

# CMSL Statistician Data Reporting Requirements

## Data to be emailed to the Statistician after each Meet

Each CMSL team is requested to send the following data to the CMSL statistician at the conclusion of each meet.

- Meet results in Hy-tek zip file (.cl2) or zip containing .sd3 – (**results must be exported for all teams**)\*
- Results Report – pdf, word, ... (**full results**)
- Final Score Sheet signed by the meet official (**showing combined score**)\*\*
- Roster Additions by Team w/AAU numbers (**can be attachment, scan, or email**)

For Week 5 Only, email the score as soon as your meet is complete so that it can be recorded and final results/league champions can be determined. All other data is still required, but can be sent in accordance with normal requirements.

\* *Touchpad users – ensure the meet event numbers are set up to match the CMSL meet format in the RSC. Make sure that the “B”, “G”, or “Mixed” codes are set properly.*

\*\* *This item will need to be scanned.*

**IMPORTANT - Do not password protect your results files**

**IMPORTANT – Save all data until the start of the following season**

## Records

If a CMSL record is broken during your meet, you must have the official sign the back of the event card and note whether the record is Yards or Meters. The card must be sent (via US mail) to the statistician within 48 hours of the meet. In addition, please send an email as soon as possible to the statistician indicating the information for the new record or scan the card and send via email.

## Divisional Results

Divisional meet hosts are required to send the following to the league statistician following the meet.

- Meet Manager Meet Backup File (**from MM, select File/Backup**) or TU SD3 file containing the full results.

## Statistician Data Distribution/Communication

The following data will be posted to the CMSL site weekly by the statistician. .

- Weekly Results – (**Team Reps/Weekly Standings**)
- New Records/TM Records Files (If broken) – (**CMSL Info/Records**)

Communications/requests will be sent via email to the CMSL Reps Yahoo Group.

## Statistician Contact Information

Bill Protzman

7109 Altford Court, Elkridge, MD 21075

410-788-2081 (H), 443-257-2543 (C)

[wprotzman@dcscorp.com](mailto:wprotzman@dcscorp.com)