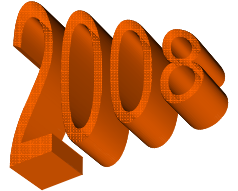


General Instructions for Scoring Tri-County Dual Meets

Supplies:

You should have with you at the score table the following items (whether you are Home or Visitor):

Copy of your Current Team Roster
Insurance waiver forms for each swimmer on the roster
Tri-County Rule Book
USS Swimming Technical Rule Book
Championship Qualifying Times
Tri-County Records (with updates)
Notebook for keeping records
Box with supplies: No. 2 pencils, red pencils, transparent tape, scissors, paper clips, rubber bands, and scratch paper (**and white-out tape**)
These instructions



Meet Sheets

Ten minutes before the starting time for each meet, each coach must have three sets of completed meet sheets to the score table: One for each scorer and one for the announcer. No Photostat copies. **[The meet sheets may be computer printed! => Some clubs may have completely computer printed meet sheets starting in 2003. To make changes for these sheets you will need to have thin white-out tape from Staples – it is the responsibility of any club using computer printed sheets to provide white-out tape for both clubs at the scoring table. A clubs sheets may be all written in pencil or all computer printed, but not photo-copied.]**

Note: These are "for your eyes only," and are not to be shown to coaches, parents, or swimmers; nor is information from the sheets to be shared with coaches, parents, or swimmers.

All three sets 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 three sheets do not agree, the swim will be "legal" if any two of these sets of sheets match.

If all three sheets disagree there is no "legal" swimmer, and each swimmer listed on the three sheets shall be counted as one of the swimmer's two possible official swims in the meet.

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 2006										1	
Division(circle): A B C D E F										Circle One: Away Team										Home Team	
Away Team: _____										Home Team: _____										Final Score	
Final Score										Final Score											
No.	Event	La	Name	Time	Pl	Ev	Total	La	Name	Time	Pl	Ev	Total								

Meet Sheet 1 Top of 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 recorder.**

Date: / /										TRI-COUNTY SWIMMING POOL ASSOCIATION											
Division(circle): A B C D E F										Circle One: Away Team										Home Team	
Away Team: _____										Home Team: _____										Final Score	

No.	Event	La	Name	Time	Pl	Ev	Total
1	100M Ind.	4					/
	Med. Girls	2					
	12 & Under	6					
2	100M Ind.	4					/
	Med. Boys	2					
	12 & Under	6					
3	100M Ind.	4					/
	Med. Girls	2					
	13-14	6					

Meet Sheet 2 Individual Event Meet Sheet Entry

the judges. If the judges agree, the times and the finishes should be read to the scorers. If they disagree, the official finish must be determined by the two orders of finish that match (i.e., one judge and the watches) or by the modified ballot [The ballot is used when neither of the two judges or the watches agree on an order of finish. - See sample ballot below). **If a judge changes his/her order of finish on the place judging card they must initial the lanes changed. 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. If you ballot, these are handled as a tie. These should also be initialed by the place judge. Once the place judge card is received at the scoring table, no additional changes or marking are allowed to be made.**

New Note for 2002 on Relays: Because all relays are now legal there could be significant added time at the scoring table if all relay names are read. It is suggested that only the names of the members of the top relay from each team are read 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.

Note on 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 sheet, then the swimmer or relay is disqualified and may not place or score points. **Note:** if the cards are shuffled by the timers - figure it out - a mistake by timers **may not** disqualify a swimmer. Also note, that the order of swimmers on a medley relay is important, the order of swimmers on a free relay is not.

We have also found it useful, on many occasions, to have an additional "sorter" at the scoring table that performs the functions described above for the "reader," except for the actual 'reading' of the results to the two scoring recorders. The "sorter," or the "reader," if a sorter is not used, should be the most experienced person at the scoring table.

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.

When the cards arrive at the score table, they should have all three times recorded on them exactly as read from each timer's watches (full time written out). The middle time should be circled. Go to the Head Timer or Referee if you have a question regarding the times or the way they are being written.

Disqualification

Line at the bottom of the card must have the reason for the D.Q. and the **printed first initial and complete last name** of the stroke and turn judge that called the infraction. Do not accept the D.Q. without this information. Go to the Referee if this is incomplete.

Official Time

If three watches are on the lane -

Two agree - official time

None agree - middle time official (never average three times)

If two watches are on the lane

Two agree - official time

Neither agrees - average is the official time

Dual Meet Scoring

Individual Events

First place - 5

second place - 3

third place - 1

Relays

First place - 7

second place - 0

Ties

Add points of the places involved and divide by number of places involved.

Skip place(s) in awarding next points.

Example: Tie for first: add 3 & 5, divide by 2, award tied swimmers each 4 points and first place each, and next fastest 1 point for third place.

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.

Record the times, places, and points. Total points for that event are placed in the top the block and then added to the running score in the bottom half of the block from the prior event. Check your running score with the other scorer frequently. Have the score announced at the end of each stroke. Be careful with total points - meet sheets have been arriving at the record chairman's not matching their opponents. Do not even consider tampering with times, places, or points - our records chairperson thoroughly checks every original meet sheet and compares it with the opposing team's sheets.

Completing the Meet Sheets

After the meet is complete, both scorers and the meet referee must sign each sheet (see sample below) – be sure to transfer the final totals to the top of Page 1.

** Remember to transfer final scores to Page 1 **	
Away Team Scorer: _____	Home Team Scorer: _____
Meet Referee: _____	
Page 7	

Meet Sheet 4 Signature Lines on Last Page of Meet Sheet

Tri-County Records

Note with an "*" on the meet sheet and see that **all three timers and the referee** have signed the back of the card. This is important as the swimmer will not be considered for the record if the card, properly signed, is not received by the records chairperson as stated in the rule book. 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.

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

New for 2004: Tri-County no longer requires that cards be sent each week for New or Better qualifying times. Tri-County also does not require that you circle qualifiers on the meet sheets – that is a club decision depending upon the needs and desires of the coaching staff. It is strongly recommended that you keep track of new and better qualifying times in the record book as described here.

Starting in 2004 – cards are no longer required to be sent to Tri-county for new or better qualifying times. The must be kept by the Tri-County Representative in case questions come up on the meet sheets.

Disqualification cards after meet:

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.

Unofficial Swimming

- Heats** May be swum at the conclusion of the meet only; and then, only if mutually agreed upon by Tri-County Reps. Times do not count for qualifying.
- Individual** May be swum only in a race of the same sex, stroke, and distance. Unofficial swimmers may swim "up" only if all other requirements are met.
NOTE: Unofficial relays and individual swimmers may only swim in lanes 1 or 6, regardless of other swimmers in the event.
- Announcer** Must announce to the field that a swimmer is "unofficial." Score sheets are marked with "UN" in scoring place.
- Unofficial Heats** Do not turn in any information to the scorers. We do not want these times going to the records chairman. These heats are to give the swimmers an opportunity to swim, but times may not be used for qualifying or for records.

General Information

Lane Assignment: **Home** - 1-3-5 **Visiting** - 2-4-6

Watch for swimmers in too many events: Limit 2 individual - 2 relay.

Best Times List: Published after fourth meet on the Tri-County web site. Files must be submitted and meet sheets from the fourth meet must be to drop-off points by 2 p.m. Sunday. These times, updated from fifth meet, are used to seed the Championship. After the list is published, if you disagree with any time as listed, indicate on Trial Selection Sheet the time you believe to be correct (with the date it was swum, we will have to go back to that meet sheet to verify).

Modified Ballot Instructions

Fill in for the watch line, the order of finish, according to the timer's cards. Similarly, fill in the order of finish for each of the two place judges. If there is a tie, enter that place for each lane involved in the tie, skip to the next available place and continue recording; e.g. if two swimmers were tied for first, you would record a '1' for both lanes and then skip '2' as there would be no 2nd place.

When the order of finish has been entered, add the three rows of data and write the total for each lane onto the Total row. On the bottom 'Place' row, record a '1' for the lowest value in the 'Total' row, a '2' for the second lowest, etc. Again, if the total points are the same, record the finish as a tie. See sample below.

Sample Ballot

LANE	1	2	3	4	5	6
WATCH	<i>5</i>	<i>4</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>6</i>
JUDGE 1	<i>5</i>	<i>4</i>	<i>3</i>	<i>1</i>	<i>2</i>	<i>6</i>
JUDGE 2	<i>6</i>	<i>4</i>	<i>1</i>	<i>3</i>	<i>2</i>	<i>5</i>
TOTAL	<i>16</i>	<i>12</i>	<i>5</i>	<i>6</i>	<i>7</i>	<i>17</i>
PLACE	<i>5</i>	<i>4</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>6</i>

Sample Ballot

LANE	1	2	3	4	5	6
WATCH	<i>5</i>	<i>3</i>	<i>1</i>	<i>2</i>	<i>4</i>	<i>5</i>
JUDGE 1	<i>6</i>	<i>3</i>	<i>1</i>	<i>1</i>	<i>3</i>	<i>5</i>
JUDGE 2	<i>5</i>	<i>4</i>	<i>2</i>	<i>1</i>	<i>3</i>	<i>6</i>
TOTAL	<i>16</i>	<i>10</i>	<i>4</i>	<i>4</i>	<i>10</i>	<i>16</i>
PLACE	<i>5</i>	<i>3</i>	<i>1</i>	<i>1</i>	<i>3</i>	<i>5</i>

Tri-County Ballot

LANE	1	2	3	4	5	6
WATCH						
JUDGE 1						
JUDGE 2						
TOTAL						
PLACE						

Tri-County Ballot

LANE	1	2	3	4	5	6
WATCH						
JUDGE 1						
JUDGE 2						
TOTAL						
PLACE						