Document	Scoring (Computer, Timing System) - NPDSC Job Description
Version	2.1
Date	June 23, 2007

Job Name	SCORING (COMPUTER & TIMING CONSOLE)
Summary	Set up of meet & equipment, input of meet data, and generation of meet results.
Pre-Meet	☐ Obtain Meet Manager software (with support for timing console) from Computer Committee ☐ Obtain Meet Manager database backup file from Computer Committee ☐ Restore and setup Meet ☐ Receive rosters, entries and proof of time report from each team ☐ Import Rosters and Entries from each team ☐ Check validity of entries with proof of time and meet exception report ☐ Follow-up with each team to resolve all issues ☐ Enter entry changes from deadline ☐ Update Meet Manager to specific Meet location and time ☐ Update Tiering Times ☐ Create initial Heat Sheets for Committee review – have coaches review Psych Sheets ☐ Create Heat Sheets (3 column) and forward PDF or DOC file (email) to Meet Director for Final Heat Sheet creation and printing ☐ Create Meet Program master in a 2-column format showing all relay alternates ☐ Determine computer & printer (driver software) to be used for running the meet. ☐ Determine how computer will connect to 9-pin serial port on timing console, and obtain 9-pin cable (if needed) and obtain USB to Serial adapter (if needed) from Computer Committee.

At Meet	Computer personnel:
	☐ Bring, set up, & test computer and printer equipment
	☐ Connect to and test timing console, touch pads, and display system
	☐ Distribute a report to Awards which indicates how many swimmers from each team participated in Meet (this is to help distribute the bag tags for each team)
	☐ Attend Scratch Meeting – bring master 2-column scoring Meet Program; record each team's changes
	☐ Coordinate and oversee the activities of the scoring area
	   o Finalize entries following scratch meeting by making appropriate changes
	   o Print Timer Sheets
	   o Print adjusted Meet Program for all officials, announcer and table
	   o Print Sessions Report including Event Start Times and Heat/Entry Count for Meet Director
	   o Handle Timing Console coordination, input and clearing
	   o Supervise Scoreboard personnel if needed (NCHS)
	   o Verify times established electronically are acceptable
	   o Verify DQs are correctly recorded in meet results
	   o Check timer sheets, console printouts and DQ cards and organize for historical purposes
	   o Print event results (1 file, 2 post, 1 awards)
	   o Print medal and ribbon labels
	
	Runners:
	☐ Collect timers' sheets from all lanes and DQ slips from all officials immediately following each event and deliver to scoring table
	☐ Deliver label sheets and a copy of the results to awards personnel
	☐ Post event results pages on wall with easy removable tape

Post-Meet	☐ Print hard copies of the final results and distribute to:
	   1. Meet Director
	   2. Publicity- 3 copies for various local reporters
	☐ Create a meet backup file for posting – send to Scoring Chairperson
	☐ Create a Meet results file as a PDF for posting – send to Scoring Chairperson
	☐ Create an AP results file for Publicity

Supplies	Provided by Oversight Team:
	☐ Computer or laptop - Monitor, Keyboard, Keypad, Mouse (as needed)
	☐ Printer and cable (fast laser recommended)
	☐ Serial Cable (may be needed for timing console)
	☐ Surge suppressor strip
	☐ Printer ink cartridges and/or toner cartridges ($20 stipend)
	Provided by NPDSC Committee:
	☐ USB to Serial adapter & driver (may be needed for laptop)
	☐ File box for results/timer sheets for easy organization
	☐ Stapler, staples
	☐ Scissors
	☐ Pens (red), pencils (16 sharpened)
	☐ Pencil sharpener
	☐ Highlighters-3
	☐ Markers (black)-2
	☐ Paper for timer sheets and reports
	☐ Award Labels (3,000 for City, less for Classic)
	☐ Masking tape, painter's tape, Duct tape
	☐ Paper clips