To All DSDC Team Record Keepers and Division Recorders:

Our Current Process:

1. Dual Meet occurs.
2. Home team manually records all times for all swimmers for all events, including DQ's and EX's.
3. Visiting team manually records all times for all swimmers for all events, including DQ's and their own EX's.
4. Home and visiting team compare points after every four events.
5. Final written results are agreed upon by both teams.
6. Head coaches sign home team's copy. This is the official copy of record.
7. Home team sends one copy to both team's division recorders. (If two Red Division teams, two copies of official results are sent to Red Division Recorder. If a Blue Division team swims a White Division team, one copy of official results is sent to the Blue Division Recorder, and one copy of official results is sent to the White Division Recorder.
8. Official copies must be sent within 48 hours. Scanning and e-mail are the preferred method for distribution, however, you can send by USPS.
9. Each team enters and maintains their own meet results in Team Manager, including EX's.
10. Each Division Recorder (5 from White, 5 from Red, and 4 from Blue) enters the records for one team in Team Manager.
11. Each Division Recorder prints the Meet Results report for each dual meet and files with the 'hard copy' score sheets.
12. Each Division Recorder communicates any errors or violations to both teams' coaches, head record keepers, meet director, and the DSDC Secretary.
13. Each Division Recorder will print the summary reports (Top Times Spreadsheets, Number of Meets Attended, All Swimmers/All Times) after all 10 meets have been entered.

    ☞ NOTE: All times must be converted times using the conversion factor of '1.1'.

14. These reports and records will be used at the seed meeting to validate the entries for A and B Conference.

Our Pilot Process for 2008:

1. Dual Meet occurs.
2. Home team manually records all times for all swimmers for all events, including DQ's and EX's.
3. Visiting team manually records all times for all swimmers for all events, including DQ's and their own EX's.
4. Home and visiting team compare points after every four events.
5. Final written results are agreed upon by both teams.
6. Head coaches sign home team's copy. This is the official copy of record.
7. Home team sends one copy to both team's division recorders. (If two Red Division teams, two copies of official results are sent to Red Division Recorder. If a Blue Division team swims a White Division team, one copy of official results is sent to the Blue Division Recorder, and one copy of official results is sent to the White Division Recorder.
8. Official copies must be sent within 48 hours. Scanning and e-mail are the preferred method for distribution, however, you can send by USPS.

    ☞ **NOTE: This should be an 'un-altered' original, hand-written copy of the meet results. Even if errors or mistakes are found by the home team record keeper, the copy that is e-mailed or mailed should not be changed in anyway. It should reflect exactly what is on the event/lane cards.**

9. Each team enters and maintains their own meet results in Team Manager, including EX's.

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Our Pilot Process for 2008 (Cont.):

10. **Each team (both the home and visiting team) e-mails a Team Manager Meet Results export file to their appropriate Division Recorder (within 48 hours).**
    ☞ **NOTE: Again, if errors are found during data entry (i.e. a swimmer swam 4 individual events), the export file should reflect the same information that is on the score sheet. A team record keeper that finds errors, can report them to the division recorders, but it is the responsibility of the division recorders to DQ ineligible swimmers, rescore events, and assess penalty points. The division recorders will e-mail this information to both teams' record keepers, coaches, meet directors, as well as the conference secretary.**

11. **Each Division Recorder imports the Meet Results into Team Manager.**

12. **Each Division Recorder validates every entry and time by comparing the Team Manager data with the 'hard copy' score sheets.**
    ☞ NOTE: After importing the results, if you elect to print the meet results, for paper-to-paper comparison (Team Manager results compared to hand-written results, make sure that you DO NOT select 'Convert to Yards, Show Yards', for those meets at a meter pool. You have to validate the 'actual' time against what is on the hand-written score sheet.

13. **Each Division Recorder corrects any errors or missing data in Team Manager.**
    ☞ **NOTE: If there is any discrepancy between the TM file and the hard copy from the home team (missing/incorrect names, missing/incorrect times, missing/incorrect lane numbers), the Division Recorder will contact the home team's Meet Director to investigate the discrepancy, by looking at the event cards. Resolving these discrepancies as they occur, will make the seed meeting go quicker and easier. When the discrepancy is resolved, both the Division Recorder and the team record keeper should update Team Manager.**

14. Each Division Recorder communicates any errors or violations to both teams' coaches, head record keepers, meet director, and the DSDC Secretary.

15. Each Division Recorder prints the Meet Results report for each dual meet and files with the 'hard copy' score sheets.

16. Each Division Recorder will print the summary reports (Top Times Spreadsheets, Number of Meets Attended, All Swimmers/All Times) after all 10 meets have been entered.
    ☞ NOTE: All times must be converted times using the conversion factor of '1.1'.

17. These reports and records will be used at the seed meeting to validate the entries for A and B Conference.
    ☞ NOTE: For the 3 teams acting as Division Recorders, someone other than the person entering the times into Team Manager should validate every entry and time for your team.

Rainouts / Cancelled Meets

In the event that a meet is rained out (ends early or is cancelled entirely) the lineup sheets will serve as the official record of whether the swimmer was entered in the meet (to count as one of their meets swum). The lineup sheets from both teams should be collected by the home team, and e-mail/mailed to the division recorders. If any part of the meet was held, the lineup sheets should be e-mailed/mailed along with the partial score sheets. If necessary at the seed meeting, the lineup sheets can be used to verify a swimmer meeting the '4 meets swum' requirement for A Conference.

By utilizing this new process, we will eliminate the double keying of information of the Division Recorders. This should also reduce the time it takes for seed time validation at the seed meeting. We understand that for the 2008 season, this process is voluntary, on a team by team basis.

If you have any questions or comments, please send me an e-mail.

Thank you,

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