

Data Entry (2)

Announcer (printed results) ← Data Verifier (1)

Table Roles
The Ideal

- **2 Place Recorders** – 1 from each team ✏️

  Check times, names, DQ slips, place order

- **2 Data Entry** – 1 from each team 💻

  Enter times/DQs, print results, print ribbon labels

- **2 Data Verifiers** – can be anyone wandering by the table

  Verify names, times, take results to announcer

- **2 Awards Clerks** – 1 from each team

  Stick labels on ribbons, sort by team 😎

You can get by with

2 place recorders, 1 data entry, 1 verifier/awards clerk

But more checking is better!

Place Recorder Duties

- **Place Recorder #1**
  1. Ensures official time is legible and correct
     If three different times: middle time
     If double or triple: the doubled or tripled time
     If just two times: average but round DOWN
  2. Checks names against scratches/substitutions
  3. Attaches DQ slips to FRONT of card
  4. Sorts cards into FINISH order, DQs last
  5. Clips cards and sends to Place Recorder #2

- **Place Recorder #2**
  1. Rechecks everything Place Recorder #1 did
  2. Writes "DQ" in RED on upper right corner of DQ cards
  3. Writes place number in upper right corner of cards
  4. Sorts cards into LANE order
  5. Reclips cards and sends to Data Entry

Completed Timecard

NVSL A-Meet ACT@SNG - 6/18/2022

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Event 4 Girls 9-10 50 SC Meter Freestyle - Finals

Heat: 1 Lane: 1

Lovato, Demi 9

Team: Singers ID#:

T1 __:__.__ 57.2 T2 __:__.__ 56.1 T3 __:__.__ 56.6

Official Time __:__.__ 56.6

Apply the common sense test to the times on the card.
- Are they all reasonably close to each other?
- Did an 8-year-old just break an NVSL record by 15 seconds?
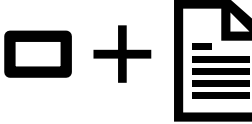- Did they write 52.2 or 57.2?

If unsure, ask the chief timer!

Data Entry

- Card Reader reads time from card (optional)
- Laptop Operator enters time in the appropriate event/lane in Meet Manager
  - Checks DQ box in Meet Manager, if needed (no time entered for DQs!)
  - Ensures swimmer scratches/substitutions have been made in Meet Manager
- Laptop Operator reads times back to Card Reader, along with place finish, to catch data entry errors
- Laptop Operator prints results for Data Verifier
- Laptop Operator prints ribbon labels after every 10 events for the Awards Clerks

Data Verifiers

- Receive timecards and printed results for each event, one event at a time
- Put cards into finish order
- Verify printed results match timecards
  - Show any discrepancies to the data entry team and/or place recorders as appropriate
  - Check for new records, note for announcer
- Initial verified results sheet
- Hand verified results sheet to announcer
- Keep timecards until end of the meet

If there is a problem with…

- The times on the time card
  - Wrong time circled
  - Math (averaging of two times) incorrect
  - Illegible time
  - Unrealistic time
  - → Return to chief timer
- A DQ slip
  - Event/heat numbers don't match up
  - Lane number incorrect (e.g., empty lane)
  - Slip not signed
  - → Return to referee

If there is a problem with…

- The name on the card
  - Name doesn't match scratch/substitution form

  → Return to chief timer
  - Name on card has been changed but there is no scratch/substitution form

  → Notify team rep that a scratch/substitution form is needed

Return errors for correction ASAP!

The table RECORDS, the table DOES NOT FIX!

New NVSL Records

Special handling!

- Mark time card in red: NEW (or TIED) NVSL RECORD
- Have card signed by Referee, Chief Timer, and all 3 Lane Timers (5 signatures total)
- Make a copy of the time card (no signatures) marked in red: NVSL RECORD – DUPLICATE CARD
- Keep copy with remaining time cards at table
- Give original card to record setter's Team Rep
- Enter record in red in the Records section on the bottom of the official meet results cover sheet
- Ensure announcer is apprised of new record

Note: Team records do NOT get special treatment

NVSL Website
https://www.mynvsl.com/

/   NVSL   /DECK OFFICIALS AND DECK VOLUNTEERS

➡ Announcer

➡ Chief Timer

➡ Clerk of Course

➡ Marshal

➡ Officials Certified and Meets Worked Documentation

➡ Referee - Starter - Stroke & Turn - Relay Take Off

➡ Table Administration

Email nvsl.sponsors@gmail

NORTHERN VIRGINIA SWIMMING LEAGUE

...ING   ★   SCHEDULE/RESULTS   LEADERS   STANDINGS   CONTACTS   DOCUMENTS   HALL OF FAME   RECORDS   TEAMS

OK with TOC links

:NVSL@gmail.com

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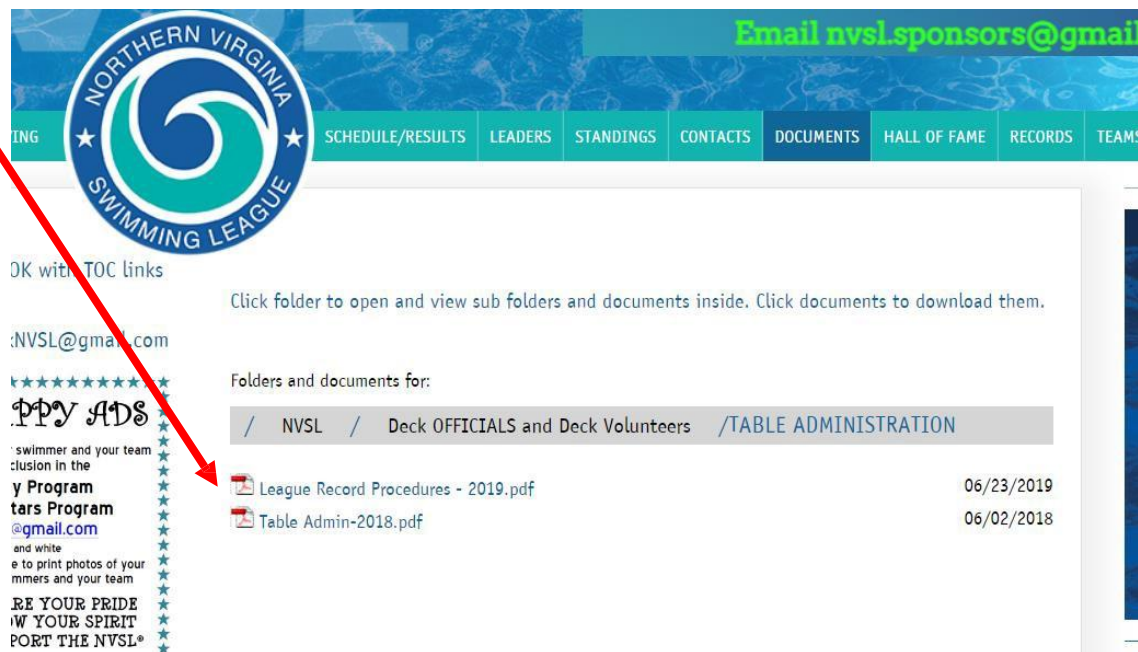
Folders and documents for:

/   NVSL   /   Deck OFFICIALS and Deck Volunteers   /TABLE ADMINISTRATION

📄 League Record Procedures - 2019.pdf   06/23/2019
📄 Table Admin-2018.pdf   06/02/2018

https://www.mynvsl.com/documents?folder_id=28722

HOT TIPS

- Know who's got the table supplies
- Set up the table: sharpen regular & red pencils, put out clips and bins for cards, fill stapler, provide ribbon receptacle for each team
- Seating order: Place recorders closest to the timers, then data, then verifiers, then awards
- Place recorders: Find out who the runner is, introduce yourselves, and show them where to put cards/DQ slips
- DQs: Keep an eye/ear out for when a DQ is happening
- Don't rush to process for 8&U back or for any breast or fly…wait for the DQs
- Stay on top of things so you can immediately bring issues to the attention of the ref or chief timer

Any Questions?