

SCOREKEEPER

14 May 2018

This year, the RSL has adopted the use computer seeding. The Scorekeepers will need to print Meet Program for the officials and will need to print lane timer sheets for the timers. Swimmers will not have cards for their individual events, they will be brought to the blocks by the Clerks in accordance with the heat sheet. Timers will have lane timer sheets on which to record swimmers' times for their individual events. Only relay teams will continue to use cards for their races. If the Referee must move a swimmer to a different lane for some reason, he will need to ensure that the scorekeepers are aware and should confirm that the timers properly annotated their lane timer sheets.

The Scorekeeper Checklist serves as a quick reference guide to the tasks that occur before, during, and after the meet. The RSL Meet Manager Instruction Guide provides detailed step by step instructions for running a meet from initial meet setup through the final report and backup generation.

Before the meet

Setting up Meets

1. Set up all meets in accordance with the RSL Meet Manager instruction guide
2. For computer seeding- Under Main menu, Select 'Set Up' then 'Options'
 - a. Set 'Change number of lanes for all Final rounds to' the number of lanes at your pool
 - b. Set 'Change all Final Rounds to Slow-Fast heat order'
3. For computer seeding- Under Main menu, Select 'Events'
 - a. Ensure all events are set to "Standard" under the "Assignments"
 - b. If it is listed as 'unseeded', go into the individual event and select 'Standard' under 'assign lanes'
4. After you've set up the first meet, set of subsequent meets
 - a. Choose file, then Save As
 - i. Name New meet with the same format as the first meet
 - ii. Meet format should be "Home@Away date" using team initials (e.g. EE@FF 070518)
 - b. Choose Set-up, then Meet set-up- Change the meet name and date
 - c. Choose Set-up, and Report Preferences. On the Report Headers tab, change the Name of the Meet in Header 1 and the date of the meet in Header 2.
 - d. Verify all the events are there
 - e. Records should be updated at the start of each meet.

Computer Seeding

As part of the new process for computer seeding, teams have agreed to conduct an electronic exchange of Team Data Entry Files and Event Planners the day before the meet. This email exchange is due to the RSL by 6pm the evening before a scheduled meet. Once the home and away team have sent in this information, the RSL will send an email with this data to the team representatives. This information should be provided to the head scorekeeper the night before to allow the head scorekeeper the opportunity to computer seed the meet.

This is the process for computer seeding the meet:

1. Import Entries
 - a. This follows the same process as before- 'File', 'Import', 'Import Entries'
 - b. Once Home team has been imported, repeat the process for the away team
2. Run Exception Report
 - a. If there are no exceptions to report, continue to step 3

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- b. If there are exceptions to report, contact the team who has the exceptions for the corrections. Do not continue to the next step unless all exceptions have been corrected.
3. Set Scoring Preferences
 - a. The scoring preferences should be 'select all combined' under '2 or 3= Double dual tab'
 - b. Under 'Set-up', 'Seeding Preferences' 'Dual Meet Tab'
 - i. Assign the odd number lanes to home team and even number lanes to visitors team by dragging the team name on the left pane into the lanes on the right
 - ii. For 5 lane pools, leave the 5th lane empty and click 'Alternate Use of unassigned Lane in odd lane pools
 - iii. Click 'Use Lane Assignments Above'
 - iv. Leave the rest of the items unchecked.
4. Seed the meet
 - a. Under Main Screen, Select 'Seeding'
 - i. Choose Select All
 - ii. Choose 'Start Seeding'
 - b. An Informational window will notify you when seeding is complete
5. Review meet program
6. Check for seeding anomalies and correct them
 - a. Verify heats are slowest to fastest
 - b. Move any special needs swimmers to outside lanes
 - c. Look for heats that only have 1 or 2 swimmers
 - i. If it's an event that has multiple heats, move 2 swimmers from the previous heat down- from each of the outside lanes
 1. Use common sense with this. For instance, in the case of a 6-lane pool with 7 competitors in an event, your fastest heat should have the most swimmers- with 4 and the slower heat will have 3. If it was 5 swimmers in a 4-lane pool, you would have the fastest heat with 3 and the slower heat with 2. When in doubt, you can always ask an experience Clerk of Course to help
 2. In the case of 2 swimmers, you would bring 1 down.
 - a. To choose the correct swimmer, you would choose the swimmer with the slowest time.
 - b. If NT is listed, you would choose whichever team would make the slower heat most balanced- so 2 home, 1 away.
 - c. If both outside lanes are the same team and NT is listed, either lane is fine (although the lane against a wall is better to choose than an open lane)
 - ii. If it's the only swimmer in that event, flag it to be combined with another event of the same distance, stroke, and preferably gender
 1. In the case of a single swimmer, once a similar event has been located, the single swimmer would be moved into the lane by dragging that swimmer name to the appropriate place
 2. Under the combined event, the remaining swimmers would also be moved.
 3. EG- There is 1 swimmer in event 57- Girls 15-18 breast, and 3 swimmers in event 55- Girls 13-14 breast. Both of these are 50s.
 - a. Select Event 57 and put the single swimmer in lane 2.
 - b. Select Event 55 and put the 3 swimmers in lane 4,5,and 6.

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- c. Mark on the event planner that event 55/57 will be combined
 - iii. If you have an event that has 1 heat of 3 or less swimmers, see if it can be combined with another event of the same distance, stroke, and preferably gender.
 1. Look for events that have low numbers- such as 3 swimmers or less
 2. See if they can be combined with another event- as listed above
 3. While you can adjust the seeding to allow for combining these events- all combinations must be approved by the Head Referee and both team representatives
 - d. Once all areas have been identified and swimmers have been moved, reprint meet program for final review
 - i. Email a copy of the meet program to both teams
 - ii. By RSL rules, the meet program must be made available for review 60 minutes prior to the start of the meet, but the sooner the better
 - iii. If a coach comes back with an error- it may only be corrected for points if that entry appeared on the RSL Event Planner.
 - iv. Any entries not located on the RSL Event Planner may be added on an exhibition bases if there is an open lane.
 - v. 30 minutes prior to the start of the meet, coaches should submit scratches to scorekeeping.
 1. Both home team and away team should submit known team scratches.
 2. Those swimmers may be scratched prior to printing official Meet Program.
 3. The events where that swimmer is located may be reseeded at home team discretion- but the home team head scorer should at least look to make sure that a heat can't be condensed due to the scratch. (e.g. you had 7 swimmers- thus 2 heats and now there's a scratch- so you can now have 1 heat of 6)
 - vi. After scratches and last-minute errors have been found and corrected, the official Meet Program can be printed.
7. Print Timer Sheets and Meet Programs
- a. Timer Sheet suggestions-
 - Print 1 event per sheet, even lanes, then flip the sheets and do odd lanes- This prevents you from having to collate the lane information
 - You can print up to 4 events per page- each team needs to figure out the best practice for numbers.
 - b. Timer sheets can be saved and sent to a different member of your team to cut down on the work done by 1 person
 - c. Meet programs should be printed based on rule 7.5.3
 - d. In case scorekeepers are running behind, events 1-4 timer sheets can be printed first. Timer sheets are not needed for relay events allowing a buffer to print remaining sheets
 - e. It is recommended that timer sheets are only handed out per half.

All pre-start of the meet duties have been completed

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During the Meet

RSL Scorekeeper's Supply List:

Computer with USB ports	Stapler (w/ staples)
USB hub (optional)	Calculator
Monitor	Paperclips
Cables and power strip	Highlighter
Printer	Extra Cards (3x5)
Meet Manager 8.0 Software	Dividers for Cards
Paper (8-1/2 x 11)	Shoe Boxes (for ribbons and cards)
Labels (3x10 on a page)	Desk Lamp
Red Pens	Bug Spray
Rubber Bands (if used to hold cards and results)	Zip Lock Bags
Tape or thumb tacks (to post results)	RSL Rules

Personnel Needed:

At the meet, each team will provide a trained head scorekeeper and at least two assistant scorekeepers.

From these scorekeepers, each team will assign the following:

- Scorer
 - Sometimes referred to as the circler
 - Responsible for selecting or computing the correct timer based on times on each lane timer sheet or entry card
- Recorder
 - Sometimes referred to as data entry or computer operator
 - Responsible for keying each swimmer's time into the computer
- Data Checker
 - Responsible for taking the printout of each event's results and verifying the event data against the lane timer sheets or entry cards to confirm the data was entered correctly.

For each of these positions, the two scorekeepers work together to share the work while cross checking to ensure accuracy. The head scorekeepers may assume whichever of these three roles they choose to provide proper supervision to the entire scoring process.

Scorekeeping Sequence of Events

1. Entry cards or lane timer sheets arrive from runners after each heat. Once they come into scoring they are not to be given to anyone (including RSL Representatives) during the meet except for the Referee.
2. Scorer determines correct time in accordance with RSL Rule 10.11.2 and circles the time using red pen. (Red pen is used in all scorekeeper activities other than the signatures on the final scoresheet).
3. The scorer from the other team **verifies** that the correct time is circled. If a mistake is made, the original circle is marked out without marking over the time, and the correct time is circled.
4. Scorers reports entry cards or lane timer sheet discrepancies to the Head Scorekeepers who investigate the issue and report the issue to the Referee. If a time is illegible, get up and ask the lane timer to clarify. This will also remind them to write more legibly. If times in a lane are consistently off by more than a few tenths of a second, let the Head Timer know.

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5. Scorer staples white copy of DQ slip to card and marks DQ on applicable entry card or lane timer sheet. (The yellow copy of the DQ may come to scoring as well or may be delivered straight to the coach, depending on the Referee. If Coaches copy of DQ slip comes to scoring, sort by team and hold for delivery to coach by Referee.)
 - In case the DQ slip name does not match the name listed for that heat/lane on the timer sheet, the DQ should be returned to the Head Referee for adjudication.
6. Scorers (or an additional scorekeeper if one is provided) put cards in order of event and lane. Include cards where swimmer was marked as "NS".
7. Recorder enters times into Meet Manager program. Usually, one recorder reads out the circled time and the other enters. If a time is available on a DQ, enter the time and then click the DQ check box. For No Swim (NS) you may type "S" and the program will correctly enter NS.
8. Recorder prints results after each event.
9. Data Checker verifies deck cards and event results are consistent. The cards do not need to be sorted prior to this step. One data checker reads out the time on each card while the other data checker finds the time on the results and reads back the name. If they match, the data checkers place a check next to that time on the results and move to the next card.
10. Data Checker reports errors to the Recorder after all times are verified for that event. Circle the erroneous time(s) on the results sheet and places those cards on the top of the stack before handing back to Recorders.
11. Recorder prints corrected results.
12. Data Checkers (or additional scorekeeper helper) posts event results.
13. Recorder prints score after all events for each stroke have been verified (give copy to announcer).
14. Periodically throughout the meet (usually starting after the Freestyle events have completed), the Recorder prints ribbon labels after event is verified as correct (this can be done after the meet).
 - For Finals-ribbon labels are usually printed at the end of each session.

In addition, scoring should review relay cards to confirm the following:

- Confirm names on relay card are verified against the planner.
- Confirm at least one swimmer from the 13-14 age group participated on the Sr. Medley Relay.
- Confirm RSL Rules were followed concerning one athlete from each age group participating on the Graduated Relay.
- And, of course, no one swimmer swims more than one leg of a relay.

After the Meet

1. Check for Triple Winners and print each Triple Winner's Summer Report
2. Re-Score the Meet
3. Run an Exception Reports
4. Check for Records Breakers
5. Print Final Results
6. Complete RSL Summary Spreadsheet
7. Export Results for Team Manager for each team
8. Backup Meet Manager File

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RSL Rules Section 7.5 defines the rules regarding computer seeding
RSL Rules Section 10.11 defines the rules and responsibilities pertaining to the Scorekeepers.
RSL Rules Sections 8.1 through 8.5 define the rules pertaining to scoring dual meets.
RSL Rules Section 12.5 defines the rules pertaining to scoring championship meets.

Given any discrepancy between the RSL Rules and this document, the RSL Rules shall take precedence.

The RSL Rules, the Meet Manager instruction guide, and the Scorekeeper Checklist will be available on the RSL's official website, www.RSLSwimming.com.

All certified Scorekeepers will be listed on the "List of Trained Officials" spreadsheet provided to that person's RSL representative. If a person is not listed at the time of the meet – then the Head Scorekeeper is not certified to officiate. Additions, deletions, or modifications to this list should be addressed with the RSL Officials Committee Chair.

Click the "Read More" button under Resources, then the "Read More" button under Training, then select "RSL Rules." This training document is also available under "RSL Scorekeeper."

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