
HEAD SCOREKEEPER

RAPPAHANNOCK SWIM LEAGUE

2022 TRAINING COURSE



THE SCORING TABLE

The scoring table determines official times, inputs and verifies results, and prints scores and award labels.

Positions at the scoring table

- Computer Operators/Assistants

- Checkers

- Awards

The Head Scorekeeper is responsible for overseeing the table and should be familiar with all positions at the table.

Scorekeepers are meet officials and required to remain impartial in the performance of their duties.



Setting up equipment and supplies



Assigning positions to volunteers



Serving as point of contact for Referee and other officials



Answering questions and mediating disputes that may arise at the table



Assisting with any position at the table (other than computer operator, unless trained)



Ensuring results are transmitted to RSL by the computer operator



Ensuring all teams get their ribbons at the end of the meet



Organizing and assisting in cleanup at the end of the meet



Storing original results until the end of season Seeding Party

HEAD SCOREKEEPER RESPONSIBILITIES

BEFORE THE MEET: TABLE SET UP

The scoring table should be a large table capable of comfortably accommodating all positions.

Chairs for each position should be available in this order:

Computer Operator/Assistant (2)

Data Checkers (2)

Awards (2)

Most teams wait until the second half before printing awards

If space is lacking, awards can be done in a nearby area

HEAD DATA

Scorekeepers are meet officials and required to remain impartial in the performance of duties

Results should be processed based on the data provided.

If a lane timer card is not legible, the head scorekeeper should ask the lane timer for clarification.

If a DQ has the wrong information, it should be brought to the attention of the referee

The Scorekeepers never assume something is right or wrong. When in doubt- ask the referee.

If a Coach or Parent comes to the Scorekeeper wanting to dispute a time, result, or DQ, direct them to the Head Referee.

COMPUTER SEEDING

RSL RULE 7.5.3

Teams should have at least one trained computer operator. The night before the meet, computer operators will receive:

- Team Data Entry files for both home and away teams
- Sent via league software
- If a swimmer was missed in the team data entry file that swimmer can be added to the meet as an exhibition swimmer

The Computer Operator must computer seed the meet using the following guidelines:

- Odd lanes go to the Home Team
- Even lanes go to Away team
- In 5 lane pools, the 5th lane alternates
- First heat contains the slowest swimmers
- Last heat contains the fastest swimmers
- Fastest swimmers are placed in the center lanes and the slower swimmers to the outside lane within each heat

Once complete, meet programs are sent out to both teams for review.

CHANGES TO MEET PROGRAM

Adding a swimmer due to coach error:

If a coach or team official advises the computer operator that a swimmer has accidentally been left off of the meet program, the data personnel the swimmer can be added as exhibition swimmer

Exhibition Swimmers:

In the event of empty lanes, or scratches from original meet entries, lanes may be filled by relays or swimmers that have not exceeded event eligibility (see rule 7.4) on an exhibition basis.

Additions need the approval of the Head Referee

Scratches

Coaches must provide Data a list of scratches 30 minutes prior to the start of the meet

If possible, changes should be submitted at least 30 minutes before the start of the meet to attempt to have changes reflected on the official meet program.

After all necessary changes have been made, the computer operator will print copies of the meet program in accordance with rule 7.5.3.2.4.

TABLE SUPPLIES

Be sure to have tables and chairs to accommodate everyone. Lighting and Bug Spray are recommended if outside.

Data Entry Supplies

- Computer – one per team
- Internet access
- Printer
- Power Strip
- Thumb Drive

Computer/Printer Supplies

- Extra toner cartridges
- Several reams of Printer Paper
- Avery Ribbon Labels
- Thumb drive

Data Checker Supplies

- Container for results
- Paperclips/Rubberbands
- Scissors to cut timer sheets
- Red Pens / Black Pens
- Tape/Thumbtacks to post results

Awards Clerk Supplies

- Ribbons needed for meet – provided by home team
- Box to place completed awards

THE SCORING TABLE POSITIONS

WITH THE
EXCEPTION OF THE
TEAM COMPUTER
OPERATOR,
VOLUNTEERS MAY
NOT BE OFFICIALLY
TRAINED AS
SCOREKEEPERS.
BE PREPARED TO
EXPLAIN THE
RESPONSIBILITIES
AT THE SCORING
TABLE.

DATA DUTIES: SORTING LANE TIMER SHEETS

After each event, Runners will bring the Lane Timer sheets and DQ slips to the Data Table.

Step 1: Organize based on Event and Lane.

Step 2: Confirm all sheets are present for that event

Step 3: Staple DQ slips to appropriate Lane Time Sheet

DATA: DETERMINE OFFICIAL TIME (RULE 10.11.2)

Times should be fairly close together. If times are consistently off, the Head Scorekeeper should discuss it with Head Timer

Scorekeeper should still determine the official time for a DQ'd swimmer.

Timer sheets are official. Any changes made by data should be in RED.

Write NS for a no show (if not already written)

Write DQ next to swimmer that is DQ'd

Once the official time has been determined and entered, the other computer operator will review to confirm correct time

If there are THREE times:

The league software will automatically select the Middle time

If two times are identical, the league software will automatically select this time

If there are TWO times:

The league software will automatically average the two times

If the average results in a thousandths time, do **not** round.

Ex. 56.236 = 56.23

If there is ONE time:

Enter it – it is the official time

DATA: DQ Slips

When you receive a DQ Slip check to make sure that it has been completed correctly.

Name matches lane and heat on heat sheet

Team designation is correct

Stroke and Turn Judge and Referee signature are present

If any information is missing or incorrect, send DQ slip back to the Referee

Once DQ slip has been verified:

Write DQ next to the swimmer on the lane timer sheet

Occasionally, if a swimmer has been re-seeded, his/her name will be written on the timer cards. This is the only instance when a DQ slip may not have the swimmer name. Double-check that swimmers aren't receiving a DQ that could be meant for someone else.

If an error is found, home team scorekeeper updates the computer

The scorekeeper should NEVER assume something is right or wrong. When in doubt, check with the referee

DQ slips should be stapled to the back of the timesheets and given to the computer operator

DQ slips may come in later than the timesheets. You may want to wait for them (especially in butterfly and breaststroke events)

If you get a DQ slip and timer sheets have already gone to the computer, just let the head scorekeeper know

DATA: HOW TO ENTER TIMES

Once timer sheets are organized:

Home team data helper reads all times listed on timer sheet to away team computer operator who will enter times into league software

League software will calculate official time

Check Data:

Once times are entered, away scorekeeper passes timer sheets to home scorekeeper

Home scorekeeper reads times from the computer and away data checker confirms times match timer sheet

If an error is found, home team scorekeeper updates the computer

Posting results

Once times are verified, home team scorekeeper prints the results and gives them to the runner to be posted

Periodically can deliver scores to the announcer (usually at conclusion of each stroke)

DATA: WHAT CAN GO WRONG

If you can't read a number:

Don't guess. Let the Head Scorekeeper know so that it can be checked with the lane timer.

If a Lane Timer card is missing:

Ask the runner to go to the lane and see if the timing card can be found; or

Check with the Head Referee

If a DQ slip arrives after the Event has been passed to the computer operator

Pass the white copy of the DQ slip immediately to the computer operator and have them staple it to the back of the correct lane timer sheet

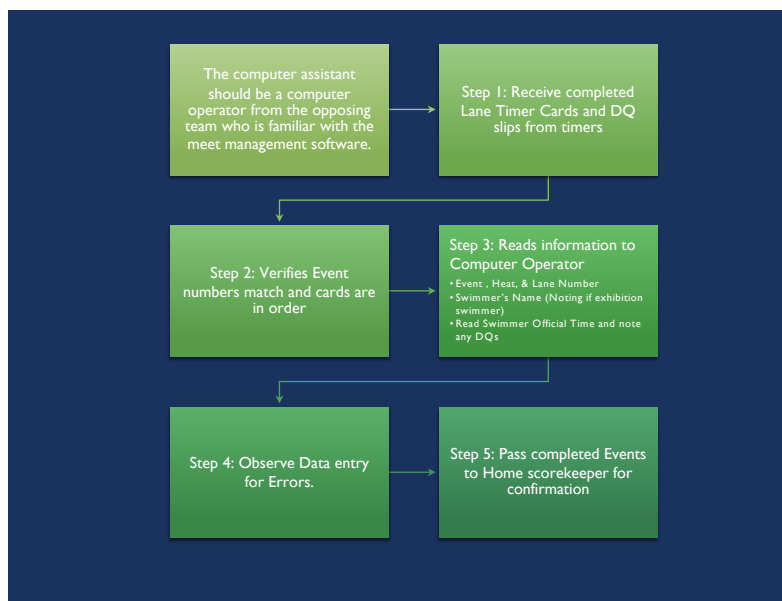
If a DQ is overturned

Voided slip is removed from the lane timer sheet

Always seek another opinion if an official time cannot be easily determined

COMPUTER ASSISTANT

RULE 10.11.5



The data checker compares the official times on lane timer sheets with the final times entered into the league software

Step 1: Receive lane timer sheets from away team computer operator

Step 2: Compare official time on each card to time read from league software by home team scorekeeper

Step 3: Bring any discrepancies to the attention of computer operator to be corrected

Step 4: Once all results are correct, place lane timer sheets with print out in meet record box

Step 5: Post official results

Step 6: A running score should be announced as soon as possible after the completion of each stroke or relay event (Rule 5.7)

DATA CHECKER

RULE 10.11.6

The Awards Clerk is responsible for labeling all the ribbons given out at a swim meet

Step 1: Receive ribbon labels from Computer Operator
1-6th for Individual, 1-3rd for Relay

Step 2: Attach computer generated label on the back of the appropriate ribbon
 • Verify that each member of the relay team gets a ribbon
 • 4 ribbons per relay
 • Event 67 & 68, Graduated Relays, should have 5 ribbons

Step 3: Place ribbons in the ribbon box of the appropriate team

Usually, awards clerks are not needed until the second half of the meet.

AWARDS CLERK

END OF MEET DUTIES: RECORD BOX

In addition to the lane timer sheets, DQ slips, and printed results, the meet record box contains:

- Triple Winner Summary Report
- Check for RSL Records – must have 3 valid times and be confirmed by league president
- Printout of Final Results – Also save as PDF
- Print and have Referee / both Head Score Keepers sign RSL Summary Spreadsheet
- All meet record boxes should be brought to the Finals Seeding Party
- RSL Rule 10.11.8

Email the following:

- Copy of Meet results to both coaches and RSL Reps
- If RSL record broken – email to RSL President
- Dual Meet Template RSL Summary spreadsheet to RSL Reps, Submit online (google form)
- All files should follow the format of
[Away Team] @ [Home Team] [Meet Date]
- RSL Rule 10.11.9

CONGRATULATIONS!



You have completed the RSL Course for Head Scorekeeper



Thank you for volunteering to help the RSL and for everything you do for your teams and your swimmers.



RSL Rules Section 10.11 defines the rules and responsibilities of the Scorekeepers. Given any discrepancy between the RSL Rules and this document, the RSL Rules shall take precedence.



Suggestions for improvement to this course should be directed to:
trainingfeedback@rslswimming.com