

Naperville Park District Swim Conference 2007 Championship Running/Scoring Instructions (v1.0) (Classic and City)

These instructions are supplemental to the Championship Importing documents and are intended to help with actual meet scoring situations.

Please refer to the Job Scoring Description for necessary supplies and general setup.

Please refer to the Timing Console for other troubleshooting options

Worker's job general descriptions (may adjust per Computer Coordinator prerogative)

Timing Console Operator (1)

- Coordinate console/computer setup with Computer Coordinator
- Familiarize yourself with the Console Instructions on the website
- Check to see that starting system and console are properly in sync and working
- During each race, check for false and no-touches and manually add touch as necessary
 - Must watch carefully each race at turn and finish
 - Notify Computer Coordinator of any malfunction at the start so appropriate action will be taken
 - Notify Referee to halt if a problem occurs and a heat should not start at that time
- Clear the console after each race prior to the start of the next heat/race
 - This is usually a multi-step procedure of going to the next heat/race; clearing & resetting
 - Never clear or turn off the console without Head Scorer knowledge so that all results are transferred without error

Checker/Verifier (2)

- Check printout from timing console for results designated with an '*'
 - This indicates that the touchpad and backup plunger is different by more than .03 seconds
 - Circle in pen all times that are an issue.
- Collect Timer sheets and DQ cards from Runner
- Check Timer sheets as necessary to determine proper input time
 - Cross-check times with timing system for reasonableness
 - When a time has an '*' from the console, note on the Timer sheet by circling the times
 - Staple the console printouts and DQ cards to the back of the timer sheets
 - Pass along to the Computer Coordinator
- Check Results after printing
 - for reasonableness – check for significant changes from seed time
 - perform a simple check of some times for input errors
 - check for DQs to make sure all are accounted for
- Perform other duties as assigned by the Computer Coordinator

Computer Coordinator/Data Input (2)

These people act as the input team. Both must have swim meet computer experience!!

For General Duties, please refer to the Scoring Job Description

- Scratch meeting
 - Attend scratch meeting
 - Bring a 2-column master meet program and red pen for marking changes
 - Bring the file with your printed proof-of-time reports and meet attendance reports to check for viability of changes – some coaches will try to be sneaky here and put a City swimmer in the medley for example
 - Bring any unresolved entry issues that must be resolved by the scratch meeting
 - Usually for City only with too many events entered
 - Good time to double check for NTs
 - Keep master record of scratches/changes
 - Send one person back with half of the program to start with changes ASAP
 - There can be many changes and it takes time to get them all done
 - Have another scoring person help with reading/overseeing changes
 - Be sure to **enter seed times** as must be provided by coach
 - Mark off each change when completed
- Print needed reports prior to the meet start for officials/timers
 - Print the first 10 events lane/timer sheets after changes are input if time is short
 - Print 3-column “Clean” Meet programs for Officials, Timing Console operator and Announcer ASAP
 - Don’t forget to go back and print the remaining lane/timer sheets ☺
- Oversee the input of times both from the console and by hand as needed
 - After an event is complete, the console operator will let you know
 - Select “Get Times”
 - If times/event/swimmers match, no error message will show
 - All times will come across nicely
 - Check for reasonableness vs. their seed time (a good clue)
 - If there is a backup plunger/touchpad differential/or if one or the other is missing, the lane with the difference will be highlighted.
 - This must be resolved using the stopwatch times
 - Either select calculator or double-click on the highlighted lane
 - If the watch times support the backup-select adjusted box
 - If not, select the option that best supports
 - If neither are good times – reject adjusted and hand-input both watch times in the backup1 and backup2 boxes (deleting the plunger time) and go back to the calculator to select backup
 - Accept the adjusted

- In the case of 25-yard swims at Naperville Central where the swimmers start at the blocks and end at the wall without touch pads.
 - All times must be input – both stopwatch times should be input
 - Select the calculator and checkmark each lane to adjust
 - Accept the adjusted
 - Remember the issue when completing input by lane (manual input issue)
 - The key to remember is to give a time to the athlete that best represents a reasonable time achieved by that person
 - If there is a true issue on finish order, seek the “picks” from the meet referee and confirm the finish order
 - Have the checker/verifier check the results for reasonableness
 - Be sure to check that each swimmer is awarded somewhere. If there is a non-award swimmer, that means someone had a NT (should have been caught a long time ago). If so, go back and fix before posting
 - Check seed times vs. finals times – close? Really off? Check timer sheets if needed
 - Score and Print Event Results
 - Print 4 – 1 for file, 2 to post and 1 for awards
 - Send for posting as soon as possible following event with the runner
 - Print Medal/Ribbon labels
 - Make sure they are Standard Award Labels according to the rules
 - The numbers are set in the template which is updated for 2007
 - Classic awards 1-8 for each tier
 - City awards 1-16
 - Send ribbons up with a good frequency, so awards doesn't get backlogged
 - Relays – 4/relay; 5 or 6 per event (or less if a team doesn't have a relay)
 - 5-team location – relays every 3 events fills 2 pages; 6-team fills 4 pages in 5 relay events
 - Individuals – it depends on the number of tiers and numbers within the tier which will vary. Better to keep them going than wait for a really good full page
 - For City, I simply print with each event; easier for checking; keeps the flow

Other notes:

- Watch open water/lemonade cups – spillage is not pretty
- Try to keep animal cracker crumbs out of the keyboard
- A ten-key type of input device is the single most friendly piece of equipment you can acquire
- Keep a sense of humor
- Get to know your referee; work with him; he's your friend
- Watch your child swim if you have one