

Instructions for Running a Penn Del Meet Manually

These instructions describe the steps to run a meet using only paper, watches, and place judges. It can also be used to run a meet using watches and place judges to determine the order of finish and then input the results to Meet Manager to score the meet and produce results for the Penn Del League. If the meet is run using only paper and watches, it will still have to be entered into Meet Manager so it can be uploaded to the Penn Del website.

Running and scoring a meet manually with only paper and watches.

1. The Home team should have 2 sets of manual scoring forms. Print on white paper. Colored forms are not required. One set will be used by each team to score the meet. If only one set of manual scoring sheets is available, then only one score sheet will be used, but scorers from both teams will work together to do the scoring.
2. Coaches are expected to have their lineups in written or printed form that can be used by the Scorer's table in the event that the meet must be scored manually. This could be in the format of filled in Penn Del Score Sheets, a Team Manager print out of the entries, a matrix of swimmers name and events that indicates swimmers lane assignments, or a hand written list of entries in each event. The format must include lane assignments.
3. Scorers will fill out the score sheets for each of the age groups in pencil. One for the Home team and one for the Visiting team.
 - a. Alternatively, if Penn Del Score sheets are not available, the Scorers will create score sheets for each age group. Each score sheet should have 6 columns: Event name and number, Order of Finish, Home Team Event Points, Home Team Cumulative Points, Visiting Team Event Points, Visiting Team Cumulative points. The swimmers names will NOT be written on this score sheet, but will be on the Event Cards for each event.
4. For each event,
 - a. If the PD League forms for each event are available, fill them out for the head timer to use to collect times.
 - b. If the PD forms are not available, write the names and lane number on a piece of paper. The Runner / Clerk of Course will record the times for each swimmer. The times to be collected are the average time of the 2 watches (when 2 watches are used, the official time is the average of the 2 times, assuming both are legitimate times.)
 - c. For order of finish (OOF), provide the place judges with cards for each event, if available. These can be the forms on the PD website, or 3 x 5 cards, or a piece of paper for each event. If none of these forms are available, the place judge will record the OOF for each event on a piece of paper.
 - d. The Head Clerk will collect the OOF from the place judges, either using the cards or write the OOF on the same paper as the times.

5. Collect the times and place judges OOF and give these to the Scorers.
6. The scorers will use the information to score each event and the meet using the PD League score sheets. If the PD League score sheets are not available, use the Score Sheets as described in 3.a above. Record the OOF. Determine the number of points for each team (5-3-1 for individual) and (7-0 for relay), and add the cumulative points.
 - a. If the Place Judges agree on the OOF, the OOF by the Place Judges is the OOF for the event, even if the times differ.
 - b. If the Place Judges do not agree, perform a Ballot to determine the OOF.
7. If the PD score sheets are used, record the time of each swimmer or relay team on the score sheet. If the PD score sheets are not used, the times do not have to be recorded on the score sheet but will be on the event cards.
8. At the conclusion of the meet, complete the Dual Meet Results & Meet Workers Form, either manually or electronically.
9. After the meet is over, the results must be loaded into Meet Manager and submitted to the Penn Del League, just as they would have been generated during the meet.

Running a meet manually but scoring the meet using Meet Manager

These instructions assume that the entries for both teams can be loaded into Meet Manager and that Meet Manager can create programs and lane timer forms. These instructions would be used if the automatic timing system is not available.

1. Provide lane timer forms or programs to each lane.
2. For order of finish, provide the place judge with cards for each event, if available. These can be the forms on the PD website, or 3 x 5 cards, or a piece of paper for each event. If none of these forms are available, the place judge will record the OOF for each event on a program.
3. When an event is run, the times for each lane will be collected by the Head Timer and recorded on the event card or a piece of paper. The place judge OOF will be collected either on the form provided, or will be written on the same paper as used to record the times.
4. Collect the times and place judge order of finish and give these to the Scorers.
5. The Scorers will score the event as in step 6 in the instructions for manually scoring the meet.
6. Enter the times for each swimmer into Meet Manager.
 - a. If the OOF by the Place Judges or Ballot and the OOF based on times are the same, score the event in Meet Manager.
 - b. If the OOF by the Place Judges or Ballot and the OOF based on times are NOT the same, score the event in Meet Manager and then use the Judge's Decision screen in Meet Manager to change the places to agree with the Place Judges or the Ballot. Then rescore the event.

In the situation where Meet Manager can be used to score the meet, but lineups cannot be entered electronically, or Meet Manager cannot produce forms and programs, then use a

combination of steps in the above two instructions to create the paper work needewd to run the meet, enter the swimmers into Meet Manager, and score the meet in Meet Manager.

Running the meet using an Automatic Timing System but scoring manually

This situation would occur if the Automatic Timing System is functioning properly, including back up buttons, but the Meet Manager program is not available.

1. For each event, print the times and back up times directly from the Automatic Timing System. If the times cannot be printed, write the times and back up times on a piece of paper.
2. The Admin Official will review the times and back up times for any possible timing system malfunctions (difference > 0.30 seconds). The Admin Official will disposition any timing system malfunctions to determine the correct times to use to determine the OOF.
3. Using steps 6 through 9 in the first set of instructions score each event and the meet, using the times from the automatic timing system to determine order of finish. Use the appropriate method, as described.

Colorado does not communicate with Meet Manager computer

This could occur due to problems with the cable between the automatic timing system and the computer running Meet Manager or problems with the connection on either end.

1. If there is a printer connected to the Colorado, print the results of each race, including pad times and back up button times, in the order of lanes.
2. Alternately, if there no printer attached to the Colorado, write down the pad and button times on a piece of paper. These should be double verified to make sure they are written correctly.
3. The AO will review the pad times as compared to the button times to determine if any differ by > 0.3 seconds.
4. If any timing discrepancies are identified, the AO will determine the time to use for that lane. The AO will sign the sheet indicating the correct times
5. Input the pad times into the Meet Manager computer and score the event. The inputted times must be double verified against the paper with the times signed by the AO. The best way is to print the results and then have a different person compare the print out from Meet Manager against the paper signed by the AO.

Meet Manager computer does not work

1. Run the meet in the pool as if the scoring system is working
2. Print out the times from the Colorado
 - a. Alternately, if there is no printer attached to the Colorado, write down the pad and button times for all lanes, each event. Double check the times that were written down

3. The AO will review the pad times as compared to the button times to determine if any differ by > 0.3 seconds.
4. If any timing discrepancies are identified, the AO will determine the time to use for that lane. The AO will sign the sheet indicating the correct times.
5. The scorer's will copy the times from the paper signed by the AO onto the score sheets. These can be by the Penn Del Score Sheets or manually develop score sheet
 - a. The times will be double verified
6. The scorer's will determine the order of finish based on the times from the Colorado timing system and score the event.

Touch pads do not work, but push buttons work

1. See the Penn Del Procedure "Scoring Procedure"
2. If the Semi-Automatic Timing system is designated as the Primary Timing System, then the times from the Semi-Auto system are official and used to determine order of finish.
 - a. With 3 push buttons, the middle time is the official time
 - b. With 2 push buttons, the average time is the official time
3. The push button times are entered into the Meet Manager program
4. Any differences between the buttons > .30 seconds are evaluated by the Admin Official to determine the official time
5. The official times are used to determine OOF
6. Print programs or lane timer forms for each lane
7. Provide the place judges with place judge cards, 3x5 cards, or pieces of paper for each event
8. Prepare event cards for each event
9. The Head Timer will collect the times and place judge cards for each event and deliver them to the scorers
10. Scorers will score each event
 - a. If the Place Judges agree, that is the OOF
 - b. If the Place Judges do not agree, prepare a ballot to determine OOF
11. Enter the times into Meet Manager
 - a. If the OOF from the times agrees with the OOF from the ballot (if needed), then score the event
 - b. If the OOF from the times is different than the OOF from the ballot, score the event in Meet Manager and adjust the OOF using the Judges Decision screen in Meet Manager

After the completion of the meet, no matter which method was used, keep all the event sheets, score sheets, forms used by the timers to record times, place judge paper work, and any other documentation generated during the meet.