

MOUNTAIN HI SWIM LEAGUE SCORING TABLE INSTRUCTIONS

Scoring personnel: The scoring table is where the official time and swimmer's placement is determined, results are entered in the Meet Manager software, the meet is scored, and award ribbons are prepared. The scoring table should post and/or announce the score at the meet after every 10 events. At the end of each meet, results will be given to the home team and visiting team via a data file. The results will also be reported to the Division V.P. and the MHSL Webmaster by the Sunday evening following the meet.

Meet Manager Operator: There must be at least one person **per team** competent to operate Hy-Tek Meet Manager for setting up and running MHSL meets.

Scoring Table Personnel for Dual Meets:

Two card markers – one from each team work with pink (girls), blue (boys), and green (relays) cards to do the following:

Receive the completed cards and DQ slips from the runners; write the name of the swimmer on the DQ slip, tear off yellow copy; staple the white copy to the card, and write DQ in black on card. DQ slips for 6 & Unders may be received and must be signed by the Deck/Meet Referee. The yellow copy of the DQ slip should be placed in the appropriately labeled basket for each team. The scoring table runner will pick up any slips in the baskets and deliver them to the respective team coaches in a timely manner.

Circle the median finish time of the three watch times listed. In the event that there are only two times provided, the average of the two times will become the official time. Do not round up when you are calculating an average time. If the two times are exactly the same, use that time as the official time. If there is only one watch time, that is the official time. A swimmer who has been disqualified may not receive points or ribbons.

Determine Order of Finish – If there are times from the same heat and a protest is filed, the Scoring Table shall request Order of Finish from the Starter or Deck/Meet Referee for the affected swimmers in that heat. This information should be used to help determine the proper finish order of those swimmers when compiling the final results. **In no case may a swimmer displace another who finished ahead of him/her within the same heat as determined by the Order of Finish.** The Meet Manager software should be used to “judge” the swimmers to place them in the correct finish order. The times for those swimmers will remain as determined by the procedures in Section 14.16.4.1.2 of the P&P's.

Scoring Table Runner – provided from home team to take DQ slips to appropriate team coaches and run information to and from scoring table and Starter, Clerk of Course, and/or Meet Referee as needed.

Ribbon Labelers (2 - one from each team) optional, depending on how division has decided to do ribbons. The League provides ribbons for 1st-6th place. The Meet Manager software will produce labels for the places to be put on the ribbons, separated by team, and given to their respective teams with the cards and back-up files at the end of the meet. Super swimmer, higher place, participation ribbons, or heat ribbons may be provided at the discretion of each team. Producing additional labels is the responsibility of each team and can be accomplished after the meet.

Meet Manager/ Operator(s) (1-2 People) - Using the MHSL meet template, the home team runs the Meet Manager software to record the results from the deck cards for each event in the computer.

After entering each event's data, the software will score the meet. While recording times, double check to ensure the median time is circled and the times are correct. Times for all heats need to be entered before scoring the event. Double-check all results. If a tie is declared, the points of the two places involved are added together and divided by two by the software; each team is given the resulting points. The higher place ribbon will be awarded to BOTH swimmers and the next place will not be awarded. (i.e., two 1st place ribbons and no 2nd place ribbon, then on to 3rd and 4th).

After the Meet Manager Operator has finished with the cards, the cards are returned to the scoring table along with printouts of the results for verifying and posting. The cards are divided by team and passed on to each team's ribbon labeler to match up with the ribbons. At the end of the meet, each team is given their own cards and ribbons.