A Meet

Scoring Guidelines

for the

Tri-County

Swimming Pool Association

Updated May 2017

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General Information

Lane Assignment:

In a 6-Lane Pool:
- Home team swims in lanes 1, 3, and 5
- Away team swims in lanes 2, 4, and 6

In an 8-Lane Pool:
- Home team swims in lanes 3, 5, and 7
- Away team swims in lanes 2, 4, and 6

Swimmer Participation Limits:

In the course of a meet, a swimmer may compete in a maximum of
- 2 individual events AND
- 2 relay events

Note: Swimmers may compete in unofficial events that do not count against the above limits.

Points:

Individual events:
- 1st place – 5 points
- 2nd place – 3 points
- 3rd place – 1 point

Relay events
- 1st place – 7 points

General Process for Handling Swimmer Cards

Before an event, a swimmer will receive a card (either pre-printed or computer generated) that will specify the name of the swimmer, the event number and event information (distance, stroke, gender). Each swimmer will give the card to the timer in the appropriate lane before the event.

Once the swimmers have completed an event:
1. The timers write the times on the card.
    a. Officials write disqualifications (if applicable)
2. The runner takes the cards to the scoring table.
3. The sorter sorts the cards in the appropriate order of finish.
4. The reader announces the order of finish.
5. The scorer records the order of finish and assigns points.
6. The runner takes the cards to the announcer.
7. The announcer announces the results.
8. The runner takes the cards to the awards writers.
9. Awards writers retain their own team's cards and gives them to the scorer at the end of the meet.
10. Scorer returns cards to the coach.

Supplies

Both the home and away teams should bring the following items to the scoring table:

- ☐ A meet scoring guidelines for the TCSPA
- ☐ TCSPA rule book
- ☐ TCPSA championship qualifying times
- ☐ USA Swimming Rule Book
- ☐ Current team roster
- ☐ Insurance waiver from TCPSA*
- ☐ Team records
- ☐ TCPSA records
- ☐ Ballot forms
- ☐ Swimmer awards (ribbons)
- ☐ Stationary supplies:
  - o Pencils
  - o Red pencils
  - o Pencil sharpener
  - o Pens
  - o Transparent tape
  - o Double-sided tape
  - o Scissors
  - o Paper clips
  - o Rubber bands
  - o Scratch paper
  - o Correction tape (white out)

Note: TCPSA stands for Tri-County Swimming Pool Association

*If a team has electronic registration, it is permissible to have a copy of the waiver which was electronically signed and a list of the swimmers for whom the waiver was electronically signed in lieu of a copy for each swimmer.

Scoring Table Environment

The scoring table should be relatively close to the pool to minimize the amount of time that the runner spends running cards. The scoring table should also have a clearly defined perimeter around it to keep non-scoring volunteers away.

The scoring table should not be interrupted during the meet and should operate as an entity unto itself. As a result, please adhere to the following:

- Parents, coaches and officials (excepting the referee) are not allowed near the scoring table.
- Swimmers and coaches may approach the scoring table with change cards.
- Swimmers may also approach parents who are volunteering at the scoring table.
- During the meet, scoring table volunteers may not show the meet sheets to coaches, parents, swimmers or officials (excepting the referee).
- Tri-county representatives are allowed at the table in case clarification of a rule or process is needed, but should otherwise not be present.

Scoring Table Volunteers

The following is a list of the scoring table volunteers and their responsibilities:

Runner: At the end of each race, collects the cards from the timers at each lane and the cards from the place judges and delivers them to the Sorter at the scoring table.

Sorter: Orders the cards from first through last place taking into account place judgements, disqualifications and unofficial swimmers.

Reader: Reads the information on the sorted cards aloud to the scorers. Note: these responsibilities can be combined with those of the Sorter to form 1 position.

Scorer: Records times, places and points on the meet sheet and calculates the score

Book manager: Checks swimmers times against standards for team records, Tri-County Qualifying times and Tri-County records. Note: these responsibilities can be combined with those of the Scorer to form 1 position.

The Home team shall provide:
- 1 runner

Both teams shall provide:
- 1 sorter
- 1 reader (could be combined with sorter)
- 1 scorer
- 1 book manager (could be combined with scorer)

Note: If one of the teams does not have enough scoring table volunteers, that team does not have to provide a sorter/reader. Ideally, both teams will share the responsibility of sorting and reading but, if volunteers are scarce, the table can run with only 1 scorer/reader.

The home team scorer should speak with the meet referee before the meet so that he/she can instruct the place judges to:
- Not confer with each other when recording order of finish
- If a judge changes his/her order of finish on the place judging card they must <u>initial the lanes changed</u>.
- If a judge is unsure of the order of finish or sees a tie, they must underline or circle the lanes in question on the place judging card.
- Once the place judge card is received at the scoring table, no additional changes or marking are allowed to be made.

Pre-Meet Preparation

Al least ten (10) minutes before the starting time for each meet, each coach must have three (3) sets of completed meet sheets to the scoring table:
- One for the home team scorer
- One for the away team scorer
- One for the announcer

Note:
- The scoring table meet sheets are not to be shown to coaches, swimmers or parents nor is the information on the sheets to be shared with coaches, swimmer or parents.
- All three meet sheets must match - it is your responsibility to check them. Make any last minute changes from change slips. If it is past the deadline for an event to be changed and all <u>three</u> sheets do not agree, the swim will be "legal" if any two of these sets of sheets match.
- If <u>all three sheets disagree</u> there is no legal swimmer, <u>and</u> each swimmer listed on the three sheets shall be counted as one of the swimmer's two possible official individual events in the meet.

Optional
Before the meet, some scoring tables compare the swimmers' cards with the meet sheets by having one volunteer read the information on each card out loud and others verify the information on the meet sheets.

Merging the Meet Sheets

Cut the set of sheets **with completed right side** in half lengthwise and tape them to the set with completed left side. You will then have a complete set of meet sheets for each scorer and the announcer.

Date: / /	TRI-COUNTY SWIMMING POOL ASSOCIATION SCORING SHEET 2012							1	
Division(circle): A B C D E F					Circle One: Away Team		Home Team		
Away Team: _____					Home Team: _____				
				Final Score				Final Score	
No.	Event	La	Name	Time	Pl	Ev	Total	La	Name	Time	Pl	Ev	Total

Meet Sheet 1 Top of Meet Sheet 1

Fill in the top of the sheet – making sure the correct date is entered, the Division circles, the home and away teams' names entered. **Once the sheets have been cut and taped, then the appropriate 'Home Team' or 'Away Team' should be circled by each team scorer.**

Date: ___/___/___	TRI-COUNTY SWIMMING POOL ASSOCIA'						
Division(circle): A B C D E F							
Away Team: _____					Final Score		
No.	Event	La	Name	Time	Pl	Ev	Total
1	100M Ind. Med. Girls 12 & Under	4 2 6					
2	100M Ind. Med. Boys 12 & Under	4 2 6					
3	100M Ind. Med. Girls 13-14	4 2 6					

Meet Sheet 3 Individual Event Meet Sheet Entry

Announcer's Meet Sheets: Because of possible discrepancies in meet sheets that are not caught until after the meet is over, the Home team scorer should collect the Announcer's copy of the meet sheets, mark "announcer" across the top and return the announcer's copy to the home club's Tri-County representative along with the signed scorer's meet sheet.

Change Cards

Once the meet has started, all changes must be made at least <u>three</u> events ahead. An event is "an event" once the referee has turned it over to the starter.

When a coach, or his representative, presents a blue change card, check which event is in process and mark the slip. All changes must be made with the "change card." Remember to change all <u>three</u> sets of meet sheets. If the meet sheet was computer printed – use thin white-out line tape or liquid paper.

Note: If the change card correctly identifies a swimmer by name, or by swimming up or unofficial, and this is not correctly handled at the scoring table, there will be no disqualification! The scoring table may not cause a swimmer disqualification – only swimmers and coaches may cause that.

Scoring an event

The Sorter will:

2. Receive the following from the runner:
    - 1 card from each lane that had a swimmer in the event
    - 2 place judge cards

3. Determine each swimmers' official time.
    - Check that all cards are for the appropriate event
    - Cards should have all three times recorded on them exactly as read from each timer's watches (full time written out).
    - Circle the middle time.
        i.   If two of the times are identical, circle that time.
        ii. If only two times are recorded, take the average of the two times.

4. Check for disqualifications (DQ).
    - Line at the bottom of the card must have the reason for the DQ. and the **printed first initial and complete last name** of the stroke and turn judge that called the infraction. Do not accept the DQ without this information. Go to the Referee if this is incomplete. Referees do not have to sign the DQ.
    - Move the disqualified cards to the back of the pile. They are not included in the sorting by times and will do not score points or receive awards.

5. Check for unofficial swimmers.
    - Unofficial swimmers must be in lane 1 or lane 6.
    - Move the unofficial cards to the back of the pile. They are not included in the sorting by times and will do not score points or receive awards.

6. Determine the order of finish.
    - If the place judges agree, this is the order of finish. Sort the swimmers' cards in the agreed order.
    - If the judges do not agree, sort the swimmers' cards from fastest to slowest and record the order of the lanes.
        - If one of the place judges agrees with the order of the swimmers' cards, this is the order of finish.
        - If neither of the judges agrees with the order of the swimmers' cards, use a ballot (see Ballot Instructions) to determine the order of finish.

7. Write the order of finish on each card.

The Reader will:

8. Read the following in a clear voice:
   - Event number and name
   - Lane, place, name and time noting any judges' decisions, disqualifications and unofficial swims.
   - E.G., Lane 2, First place, Sam Smith, 25.19.
          Lane 4, Second place, Bob Jones, 26.75.
          Lane 3, Jim Brown, disqualified.
   - For relay events, read only the names of the members of the top relay from each team to verify that the correct swimmers on the card match the names listed on the meet sheets. For the remaining relays, only read and record the lane, team, and time.

The Scorer will:

9. Write, in pencil, on the meet sheet :
   - The swimmer's time in the *Time* column.
   - The swimmer's place in the *Pl* column.

   Note: All swimmers who complete the event should have a time recorded on the meet sheet. This includes unofficial and disqualified swimmers.

10. Assign points in the *Ev* column in the following manner
    - Individual events:
       - 1st place – 5 points
       - 2nd place – 3 points
       - 3rd place – 1 point
    - Relay events
       - 1st place – 7 points
    - Ties
       - Add points of the places involved and divide by number of places involved. Skip place(s) in awarding next points.
       - Example: If there is a tie for first place, add 3 & 5, divide by 2. Each tied swimmer receives 4 points and first place. The next fastest swimmer receives 1 point for third place.
       - Example: Three way tie for first: add 5, 3, & 1, divide by 3, award each swimmer 3 points and first place. No other points or places are given.

11. Sum the points for the event for each team to compute a total and write that total in the upper diagonal of the *Total* column.

12. Add the points for the event to the running total in the lower diagonal.

Completing the Meet Sheets

It is suggested that all cards with disqualifications be separated and delivered to the Meet Referee to insure the proper recording of the DQ's on the meet sheet, prior to the Referee signing the meet sheet. The cards can then be delivered to the coaching staff to help the coaches educate the swimmers before the next meet. These cards do not need to be kept by the Tri-County Representative.

After the meet is complete,
- Both scorers and the meet referee must sign each sheet (see sample below)
- Transfer the final totals to the top of Page 1.
- Collect the announcer's copy of the meet sheet.

** Remember to transfer final scores to Page 1 **

Away Team Scorer: _____   Home Team Scorer: _____

Meet Referee: _____

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Meet Sheet 4 Signature Lines on Last Page of Meet Sheet

Special Scoring Situations

Mismatch between names on cards and meet sheets:

If the name on an individual time card does not match the meet sheets, or the relay names do not match the names on the meet sheets, then the swimmer or relay is considered unofficial and may not place or score points. The time is still a valid time and will be processed as an unofficial swim.

On the errant card, write on the reason for DQ line, "Mismatch between name on card and name on meet sheet" and print your first initial and last name. Notify the referee of this **when it happens** (as soon as possible) so that he/she can record it in the referee notes.

Competing in the correct event but the wrong lane

A swimmer or relay disqualified because their event time card shows that the swimmer or relay competed in the correct event but in a different lane than that on the Meet Sheet (or Change Card) shall, at the Referee's discretion, receive an "Administrative Disqualification". The "Administrative Disqualification" shall be noted by the Scorer as "ADQ" on the Meet Sheet. The swimmer or relay receiving an "ADQ" shall not place and be awarded no points; however, the swimmer or relay's time shall be recorded and submitted as an official time for purposes of Championship Meet qualifying and seeding.

Note that the "ADQ" is only for the rare situation when a swimmer or relay swims in the correct event, but the wrong lane.

Note: if the cards are shuffled by the timers - figure it out - a mistake by timers **may not** disqualify a swimmer.

Relay Order Note: The order of swimmers on a medley relay is important. The order of swimmers on a free relay is not.

Tri-County Records

The following procedures should occur if a Tri-County Record is broken:
- On the meet sheet, note with an "*" on the meet sheet
- Have **all three timers and the referee** have signed the back of the card.
- Send the signed card to the records chairperson as stated in the Tri-County Rules and Regulations.

Note: A swimmer must have won the event to set a new record. Announce as "pending record," because it is not official until the records chairperson verifies it.

Judges Agree with Each Other but not with the Watches

Tri-County finishes are decided by place judging - not by watch time. If the two judges agree, that is the order of finish no matter the watch times. If you have to use judges' places that do not match watches or the modified ballot, be sure to mark "J.D." by each place involved.

Unofficial Swimmers

The following are the parameters for unofficial swims **during** the meet:

- Can only swim in lane 1 or lane 6
- May be swum only in a race of the **same**:
    - Sex
    - Stroke
    - Distance
- Swimmers may swim "up" only if all other requirements are met.
- Must announce to the field that a swimmer is "unofficial."
- Score sheets are marked with "UN" in scoring place.

Note: If a coach would like to place a swimmer in an event that is not of the same sex, stroke or distance, approach the meet referee and the other coach. They may make an allowance.

The following are the parameters for unofficial swims **after** the meet:
- May be swum at the conclusion of the meet only
- Must be mutually agreed upon by Tri-County Reps
- Times do not count for qualifying or for records
- Do not turn in any information to the scorers

Team Record Book

These books should be maintained by every team; this may easily be done by having the team records person sit at the side of the team scorer. This work is not to be done by the scorer while they are scoring the Tri-County meet or delays will occur.

The notebook should have a page for each event. Each event page should contain: Tri-County Championships Qualifying Time, Tri-County Record and, if you wish, team and pool records.

Example: Event 20   9 & 10 Girls 50 Free   TCQ: 39.00

Name	Date	Time
Sue Smith	6/22	38.90
Sue Jones	6/22	36.30
Sue Smith	6/29	38.80
Sue Smith	7/6	37.20
Jill Brown	7/13	35.00

Bottom of page: TCR: 30.00   Team Rec: 34.21

Ballot Instructions

1. Enter the order of finish according to the watches and each judge.
   a. If two swimmers have the **same exact time**, enter that place for each lane involved in the tie and skip to the next available place.
   b. If a judge indicates a tie, enter that place for each lane involved in the tie and skip to the next available place.

2. Sum each lane's orders of finish to get a total.

3. The lane with the lowest total gets 1st place, the lane with the second lowest total gets 2nd place, . . .
   a. If two lanes have the same total, record the place as a tie.

	Lane					
	1	2	3	4	5	6
Watch						
Judge 1						
Judge 2						
Total						
Place						

Sample Ballot #1:

- Order of finish according to swimmers' cards is 3,4,5,2,1,6
  - This means lane 3 had the fastest time, lane 4 had the second fastest time, . . .
- Order of finish for the first place judge is 4,5,3,2,1,6
  - This means that the first judge saw lane 4 touch first, lane 5 touch second, . . .
- Order of finish for the second place judge is 3,5,4,2,6,1

	Lane					
	1	2	3	4	5	6
Watch	5	4	1	2	3	6
Judge 1	5	4	3	1	2	6
Judge 2	6	4	1	3	2	5
Total	16	12	5	6	7	17
Place	5	4	1	2	3	6

- Compute the total for each lane by summing the order of finish for the watch, judge 1 and judge 2.
  - The total for lane 1 is 5 + 5 + 6 = 16.
- Assign first place to the lane with the lowest total. Assign second place to the lane with the next highest total, . . .
  - Lane 3 has the lowest total (5) and gets first place.
  - Lane 4 has the next lowest total (6) and gets second place.

Sample Ballot #2:

- Order of finish according to swimmers' cards is 3,4,2,5 and 6
  - Lanes 5 and 6 had the same exact time so the order of finish for both lanes is 5.
- Order of finish for the first place judge is 3 and 4, 2 and 5, 6, 1
  - Judge 1 saw lanes 3 and 4 touch at the same time. The order of finish for both lanes is 1. The order of finish for the next swimmer is 3.
  - Judge 1 saw lanes 2 and 5 touch at the same time. The order of finish for both lanes is 3. The order of finish for the next swimmer is 5.
- Order of finish for the second place judge is 4,3,5,2,1,6

	Lane					
	1	2	3	4	5	6
Watch	5	3	1	2	4	5
Judge 1	6	3	1	1	3	5
Judge 2	5	4	2	1	3	6
Total	16	10	4	4	10	16
Place	5	3	1	1	3	5

- Compute the total for each lane by summing the order of finish for the watch, judge 1 and judge 2.
  - The total for lane 6 is 5 + 5 + 6 = 16.
- Assign first place to the lane with the lowest total. Assign second place to the lane with the next highest total, . . .
  - Lane 3 and lane 4 have the lowest total (4) and tie for first place.
  - Lane 2 and lane 5 have the next lowest total (10) and tie for third place.
  - Lane 1 and lane 6 have the next lowest total (16) and tie for fifth place.

Event #:_____

Instructions:
1. Enter the order of finish according to the watches and each judge.
   a. If two swimmers have the **same exact time**, enter that place for each lane involved in the tie and skip to the next available place.
   b. If a judge indicates a tie, enter that place for each lane involved in the tie and skip to the next available place.

2. Sum each lane's orders of finish to get a total.

3. The lane with the lowest total gets 1st place, the lane with the second lowest total gets 2nd place, . . .
   a. If two lanes have the same total, record the place as a tie.

	Lane					
	1	2	3	4	5	6
Watch						
Judge 1						
Judge 2						
Total						
Place						