

# SCOREKEEPER

19 May 2017

This year, the RSL has adopted the option to use computer seeding. Teams must mutually agree to use computer seeding, in writing (e-mail concurrence is acceptable), at least five days before the meet. If computer seeding is used for a meet, The Scorekeepers will need to print heat sheets for the Referee, Starter, Clerk of Course, and Stroke & Turn Judges and will need to print lane timer sheets for the timers. Swimmers will not have cards for their individual events, they will be brought to the blocks by the Clerks in accordance with the heat sheet. Timers will have lane timer sheets on which to record swimmers' times for their individual events. Only relay teams will continue to use cards for their races. If the Referee has to move a swimmer to a different lane for some reason, he will need to ensure that the scorekeepers are aware and should confirm that the timers properly annotated their lane timer sheets.

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Each team will provide a trained head scorekeeper and at least two assistant scorekeepers. From these scorekeepers, each team will assign one **scorer, one recorder and one data checker**. The scorer, sometimes referred to as the circler, is that person responsible for selecting or computing the correct time based on the times on each swimmer's deck card. The recorder, or data entry person, is that person who keys each swimmer's time into the computer. The checker is that person who takes a printout of each event's results and verifies the event data against the deck cards to confirm the data was entered correctly. For each of these positions, the two scorekeepers work together to share the work while cross checking to ensure accuracy. The head scorekeepers may assume whichever of these three roles they choose to provide proper supervision to the entire scoring process.

The Scorekeeper Checklist serves as a quick reference guide to the tasks that occur before, during, and after the meet. The RSL Meet Manager Instruction Guide provides detailed step by step instructions for running a meet from initial meet setup through the final report and backup generation. The detailed scorekeeping sequence during the meet is as follows:

1. Deck cards (or lane timer sheets) arrive from runners after each heat. Once the deck cards come into scoring they are not to be given to anyone (including RSL Representatives) during the meet except for the Referee.
2. Scorer determines correct time in accordance with RSL Rule 10.11.2 and circles the time using red pen. (Red pen is used in all scorekeeper activities other than the signatures on the final scoresheet).
3. The scorer from the other team verifies that the correct time is circled. If a mistake is made, the original circle is marked out without marking over the time, and the correct time is circled.
4. Scorers reports deck card discrepancies to the Head Scorekeepers who investigate the issue and report the issue to the Referee. If a time is illegible, get up and ask the lane timer to clarify. This will also remind them to write more legibly. If times in a lane are consistently off by more than a few tenths of a second, let the Head Timer know.
5. Scorer staples white copy of DQ slip to card and marks DQ on applicable deck card. (The yellow copy of the DQ may come to scoring as well or may be delivered straight to the coach, depending on the Referee. If Coaches copy of DQ slip comes to scoring, sort by team and hold for delivery to coach by Referee.)
6. Scorers (or an additional scorekeeper if one is provided) put cards in order of the meet program which is printed in the same order as the Meet Manager event entries. Include cards where swimmer was marked as "NS". If there are missing cards, it helps to insert a blank card to help skip the missing swimmer in the Meet Manager screen.

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7. Recorder enters times into Meet Manager program. Usually, one recorder reads out the circled time and the other enters. If a time is available on a DQ, enter the time and then click the DQ check box. For No Swim (NS) you may type "S" and the program will correctly enter NS.
8. Recorder prints results after each event.
9. Data Checker verifies deck cards and event results are consistent. The cards do not need to be sorted prior to this step. One data checker reads out the time on each card while the other data checker finds the time on the results and reads back the name. If they match, the data checkers place a check next to that time on the results and move to the next card.
10. Data Checker reports errors to the Recorder after all times are verified for that event. Circle the erroneous time(s) on the results sheet and places those cards on the top of the stack before handing back to Recorders.
11. Recorder prints corrected results.
12. Data Checkers (or additional scorekeeper helper) posts event results.
13. Recorder prints score after all events for each stroke have been verified (give copy to announcer).
14. Periodically throughout the meet (usually starting after the Freestyle events have completed), the Recorder prints ribbon labels after event is verified as correct (this can be done after the meet).

In addition, scoring should review relay cards to confirm the following:

- Confirm names on relay card are verified against the planner.
- Confirm at least one swimmer from the 13-14 age group participated on the Sr. Medley Relay.
- Confirm RSL Rules were followed concerning one athlete from each age group participating on the Graduated Relay.
- And, of course, no one swimmer swims more than one leg of a relay.

## **RSL Scorekeeper's Supply List:**

Computer with USB ports	Stapler (w/ staples)
USB hub (optional)	Calculator
Monitor	Paperclips
Cables and power strip	Highlighter
Printer	Extra Cards (3x5)
Meet Manager 8.0 Software	Dividers for Cards
Paper (8-1/2 x 11)	Shoe Boxes (for ribbons and cards)
Labels (3x10 on a page)	Desk Lamp
Red Pens	Bug Spray
Rubber Bands (if used to hold cards and results)	Zip Lock Bags
Tape or thumb tacks (to post results)	RSL Rules

RSL Rules Section 10.11 defines the rules and responsibilities pertaining to the Scorekeepers.

RSL Rules Sections 8.1 through 8.5 define the rules pertaining to scoring dual meets.

RSL Rules Section 12.5 defines the rules pertaining to scoring championship meets.

Given any discrepancy between the RSL Rules and this document, the RSL Rules shall take precedence.

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The RSL Rules, the Meet Manager instruction guide, and the Scorekeeper Checklist will be available on the RSL's official website, [www.RSLSwimming.com](http://www.RSLSwimming.com).

All certified Scorekeepers will be listed on the "List of Trained Officials" spreadsheet provided to that person's RSL representative. If a person is not listed at the time of the meet – then the Head Scorekeeper is not certified to officiate. Additions, deletions, or modifications to this list should be addressed with the RSL Officials Committee Chair.

Click the "Read More" button under Resources, then the "Read More" button under Training, then select "RSL Rules." This training document is also available under "RSL Scorekeeper."

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