

FMST SWIM MEET JOB PROCEDURES

- CARD SORTER -

Job Description	Work with the Card Runners and Computer Time Entry teams to collect the time cards, ensure that the proper time is identified on the card, process DQ slips, and organize the cards for data entry.
What Meets	Both A meet and B Meets
How many people	A meets: 1 FMST person per meet (can be shared by 2 FMST people) B meets: 2 FMST people per meet (can be shared by 4 FMST people) Note: The other team will also provide its volunteers
When to check-in for job	Check-in with the Computer Operations staff during warm-ups. Card sorting begins immediately have the first event.
Procedures	<p><u>A-Meet Procedures</u> (see note below for B-Meet variation)</p> <ol style="list-style-type: none">1. After each event, the Card Runner will collect the time cards from the timers and bring to the card sorting table2. Sorters will sort the cards by event, heat and then lane number (eg, Event #22, Heat #1, Lane 1, Lane 2, Lane 3, etc...)3. Review the 3 times written on the card by the timer and circle the middle time4. If only two times were entered by the timers, calculate the average of the two times (calculators are provided!)5. The referee may bring DQ slips to the sorting table[see image below]. The DQ slips will not have the name of the swimmer, just event #, heat #, and lane #<ol style="list-style-type: none">a. The sorter will match the DQ slip with the swimmer and write the swimmer's name and team on the DQ slipb. Detach the yellow carbon copy of the DQ slip and keep it in a pile for each team (separated by team). These will be collected by the team's coach at the end of the meet.c. Staple the white DQ copy of the slip to the back of the swimmer's card. (We prefer that the front of the DQ slip faces back. This makes data entry easier for the computer team)d. Write "DQ" on the time card in the bottom right where it says "Official Time"

- Once all the heats are processed for the event, bundle the cards for the event with a clothespin and provide to computer data entry team

B-Meet Variation

- During a B-Meet, each team's sorters only sort one gender (boys or girls) because there are two sets of computers for data entry (boys and girls). FMST usually sorts the girls' cards because we have many more girls than other teams
- When sorting the cards, sort then by seed time, from fastest to slowest.

Sample Images

Event Number: 21 #11, Heat: 2, Lane: 2, Lane Number: 6, if DQ, write it here: (blank), NAME: Hamilton, Andrew, TEAM: Fort Myer Squids

21 #11 Boys 8 & Under 25 SC Meter Bac
Heat: 2 Lane: 2 1:28.28 Seed Time
Hamilton, Andrew 6
Team: Fort Myer Squids
7/1/2015 - B-Meet FM@AKC

TIMER	1	1:19.62	RELAYS
TIMER	2	1:20.68	DA
TIMER	3	1:19.56	OFFICIAL TIME 1:19.62

Match swimmer's name to event #, heat #, and lane #

Write team name here: TEAM FMST

Write swimmer name here: SWIMMER Hamilton, Andrew

Ver 2011

DISQUALIFICATION SLIP

EVENT: HEAT: LANE: (handwritten)

FREESTYLE
 - Walk on bottom/Push off
 - No touch at turn/Finish
 - Other

BACKSTROKE
 - Fast vertical: At turn/Finish
 - Delay arm/turn
 - Multiple strokes
 - Not on back off wall
 - Other (handwritten)

BREASTSTROKE
 - Hand pull beyond hips
 - Two underwater strokes on pullout
 - Touch non simultaneous/one hand
 - Kick: Scissor/Alternating/Dolphin
 - Feet turned inward
 - Not on breast
 - Other

BUTTERFLY
 - Underwater arm recovery
 - Kick: Alternating/Scissors/Breast
 - Touch non simultaneous/one hand
 - Arm movement non simultaneous
 - Other

RELAY /INDIVIDUAL MEDLEY
 - Wrong stroke
 - Turn from to
 - Other

JUDGE: (handwritten) REFEREE: JS