
SCOREKEEPER and COMPUTER OPERATOR

RAPPAHANNOCK SWIM LEAGUE

ANNUAL 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

- Work closely with Runner

The 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



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

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 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 ENTRIES

RSL RULE 7.5.1

Teams should have at least one trained computer operator. The night before the meet, no later than 6:00pm, the computer operators will receive:

- Team Data Entry files for both home and away teams
- Sent via league software
- Entries are called the TEE (Team Electronic Entries)
- Coaches are also required to provide their RSL Rep with a copy of the EEP (Electronic Event Planner – run from the Meet Entries Matrix Report) which is upload to the RSL Website.
- Any specific lane instructions must be emailed to the home team RSL representative with the swimmer's name, event number affected, and accommodation needed.
- A hard copy of the EEP should be printed and brought to the meet
- If a swimmer was missed in the team data entry file that swimmer can be added to the meet as an exhibition swimmer



ENTRY LIMITS

RSL RULES

7.2 - 7.4

2.2.2

The Scorekeeper must seed the meet using the following guidelines:

- Senior Medley Relay must include at least one competitor from the 13-14 and 15-18 age group.
- Graduated Freestyle Relay shall consist of one swimmer from the following age groups: 8 & under, 9-10, 11-12, 13-14, and 15-18 – swum in age order youngest to oldest.
- Unlimited swimmers in 25 and 50 Freestyle Events.
- For individual age group strokes (butterfly, backstroke, breaststroke) and junior and senior 100 freestyle and 100 individual medley, 6 swimmers may be entered per event. This includes the 6 & under backstroke.
- Two relay teams per events (with third team entered as EXB if it does not add an additional heat)
- You can run the Pre-Meet Athlete Check-In report to look for Entry Limit Exceptions
- A swimmer may choose to swim up in a higher age group but **MUST** swim in that age group for ALL individual events
- They may return to their traditional age group for relays
- They may swim up for relays **ONLY** if no swimmer from that age group is available



COMPUTER SEEDING

RSL RULE 7.5

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

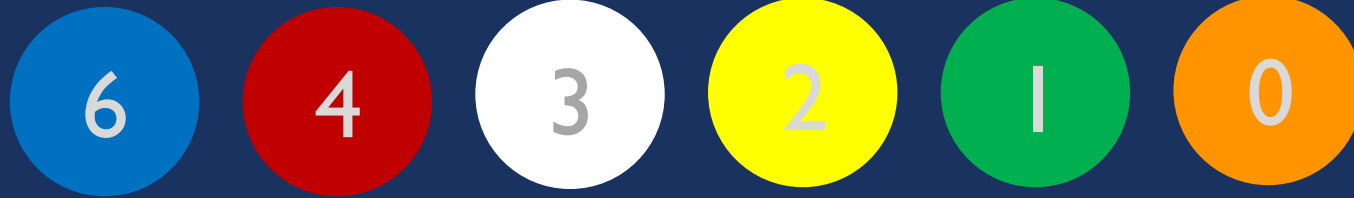
- Odd lanes go to the Home Team
- Even lanes go to Away team
- In 5 lane pools, the 5th lane alternates
- First heat contains the slowest swimmers
- Last heat contains the fastest swimmers
- Fastest swimmers are placed in the center lanes and the slower swimmers to the outside lane within each heat.
- Special accommodations needed by a swimmer will over-ride these set seeding rules.
- Each heat should have at least TWO swimmers.

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



INDIVIDUAL EVENTS

A team may be awarded a maximum of 13 points in any one individual event.



RELAY EVENTS

A team may be awarded a maximum of 12 points in any one relay event.



SCORING



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 the meet program, the data personnel can add the swimmer as an 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 2.2, 7.1 and 7.2) 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 a copy of the meet program to be reviewed by the Head Referee. Once approved, online heat sheets can be published, and copies of the meet program can be printed. Lane timer sheets can be printed at this time as well.



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 General 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 DO
NOT NEED TO BE
OFFICIALLY
TRAINED AS
SCOREKEEPERS.

BE PREPARED TO
EXPLAIN THE
RESPONSIBILITIES
AT THE SCORING
TABLE.



DATA DUTIES: BEFORE THE MEET

- Prior to the start of the meet (usually the night before), the home computer operator will seed the meet.
- When teams arrive at the pool, scratches and exhibition additions will be provided to the data table. You should wait until those have been provided to print heat sheets and lane timer cards.
- Once scratches have been provided, you can run the Athlete Check-In Report to check for swimmers exceeding entry limits. You should check and see if any swimmers need to be moved to avoid empty lanes. Swimmers may only be added to the meet program on an exhibition swim basis if an empty lane is available. Refer to the RSL rules for more information
- After corrections have been made, the computer operator should print out a copy of the meet heat sheet for referee approval and once received, print all heat sheets and lane timer cards - organizing and distributing them with the help of the data table.



DATA DUTIES: THE LANE TIMER SHEETS

- Lane timer sheets are printed and distributed at the start of the meet to each lane.
- Timers will write three times on the sheet in the space indicated. If a timer sheet is not legible, the scorekeeper should go ask the correct time.
- Timers should NOT be circling times or writing in the official time
- If a lane seems to have times that are far apart from each other, or is consistently missing a time, the head timer should be consulted to speak with the lane timers.
- “NS” indicates a swimmer that did not swim the event
- “DNF” indicates a swimmer that started but did not finish.



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 table should write in RED



DATA: DETERMINE OFFICIAL TIME (RULE 10.11.2)

Times should be fairly close together. If times are consistently off, the 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 – **Scorekeepers DO NOT determine if the DQ is valid. ONLY the Referee can do this.**

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 scorekeeper know

- If a coach or Parent comes to the Data table wanting to dispute a time, result, or DQ, direct them to the Head Referee



DATA: HOW TO ENTER TIMES

Once timer sheets are organized:

Home team data clerk 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 clerk confirms times match timer sheet

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

Posting results

Once times are verified, the home team scorekeeper prints the results and staples to the timer sheets.

An additional copy can be printed and given to the runner to be posted if your team chooses to do so.



The SwimTopia Mobile App can be used for this purpose as well.

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



DATA: TIMER VERIFICATION REPORT

If you choose to do so, you can utilize the Timer Verification report found on the Settings screen of Meet Maestro. This allows you to print a list of all entered times and can be used to compare against timer sheets to confirm the correct time entry.

Home Meet vs Class A's Jun 15, 2024  

Reports CLOSE X

	Pre-Meet	Post-Meet
Athletes	HEAT SHEET	RESULTS
Teams	PSYCH SHEET	AWARD LABELS
Meet Setup	TIMER SHEETS	TIMER VERIFICATION
Seeding & Scoring	PLACE JUDGE FORM	IMPROVEMENT LABELS
Timing Setup		

Timer Verification

Home Meet vs Class A's — Jun 15, 2024

Page 1 of 6

#1 Women 15-18 50m Freestyle

Lane 1	Heat 1	No Swimmer			NT	NT	NT	
Lane 1	Heat 2	Brody, Catherine (18)	MCAS	NT	35.15	35.17	35.12	35.15
Lane 1	Heat 3	Browning, Hollie (15)	MCAS	36.12	36.12	36.11	36.15	DQ



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

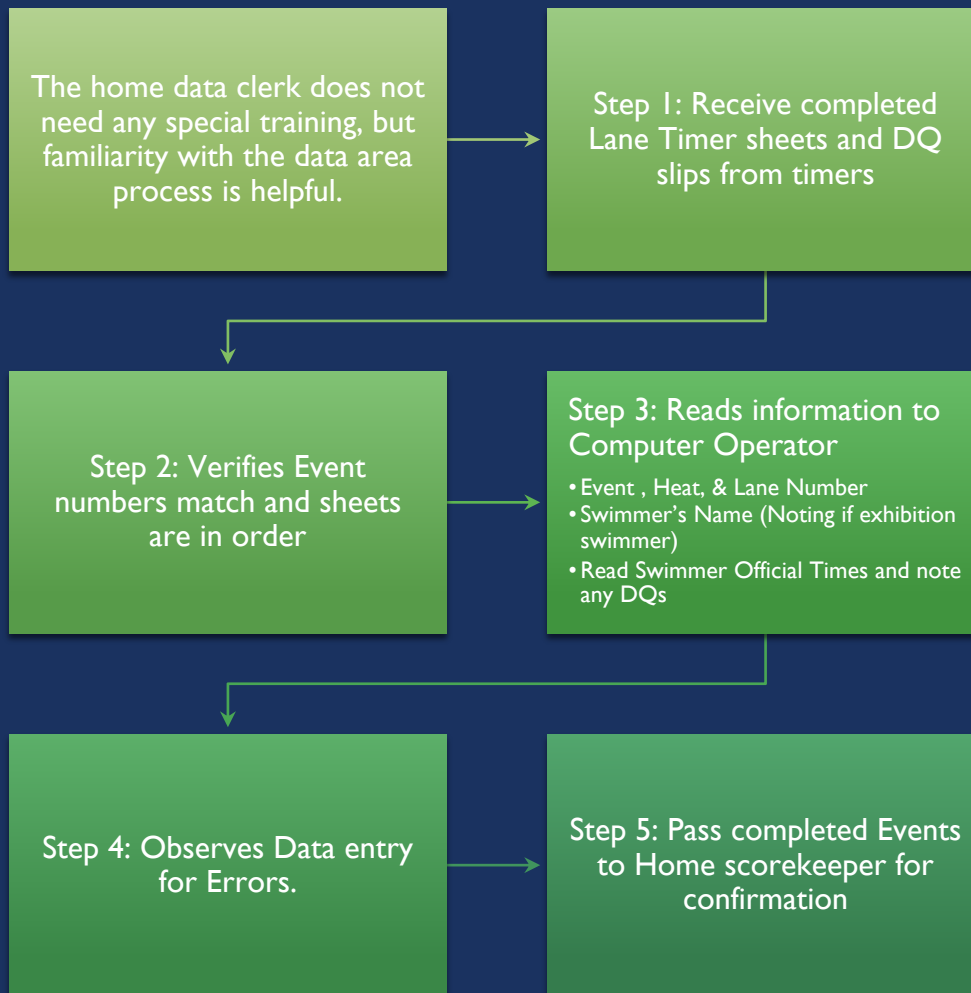
Voided slip is removed from the lane timer sheet

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



HOME DATA CLERK

RULE 10.11.5



The away data clerk 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 sheet 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 can be announced if desired or shared in the meet software mobile app after the completion of each stroke or relay event.

AWAY DATA CHECKER



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. The home team will provide ribbons for BOTH teams.

AWARDS CLERK



END OF MEET DUTIES: MEET RESULTS

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

- Triple Winner Summary Report
- Printout of Final Results – Also save as PDF
- Print and have the Referee / both Head Score Keepers sign RSL Summary Spreadsheet
- All meet boxes should be kept until after the end of the season

Also do the following:

- Check for RSL Records – must have 3 valid times and be confirmed by the league data committee
- Run Athlete Check-In Report to check for swimmer entry limits if desired

Submit the following:

- If RSL record broken – email to RSL Executive Board
- Dual Meet Template RSL Summary spreadsheet – submit online (google form)
- All files should follow the format of
[Away Team] @ [Home Team] [Meet Date]



CONGRATULATIONS!



You have completed the RSL Course for Scorekeeper. Please continue with the Computer Operator training video next.



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: rslofficialsinfo@gmail.com



After you have completed ALL assignments in the classroom, be sure to visit the RSL Website and complete the training verification request to be reviewed by the training committee. Closely follow the instructions for uploading the screenshot of all completed assignments. RSL.swimtopia.com/training

If you are training for multiple positions, you can wait and register for all at the same time. Any questions, please contact rslofficialsinfo@gmail.com

