

PMSL “Cardless” Dual Meet

This document describes the procedure and the process for setting up and running a PMSL dual meet without using timer cards. In 2006, Divisions A and B successfully tested the process. 2007 will be the first year that the entire league will be using the new process.

I hope you will all be open to these changes and work together to make this happen smoothly. Any time you go into new territory, there are bound to be some rough spots. But this is another step in moving the league forward. The Montgomery County Swim League (MCLS) and Northern Virginia Swim League (NVSL) have both been running meets like this for years (that's where I got most of the procedures). They have more than 100 teams each in their leagues, and if they can do it, so can we! Just remember the purpose of the league from our bylaws:

The purposes of the League are to sponsor competitive and developmental swimming events and activities in and between the member swimming teams; to develop in the children affected by this program, a love for the sport, advanced aquatic skills, teamwork, and the principles of good sportsmanship.

I've outlined below the process for making these changes. The final section of this document outlines how some of the volunteer jobs at the swim meet will be affected.

The Process

Lineups: The first step is exchanging lineups. Since it is probably not practical to physically meet on Friday to do an exchange (as they do in MCLS and NVSL), we will do it electronically. Since it is also not possible to simultaneously email the lineups between the two teams, we will do it through a third party. The League Representatives have decided the entry deadline and the designated entry person for your division. I will include that information in this document if I receive it.

The lineup consists of two files from Team Manager, the Meet Entries file and the Roster file (just like we have been using for the last three years). Also send a Meet Entries Report from Team Manager. It can be an exported "DOC" file, and it should be sorted by name (not event). I hope that by requiring you to send this file, you will look at it yourself to verify the correctness and completeness of your entries. I'm doing this for your benefit for two reasons. First, I'm trying to head off the "I meant to enter swimmer X in Event Y, but accidentally entered him in Event Z instead". Once the lineups have been submitted and gone out to both teams, no swimmer can be moved from one event to another event. The other reason is to prevent you from entering a swimmer in more than three events. If a swimmer is "accidentally" entered in more than three events, they will be scratched from all events beyond their third. You will not have the option of deciding which three events they will actually swim. I think it is obvious why it needs to be done this way.

After receiving the three files from each team, the designated person will email all the files to the home team data manager. Also, the visiting team person who submitted the lineup will receive the Meet Entries Report from the home team.

Extremely Important:

Because the computer seeds the meet, if you don't have a "seed time" associated with a swimmer, they will be entered with no time (NT) and will be seeded in the slow heat or slow lane. You need to be particularly careful of this for the first meet of the year. Times from last year, times from time trials, and times made up by the coach are all acceptable seed times. **Because Timer Sheets will be printed out after the meet is seeded, no swimmer will be moved from the heat/lane they are seeded into, except for the purpose of consolidating heats as described below.**

Seeding: The seeding will follow the standard PMSL procedures. Home team will swim in the odd lanes, visitors in the even lanes. The heats will be swum slow-to-fast. There will be at least two swimmers per heat. If Team A has 4 swimmers in an event and Team B has 3, the first heat will have two Team A swimmers and the second heat will have two from Team A and the three from Team B. If Team A has five swimmers in an event and Team B has 2, the first heat will have two swimmers from Team A and the second heat will have 3 from Team A and the 2 from Team B.

No-Shows: Because we are submitting lineups on earlier than before, we will allow for substituting on Saturday morning for a small number of no-shows. For this year, we will allow up to four no-show swimmers. The referee will hold a scratch meeting at 8:00am (or 30 minutes before the start of the meet). Each team will submit their final scratches (no-shows) at this time. Each team will be represented at the meeting by a coach and/or team representative. Also at the meeting will be the clerks of course and the computer operator. A form has been developed that the computer operator will use to document these changes.

(1) If you substitute for a swimmer in one event, they cannot swim other events in which they are entered. A swimmer can still no-show for an event, and swim their other events without penalty. You just can't substitute for them in that no-show event.

(2) You can use one swimmer or multiple swimmers to fill in for the no-show swimmer, as long as none of those swimmers exceed their three-event limit.

(3) In no situation, can a swimmer be moved from one event to a different event. This is absolute. If no substitute is available, the lane will be empty.

Consolidating Heats: Because the meet is pre-seeded with timer sheets and meet programs already printed, moving swimmers around is not something we want to do. And, any anticipated time saving is usually lost to the additional confusion and administrative work that the change creates. But in the interest of trying to make a more efficient meet, we will allow the clerk of course to consolidate heats in a few very specific circumstances. Consolidation can only occur if there are only two swimmers in

the first heat. That is, if we go from 7 or 8 swimmers to 6 or fewer. Or, if we go from 13 or 14 swimmers to 12 or fewer. Those swimmers moved in to a faster heat, will fill the empty lanes, even if it is the middle (fast) lane. No swimmer will be moved from one lane to another lane in the same heat. The clerk of course will fill out a reseed form for every re-seed. The form will be taken by the swimmer and given to the lane timers. The clerk of course will also notify the referee so that he/she can mark the change on his/her meet program. The timers will be instructed to also note the name change on their timer sheets.

Timer Sheets: They will be pre-printed by the home team data manager and brought to the meet, sorted by lane and ready to be put on clipboards.

Meet Sheets (Programs): The home team data manager will print copies of the meet sheet to be provided to the coaches, the team reps, the referee, the starter, the clerks of course and the computer operator. You may also want to provide one meet program for each lane of timers and for each Stroke & Turn judge. You may also, at your discretion, consider providing or selling (only to recover printing costs) the meet programs to spectators.

Relays: The coaches will report the relay names on a Relay Entry form. The relay swimmers will give the form to the lane timers when they report for their swim.

Changes during the Meet

Referee: Needs to hold a scratch meeting with a representative from each team, the clerks-of-course, and the computer operator 30 minutes before the start of the meet. This meeting was described above.

The referee will have a meet program showing the name and team of each swimmer in each heat and lane. Thus, They will immediately know which team to notify in the case of a disqualification.

Any reseeds they receive from the clerk-of-course will be noted on their program.

Timers: Will not receive cards from the swimmers or a runner. They will verify the name they have on the timer sheet with the swimmer. They will note the name of any swimmer in their lane that was not on their original lane timer sheet. They will write the three times on the lane timer sheet, but will not circle the official time or write the official time on the sheet (that task is now being done by the head judge). They will turn in the timer sheet to the head timer at then end of each event, not after each heat.

Head Timer: Will only pick up timer sheets after each event instead of picking up cards after each event. A process that worked very well to keep the meets moving in 2006 was for the head timer to pick up she sheets after the start of the next heat.

Head Judge: Will review all the times on the timer sheets, and circle the official time for each swim. They will staple and Reseed Forms to the back of the lane timer sheet and verify that the timers wrote the re-seeded swimmer's name on the sheet. They will not rank the swims 1 thru N as with the cards. They will mark DQ next to the swimmer's time on the timer sheet and staple the DQ slip to that sheet. They will need to determine if the Place Judge slips confirm or overrule the watch times (just like before). If a judge's decision has occurred, they will mark the place next to the swimmers time with the annotation "JD". The computer will automatically rank all the rest of the swimmers.

Manual Scorers: Manual scoring as a backup to the computer is not recommended with the process. Instead one person from each team should be used to verify the results to look for data entry errors.

Clerk of Course: The clerks will no longer have to seed the meet manually. They will be responsible for organizing and lining up the swimmers and getting to the start on time. They will consolidate heats only under the specific circumstances described above. Empty lanes will be left empty.

Computer Operator: There is no real change in this job, except that they will read the times from the timer sheets instead of cards. They will also process any reseed forms passed to them from the head judge.