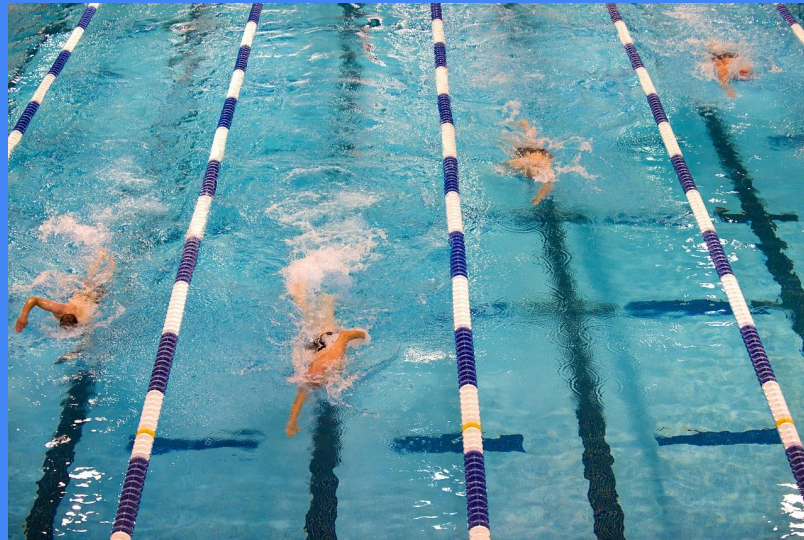


# Table Workers Procedures



# Resources



[LBSL.ORG](http://LBSL.ORG)

[Swim League>](#)

[Swim League Rules and Forms>](#)

[Table Worker Forms>](#)

[Directions for Table Workers](#)

# Home Meet Table Setup



## Need:

- Computer with Hy-Tek Meet Manager program version 4 or higher,
- Printer and paper
- Place Judge Pads
- Announcer/officials sheets generated by meet manager program
- Timer Sheets (generated by meet manager), DQ slips, pencils, scissors, stop watches
- Link to USA Swimming for Officials Rulebook or printout, the LBSL By-Laws and Operating Procedures, and the LBSL League Records must be accessible at all times.

# Computer Set-up

- Scorers (**two from the home team, and one from the visiting team**) trained on the meet manager program should be at the table by 6:00 PM to allow plenty of time for combining the meet lineups in the meet manager program if not done so prior to that time. |
- If the season's current records are not loaded onto the meet manager program, a representative should review results to assure a league record has not been broken. (see below for procedures when a league record has been broken.
- Coaches (or their designee) should submit their lineup and roster file in team manager format for import into the meet manager meet program.
- The 2 teams line-ups are merged into the meet manager meet template and a meet program is generated by the meet manager program to distribute to officials, announcers and coaches. Copies should be provided to each Lane Marshalls (aka...ready bench, 'mouse moms', etc.)



# Lane Assignments

- Lane Assignments: In most cases, The Home team swims in lanes 2-4-6; Visitors use 1-3-5.
- In a five-lane pool, the visiting team has the option to use the fifth lane as an unofficial lane.
- In a six lane pool, all lanes are official in both medley and free relays and score the same as other events. In the event a pool has 8 lanes, 1(visitors) and 8 (home team) are to be exhibition lanes and therefore unofficial swims.
- All efforts should be made to assign 3 timers to each lane for accuracy and this is usually done by the team rep or volunteer coordinator. Ideally, Odd (visitor lanes) should have two timers from home team and 1 timer from visiting team. Even lanes (home team) should have 2 timers from the visiting team and 1 timer from the home team. There will be times when this is not possible and should not delay the start of the meet.



# Table Set-up

## Required Seating:

- The Visiting Scorer should be seated next to the Head Scorer or between two Home Scorers.
- This insures a fair and transparent meet

# Line up changes

- Line-Up Changes: Changes to the line-up must be submitted, on Line-up Change Cards, at least **TWO** events before subject event is announced.
- An event is considered begun when it has been announced. (Example: Changes in event #8 must be made before event #6 is announced.)
- The Head Scorer makes the changes to the meet manager program. The Change Card is then stapled to the runner sheet.



# Scoring Overview

- The Head Scorer receives the lane time slips, the place judge slips and any DQ slips from the runner and records the official times in the meet manager program.
- The official time is the intermediate time of three valid recorded times or the averaged time of two valid recorded times (Example: 21.04 21.00 21.01 The middle time is 21.01. )
- This time is entered into the meet manager program.
- If there is a disqualification, "DQ" is entered into the meet manager program, along with the specific code. **The slip must be signed by an official or it is invalid. Speak with starter/ref if this occurs.**





# Scoring Overview

- Points are then awarded based on the results as seen by the place judges and compared to the times entered into the meet manager program. If place judges agree but recorded times do not, a Judge's Decision override is performed.
- If the place judges do not agree, the results will be determined by the meet manager program by the recorded times.
- Points are awarded as follows: 1st place..... 5 points 2nd place..... 3 points 3rd place .....1 point
- In the event of a tie, points are split.
- **NO TEAM MAY SWEEP AN EVENT.** If one team takes first, second and third places in one event, the third place finish is negated and automatically awarded to the next place swimmer from the opposing team.



# Scoring Overview

## Unofficial

- Results should be recorded in the meet manager program.
- Individual swimmers who swim unofficial in an official event should have a check in the exhibition box in the meet manager program
- No points are awarded to any unofficial entrant. In the interest of time, attempts should be made to restrict unofficial heats to a maximum 2 per event. 8U boy and girl heats can be combined; all other age groups sexes should remain separated.
- The total maximum unofficial events shall not exceed 25, unless mutually agreed by both coaches prior to the final meet program being developed.

# Records



- Note the new record on the meet cover sheet page for the event with the potential new record.
- **The Starter/Referee must sign the timer sheet** and this should be submitted to the Recording Secretary ([recsec@lbsl.org](mailto:recsec@lbsl.org)) and copied to the league president ([pres@lbsl.org](mailto:pres@lbsl.org)) along with the copy of the meet cover sheet and PDF Meet Manager results printout showing the date, event, swimmer's name, age, and time.

# Other important items

- Parents and Swimmers should not approach the table, coaches only
- The officials use dual confirmation for relay exchanges. It is the responsibility of the starter/ref to review the officials white take off slips and in the event of a dual confirmation of early takeoff, will fill out the yellow DQ slip for the event and give to the table workers.

# Auditing a meet

- If a dual meet is completed with a score differential of eight (8) points or less, the meet must be audited unless agreed upon by the coaches.
- The audit is conducted by the meet referee, a coach from each team, and a scorer from each team.
- The meet results from the meet manager program, all time slips, and the place judge cards are reviewed for accuracy and correctness and consistency with the meet manager program. (If the place judges agree, the event does not need to be further examined.)
- When all are satisfied, the meet sheet should be signed by both coaches (or swim team reps) and the referee. Once signed, results shall be final and are not subject to the League Protest Procedure.



# End of Meet Documentation

- The Officials' List (aka Meet Cover Sheet) and full PDF printout of meet results from Meet Manager should be completed by the end of the meet.
- The PDF printout must include; each heat's swimmer name, age, and the points awarded for each place and the final score result of the meet. Both of these forms along with the timer slips for any records that have potentially been broken must be sent to the Recording Secretary and the President at the end of the meet. ([recsec@lbsl.org](mailto:recsec@lbsl.org)) and ([pres@lbsl.org](mailto:pres@lbsl.org))
- The results of the meet must be sent within 3 days or penalties against the home team will apply. Please see the LBSL Operating Procedures: Article XI: Records and Results New league records should be noted on Officials Sheet. This is the responsibility of the home team.



**Officials List** (Updated 6/23/2016 12:30pm - by LBSL Oper Sec)

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Division: \_\_\_\_\_

Home Team	Official Titles	Away Team
	Team Name	
	Coaches Names	
	Starter/Referee	
	Stroke & Turn Judges	
	Place Judges	
	Head Scorer	<b>NA</b>
	Table Workers	
	Announcer	
	<b>FINAL SCORE</b>	

*Please also provide Meet Manager output with Heat Point Scoring and Event Total scores.*

**Comments/League Records** (for records, please also provide proper documentation): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Signature of Referee:** \_\_\_\_\_

**Printed Name of Referee:** \_\_\_\_\_

**Signature of Visiting Team Rep:** \_\_\_\_\_

**Printed Name of Visiting Team Rep:** \_\_\_\_\_

**Signature of Home Team Rep:** \_\_\_\_\_

**Printed Name of Home Team Rep:** \_\_\_\_\_

*\* Note: All signatures should occur after final scores are filled in.*

# End of Meet Checklist



## To the League:

### To the Coaches:

Export Results to Swims

PDF of meet results

Back up of Meet

PDF of Meet Results with Scores

Meet Cover Sheet

Signed timer sheet for any potential record.



Questions?



Vicepres@lbsl.org



# Competency

- Short questions.
- Can take it multiple time.
- Minimum of one person from each team MUST pass the quiz and can train the others.
- Complete the competency after attending the meeting

<https://forms.gle/U5akT54Ef5TawYHG9>



Thank You!