

# WORKING THE SCORE TABLE

(7/8/18)

Updated April 2022

## PRIOR TO MEET

Supplies provided by home team: 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. Also, copies of the current USA Swimming Officials' Guidebook, the LBSL By-Laws and Operating Procedures, and the LBSL League Records must be accessible at all times.

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.)

All table workers must attend a mandatory educational session before they can work a meet. Once they have attended this session, they must view all instructional materials yearly and confirm with the vice president this has been completed.

## MEET PROCEDURES

Announcer: The announcer sets the pace of the meet reading from the meet program generated by the meet manager program It is recommended that events are announced when swimmers in the preceding event are in the water.

Lane Assignments: The Home team uses 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. 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. Odd (visitor lanes) should have two times from home team and 1 timer from visiting team. Even lanes should have 2 times from the visiting team and 1 timer from the home team.

Required Seating: The Visiting Scorer should be seated next to the Head Scorer or between two Home Scorers.

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: 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, the averaged time of two valid recorded times or the time showing on two watches if two watches agree. (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. 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 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. (Example: If two swimmers tie for first place, the points for first and second are added together and divided by two, giving each swimmer first place and 4 points. The next place awarded would be third.)

**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.

Unofficial Events: 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.

League Records: Note the new record on the meet results page for the event with the potential new record. The Referee and when possible lane and/or coach should sign his paper, along with the place judge slips and timer sheets, should be submitted to the League Record Coordinator ([Irc@lbsl.org](mailto:Irc@lbsl.org)) who will forward to the LBSL Operating Secretary along with the league copy of the meet sheet and PDF Meet Manager printout showing the date, event, swimmer’s name, age, and time.

Note: The Meet Cover sheet is often called the “Official’s” List  
The Official’s List after being signed can be cell device photo submitted.  
The PDF from Meet Manager (in its entirety) should be submitted.  
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.

End of 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. Results shall be final and are not subject to the League Protest Procedure.

Scores (the Officials' List (aka Meet Cover Sheet) and full PDF printout from Meet Manager- see details above) should be emailed to appropriate the (Swim Division Representatives)([swimredrep@lbsl.org](mailto:swimredrep@lbsl.org) , [swimwhiterep@lbsl.org](mailto:swimwhiterep@lbsl.org) , [swimbluerep@lbsl.org](mailto:swimbluerep@lbsl.org)) who will forward to the Operating Secretary at the end of the meet. The results of 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.

As noted above, new league records must be forwarded to the League Record Coordinator ([lrc@lbsl.org](mailto:lrc@lbsl.org)) who will forward to the Operating Secretary. A copy of the Official's List (cell phone photo or scan), the MM printout and PDF Meet Manager printout showing the date, event, swimmer's name, age, and time, and all of the supporting signed timer's slips should be sent.

For detailed examples, please see  
LBSL Swim Record Documentation Guide  
[http://lbsl.org/docs/LBSL\\_Swim\\_Record\\_Documentation\\_Guide.pdf](http://lbsl.org/docs/LBSL_Swim_Record_Documentation_Guide.pdf)

and  
LBSL Swim Dual Meet Documentation Guide.pdf  
[http://lbsl.org/docs/LBSL\\_Swim\\_Dual\\_Meet\\_Documentation\\_Guide.pdf](http://lbsl.org/docs/LBSL_Swim_Dual_Meet_Documentation_Guide.pdf)

**Ballot System: \*Please note the traditional Ballot System has been replaced by the Meet Manager program which performs this validation automatically**

