# Peninsula Interclub Swim League Technical Guide


August 24, 2011
Version 1.0

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# Overview of this Manual

This is a document of the best practices on how to prepare for and run the technical aspects of a meet in the PISL league. It is by no means exhaustive, but will keep you from having to read the 500 or so pages of the source documentation for the systems used by PISL. It encapsulates the learnings of how to run an effective and smooth meet run by our Clubs' volunteers, and will help to keep the emphasis on the kids learning a great sport.

# What is PISL?

Overview

The Peninsula Interclub Swim League, or PISL as it is most often referred to, is a summer swim league comprised of six clubs from the San Francisco Peninsula area: Los Altos Golf and Country Club, Menlo Circus Club, Menlo Country Club, Palo Alto Hills Golf and Country Club, Peninsula Golf and Country Club, and Sharron Heights Golf and Country Club. More can be learned at http://www.pisl.us/. This is a site that all the clubs have agreed to participate in and is run by TeamUnify.

The rules governing PISL can be found on the above website or directly by following the link: http://www.pisl.us/TabGeneric.jsp?_tabid_=43155&team=reclplca.

# Hy-Tek Sports Software and Colorado Time Systems

Overview

PISL has chosen to manage its meets using the most popular software program, Hy-Tek Meet Manager, and the most popular timing hardware, Colorado Time Systems' Infinity Start system and Dolphin Wireless Stopwatch Timing System. The three systems provide out of the box integration, which is great. There also aren't any real alternatives so as the saying goes "you get what you get and don't throw a fit". These systems are used to run multi-day meets consisting of tens of teams and individual swimmers, with qualifying heats, quarter finals, etc. This means that there is a lot of complexity in the systems, particularly Meet Manager, which can be difficult to navigate around for a simple PISL dual meet. Also, the systems are designed to be used by people that run meets all the time as opposed to by club volunteers at simple summer leagues. This means that usability is compromised in favor of supporting power user features. That said, tens of IT Representatives in the PISL leage have not only learned the system, but learned to appreciate it. This document is designed to tell you just what you need to know and how to trouble shoot anything that doesn't work.

Hy-Tek Meet Manager

*Introduction to Meet Manager*

Hy-Tek Meet Manager is what is used to setup and run a PISL swim meet. Hy-Tek also makes a sibling application called Team Manager, which is an application used by coaches to track their swimmers' and divers' progress as well as to assign these athletes to specific meet events. These two applications are designed to be

As this document is focused on running a successful PISL meet, it will only cover Meet Manager.

Meet Manager really is an incredibly powerful and smooth running application, although it has a steep learning curve. It helps to have a solid grasp of its primary concepts before jumping into how to run a meet. This is particularly important in trouble shooting anything not working.

A quick note on navigating in Meet Manager: Only one window in Meet Manager is active at any one time, yet the program opens up windows every time you navigate somewhere (e.g. drill to Events from the home page). This means that if you want to navigate to another window that is open or back to the home page, you must close the active window. You will know the active window as its menus will be black as opposed to grayed out. This can get a little frustrating when running Meet Manager with multiple monitors as is common at a meet. You will want to navigate within a window, but the menus and buttons will be grey. Sometimes the active window is on the other monitor and may even be docked – forewarned is forearmed.

*Conceptual Model*

Meet Manager is designed to hold and organize all the different components that make up a meet: Teams, Athletes, Events, and Entries. It also understands all the rules about what age athletes must be to qualify for an event etc. It is useful to have understand the basics of a these relationships as outlined below

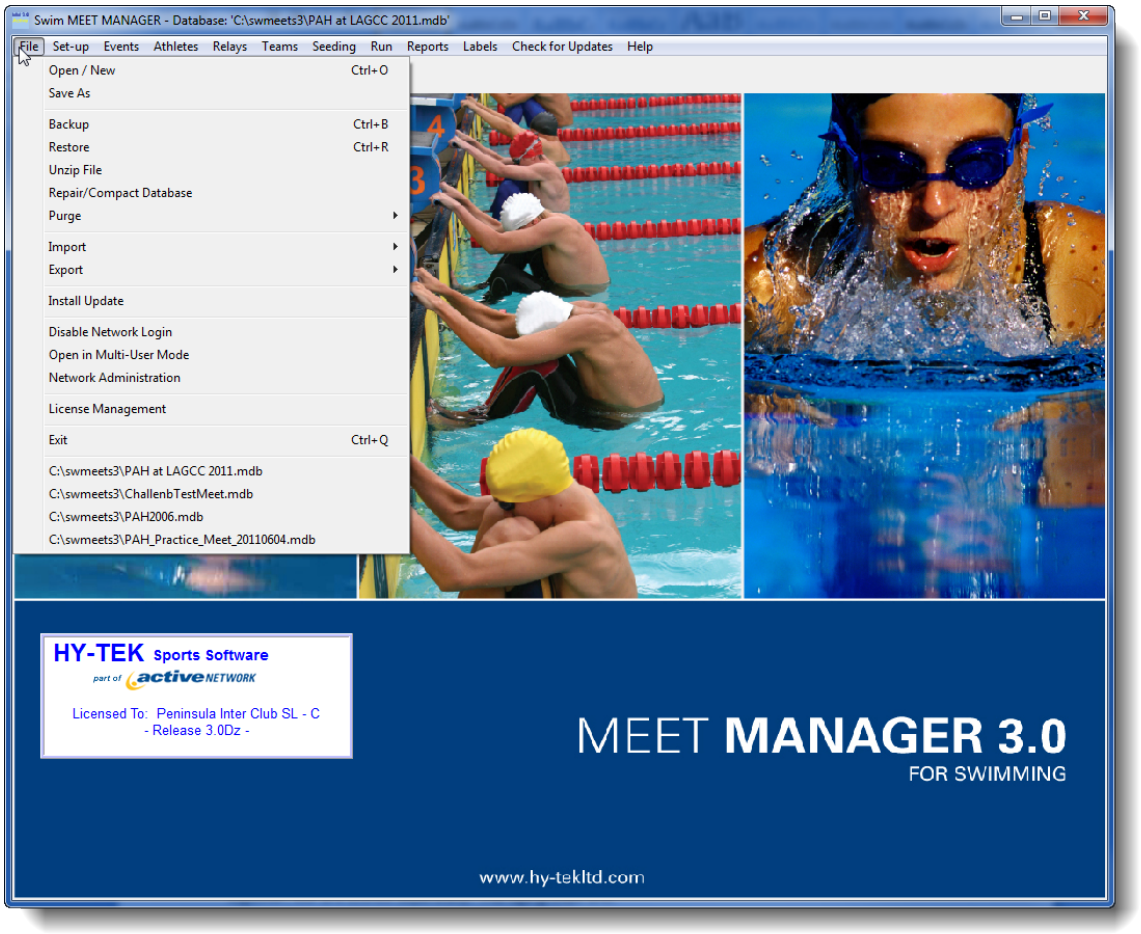
*A Swim Meet in Meet Manager – the database*

Meet Manager is a bit different from using a standard application like a word processor of photo editing application. In those applications, you must constantly save your work. When you do this, most of us understand that that we are "writing" our changes to a file on the hard drive of the computer. The only method of sharing that document is to copy it and then send it to them. Meet Manager is different in that it uses a Microsoft Access Database. This is a good thing as it means that all work is constantly saved and thus meet data is never lost with a system crash. An Access database is still just a file (it has an extension of .mdb); however, it has some marked advantages when running meet that I will cover below.

The first and most important thing to understand here is that in Meet Manager, every swim meet has its own database: meet = database. This is important to know as database gets emailed around just like other files and you need to know what you can do with it.

Meet Manager databases have very big advantages as they understand about the components of a meet. Concepts like Teams, Athletes, Events, Entries in Events, Results, etc. Why this is important is that these can easily be imported and exported between Meet Manager and Team Manager, and from one team's Meet Manager to another's. This is done all the time in getting a meet ready. This is not something you can do in Word or Picassa.

Everything about managing the database as its own entity is done from the File Menu in Meet Manager:



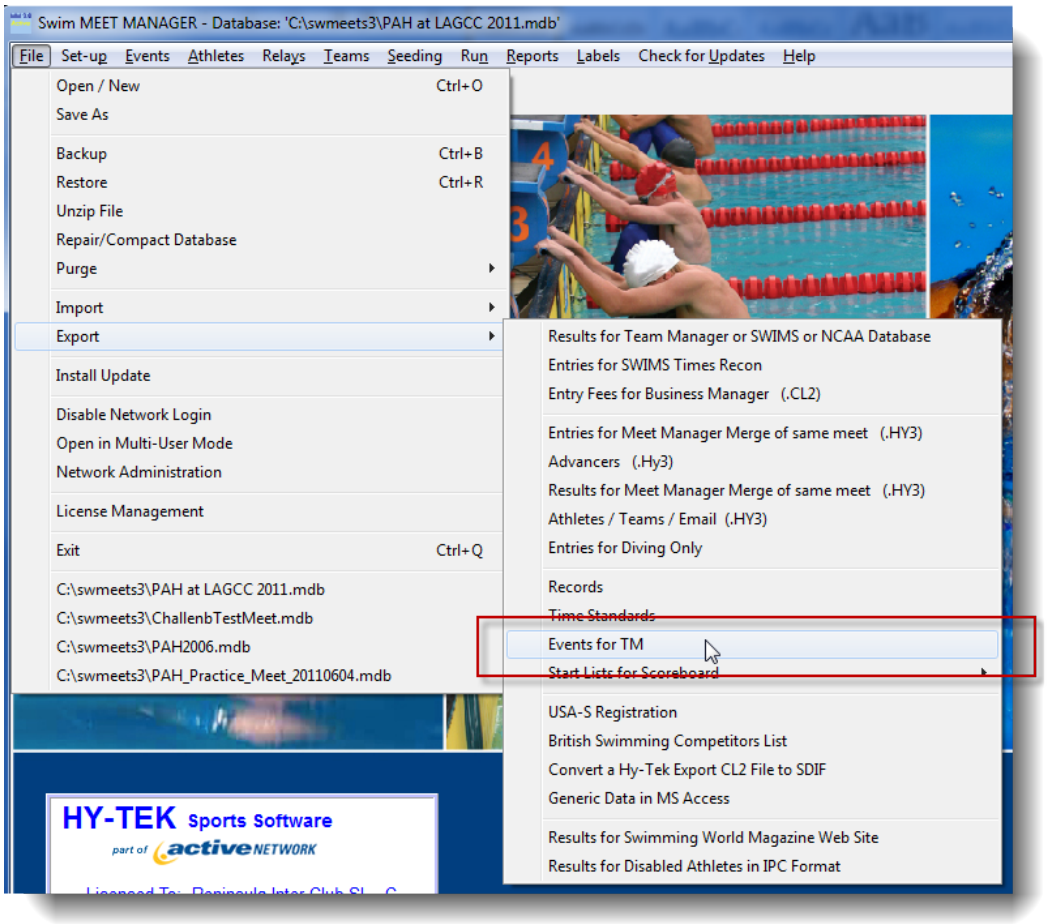

You rarely if ever will start a new database and build a meet from scratch. Normally you just start with a copy of one that has all the PISL standard Events loaded into it. This "starter" database can be downloaded from the PISL website by navigating to the Meet Results Files page and scrolling to the bottom. If you do this, just download it, give it a new name, and open it up – that's it.

Backing up a database will just create a copy of its .mdb file, but Meet Manager will make sure that there are no corruption problems with it. This is a safer method than making a copy of the file yourself. Restoring a database

is just that and incredibly handy when practicing with Meet Manager. You can take a Meet and get it ready, then back it up. You can then play with the Events, create entries, type in times and see how they score, etc. When you are done playing, just use the Restore command to put everything back.

Purge is very handy in that you can delete particular components of a meet. For instance, if you want to get a new meet ready using an old meet as a start, you can purge the Results and the other team. All you will have left is with a meet with all the PISL events and your swimmers and divers in those same events.

Import and Export are used the most. This is how you as the person running Meet Manager bring together a meet. Once the Events are in good shape, you export the Events to be used by the team coaches utilizing Team Manager:

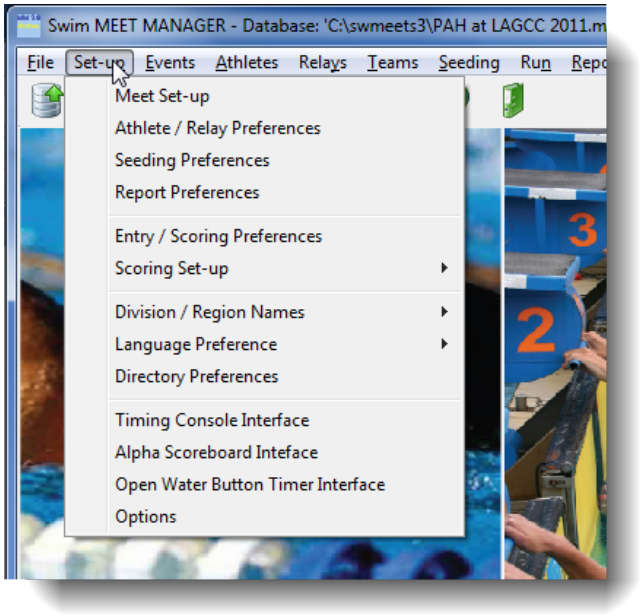



The Coaches will then assign their swimmers and divers, Athletes in Hy-Tek parlance, into Events. The coaches will then do their own Export of these Athletes (Roster) and Entries and send it back to you. Note that the files you get will often by in a generic compressed format called a ZIP file as their file extension is .zip. Any computer file can be put in this format to save space, but because of this Meet Manager won't recognize the file. That said, it can automatically uncompress ZIP files. When you go to import it, select the ZIP file you want and Meet Manager will tell you it will have to uncompress it first to a temporary location – say Yes. The file will now show in a new temporary directory with the right extension for Meet Manager (e.g. HY3, CL2). Select this file and

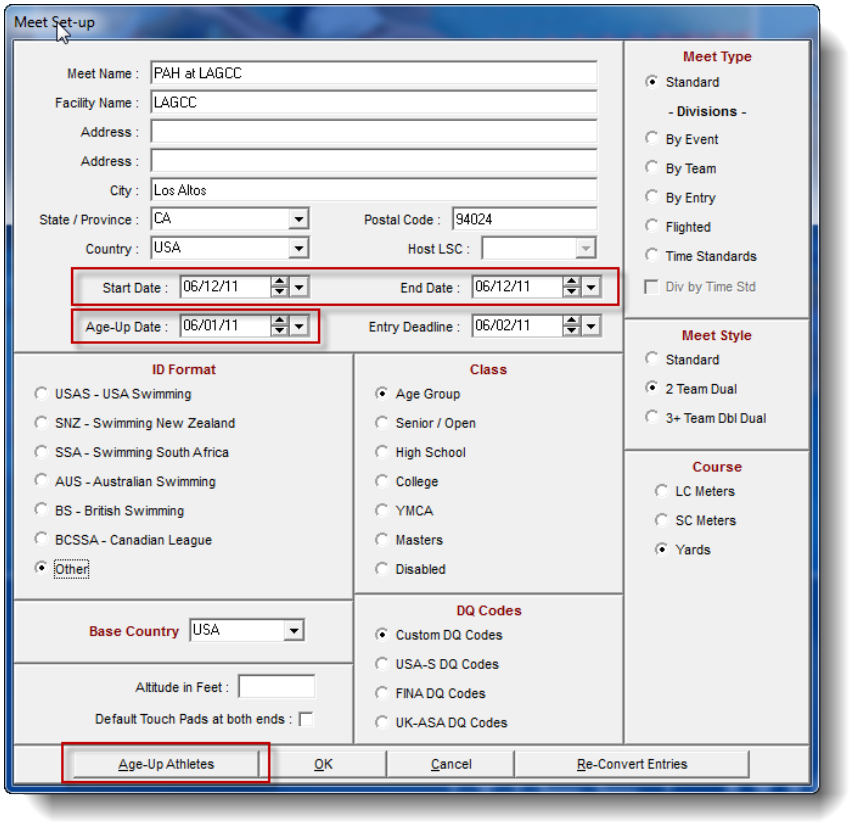
the import will progress.  If you aren't sure what you are doing, it is a very good idea to back up your database before doing anything like this.

*Meet Set-Up*

Now onto the actual meet.  From the Home screen, there is the Set-Up menu:



The Meet Set-Up dialog is as follows for a normal PISL dual meet:

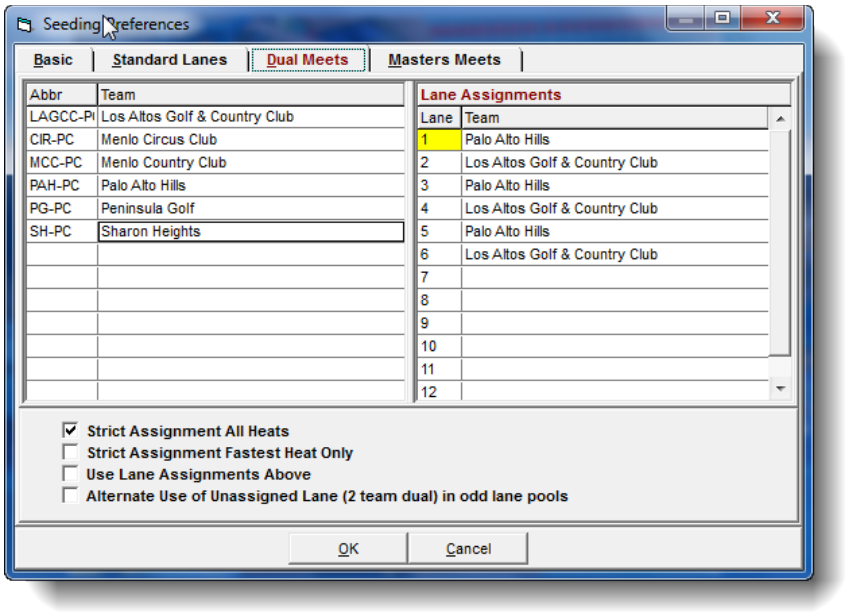



A few tricky fields have been highlighted. The first is the date of the meet. The communication system between Meet Manager and the Colorado Timing Systems Dolphin systems uses date as a primary communication key. If the meet date doesn't match Dolphin's, the system won't work. Note that Meet Manager is designed to run multi-day meets. Since PISL only runs one day meets, the Start and End Date should both be set to the same day.

The second tricky problem pertains to Aging Up. In PISL, Athletes swim within their age group for the entire season; they don't change age groups just because their birthday happens mid-summer. In Meet Manager, the cut-off date is known as the Age Up date. For the 2011 summer season it is June 1, 2011. The problem is that calculating age groups doesn't always work right after merging all the teams' Rosters and Entries. You will know it is not working right when a coach comes to the scorer's table and says that a swimmer or diver are showing wrong ages in reports or they aren't being let into the right age groups. This is fixed by opening this Meet Set-Up dialog box and selecting the Age-Up Athletes button at the bottom of the dialog. Assuming that the Athletes birthdays are correct, everything should be fine now.

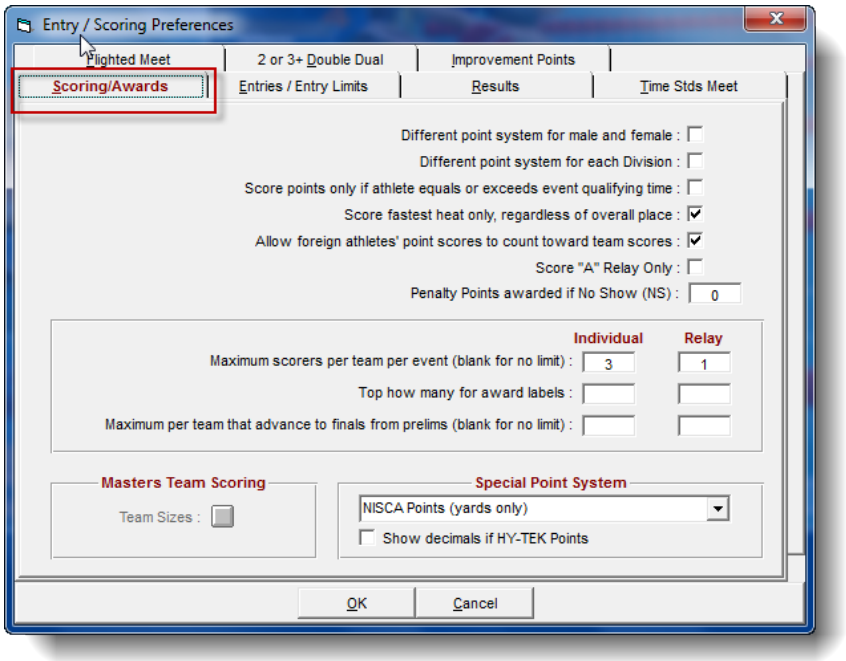
*Seeding Preferences*

Seeding is the process of putting the fastest simmers in the first heats, and then putting the fastest simmers per heat in the right lanes. The presets for seeding work well in Meet Manager, but you do need to tell it which team gets which lanes. This is done in the Seeding Preferences dialog. Team names can just be dragged and dropped into the lanes. By PISL rules, the Home team always swims in the even lanes and the visiting team in the odds.

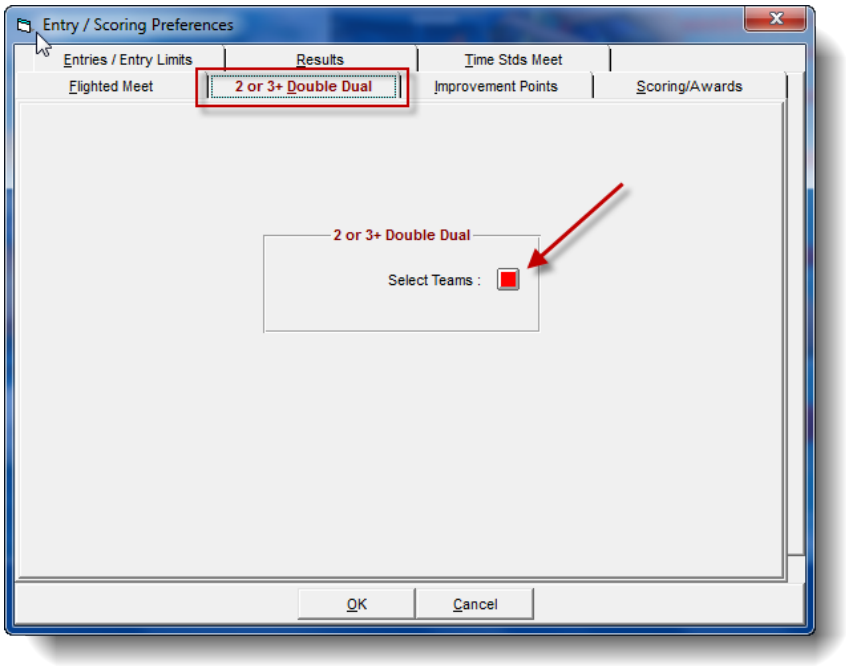



*Scoring Settings*

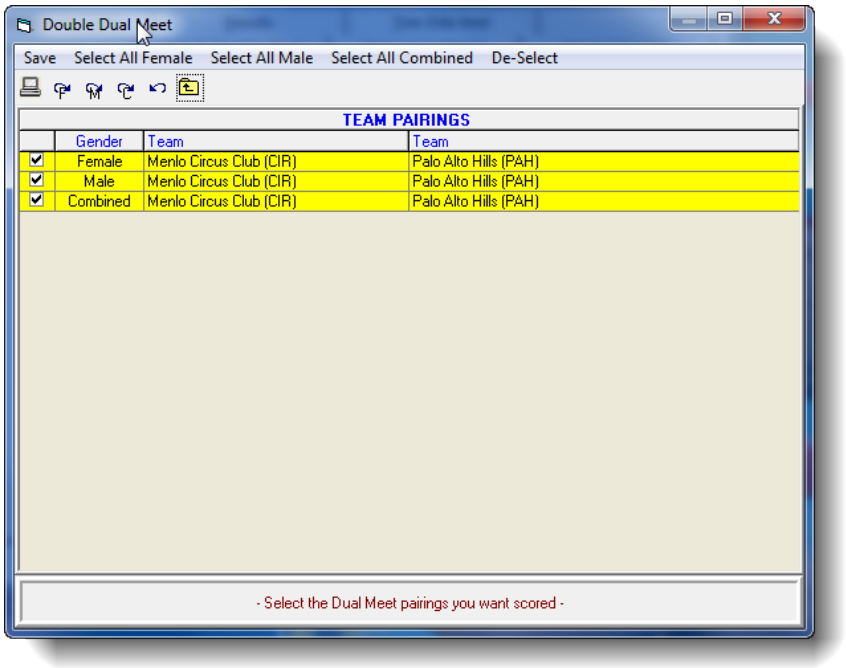
Now that we have the lanes assigned to teams, we need to set-up scoring. This is done in a few places noted below. The first is how many people and heats get scored. This is done in the Entry/Scoring Preferences dialog. The Entry/Scoring Preferences dialog is where you tell Meet Manager to only score the fastest heat and that only three places will be given out for Individual (and Diving) events, and one place for Relays.




Within this dialog is where you tell Meet Manager whether or not to score the boys and girls separately or together. To do this, you need to select the Dual Meet tab and select that “Select Teams” button:

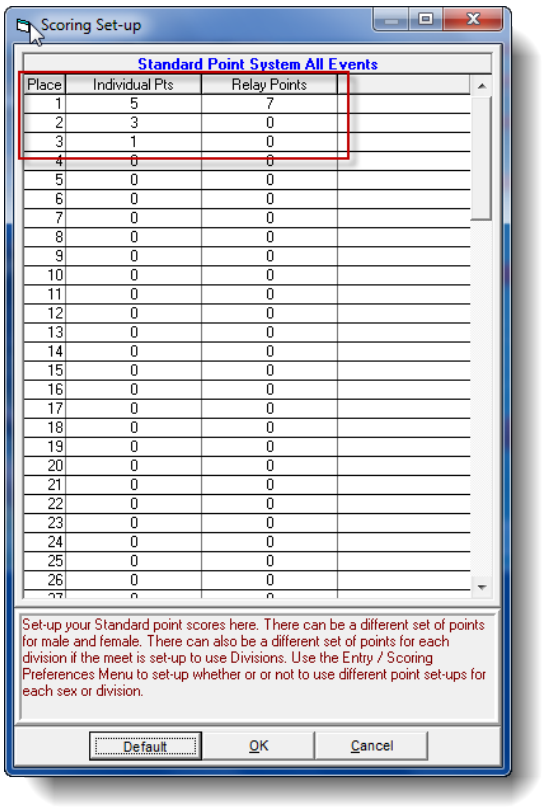



From the resulting Double Dual Meet dialog (see image below), the only required selection is Combined, but lots of teams select all three options. *Note that if your teams don't show here, it means that you didn't put the teams you wanted in [Seeding Preferences](#).*



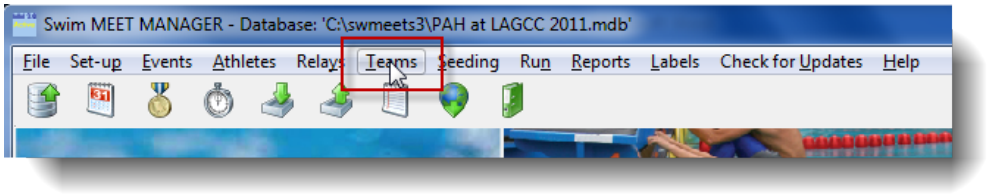

The last critical meet set-up step is to ensure that the actual points for scoring are set-up correctly. In PISL, non-relay events are scored 5 points for first, 3 for second, and 1 for third. For relay events, the winning team receives 7 points – no other points are awarded. To tell Meet Manager to score this way, select the Scoring Set-

Up menu option and then select Standard.  The following image shows the dialog box that will display and its proper entry:

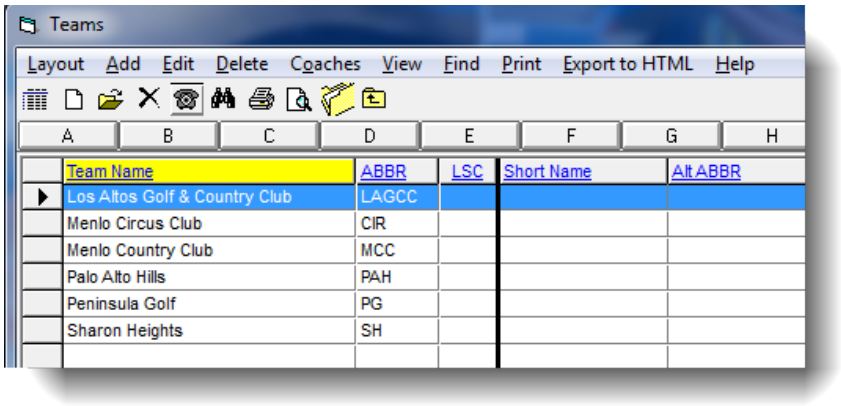



*Teams*

As a person using Meet Manager for PISL, you will rarely if ever need to play with Teams as they have all been set-up previously and the teams don't change; however, here are the basics.  You access Teams from the home menu and select Teams:




Teams are relevant mostly for Relays.  A team is assigned to a lane or lanes for a relay and then Athletes are assigned to the resultant relay team.  The following image shows all the details you need about setting up teams in PISL:



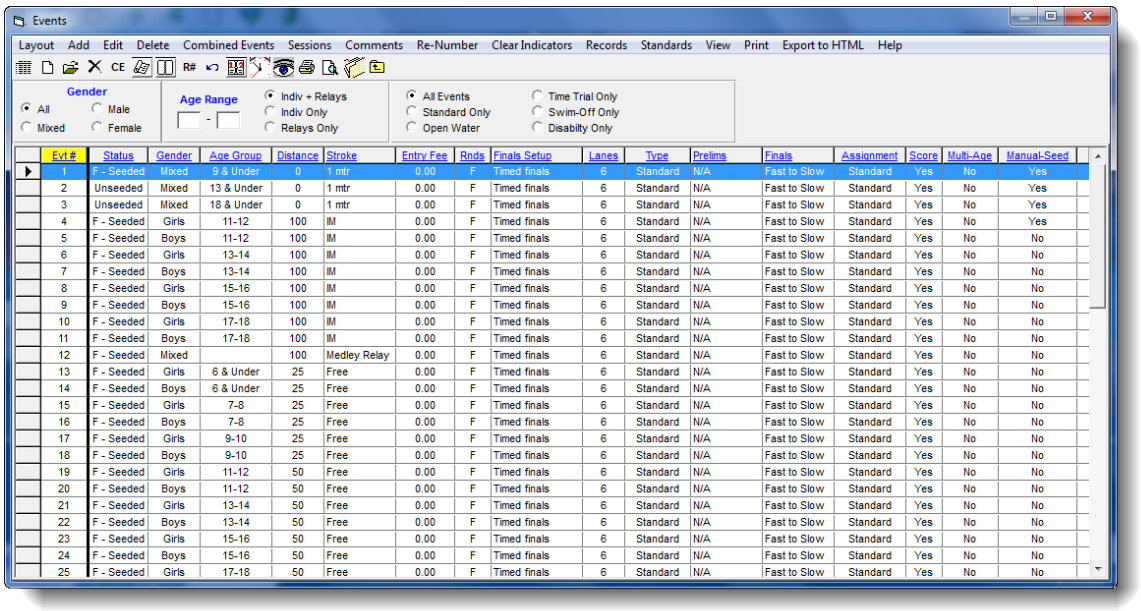

*Athletes*

Athletes are the swimmers and divers on a team. Team Manager will refer to an entire team's Athletes as its Roster. There isn't much to do here as the Coaches enter all this information into Team Manager and you just need to import the Roster.

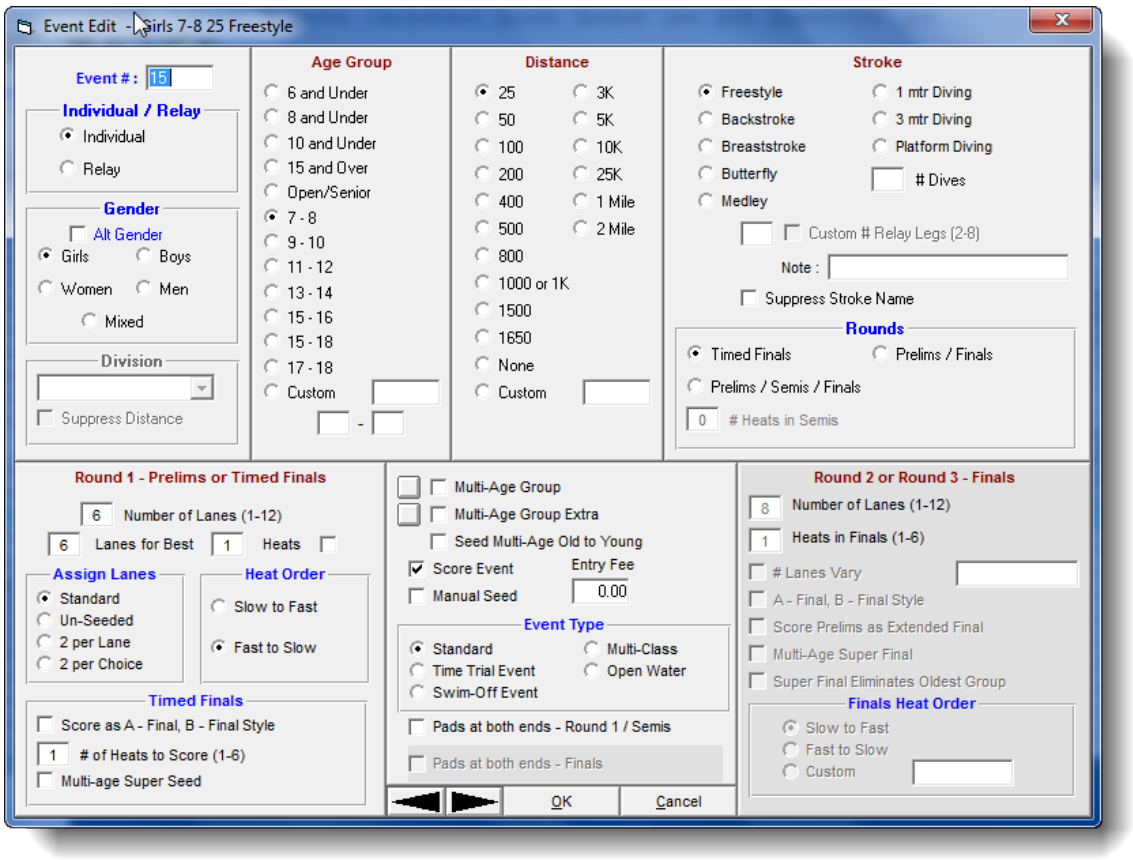
*Events*

Getting Events entered into Meet Manager is important to the running of the meet. For the most part you won't have to do anything here as you will have either used the PISL starter database file from the PISL website, or started with a database from a previous meet that we will assume was set-up correctly. That said, there are a few important things to note about the Events screen and Event Details dialog.

There are three types of Events used by PISL: Diving, Individual Races, Relay Races. The Events page, accessed by selecting the Events link on Meet Manager's home page, just lists all the Events in the meet. Importantly it also lists the Event number (i.e. Evt #), which dictates the order of Events for the meet.

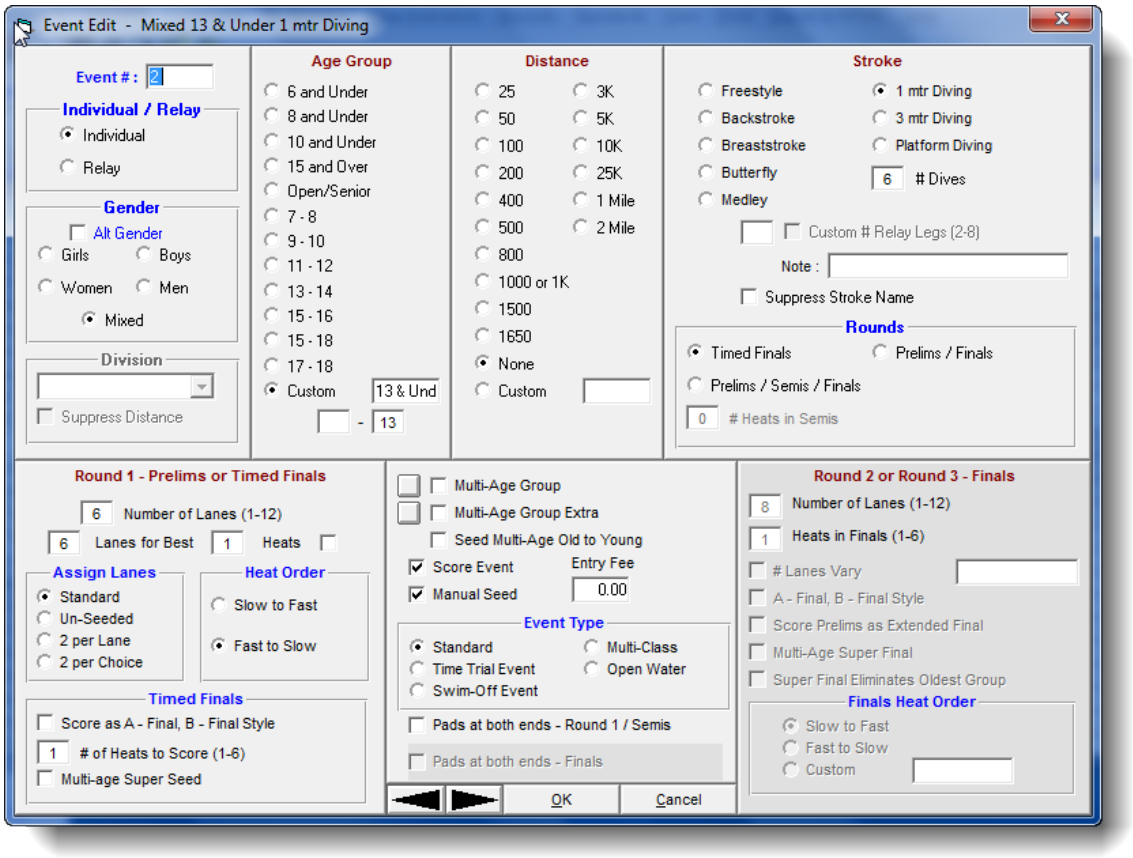


Creating or editing an event is done on the Event Details dialog. You can get there by selecting Add or Edit from the Events page menu, or double-clicking on an Event.

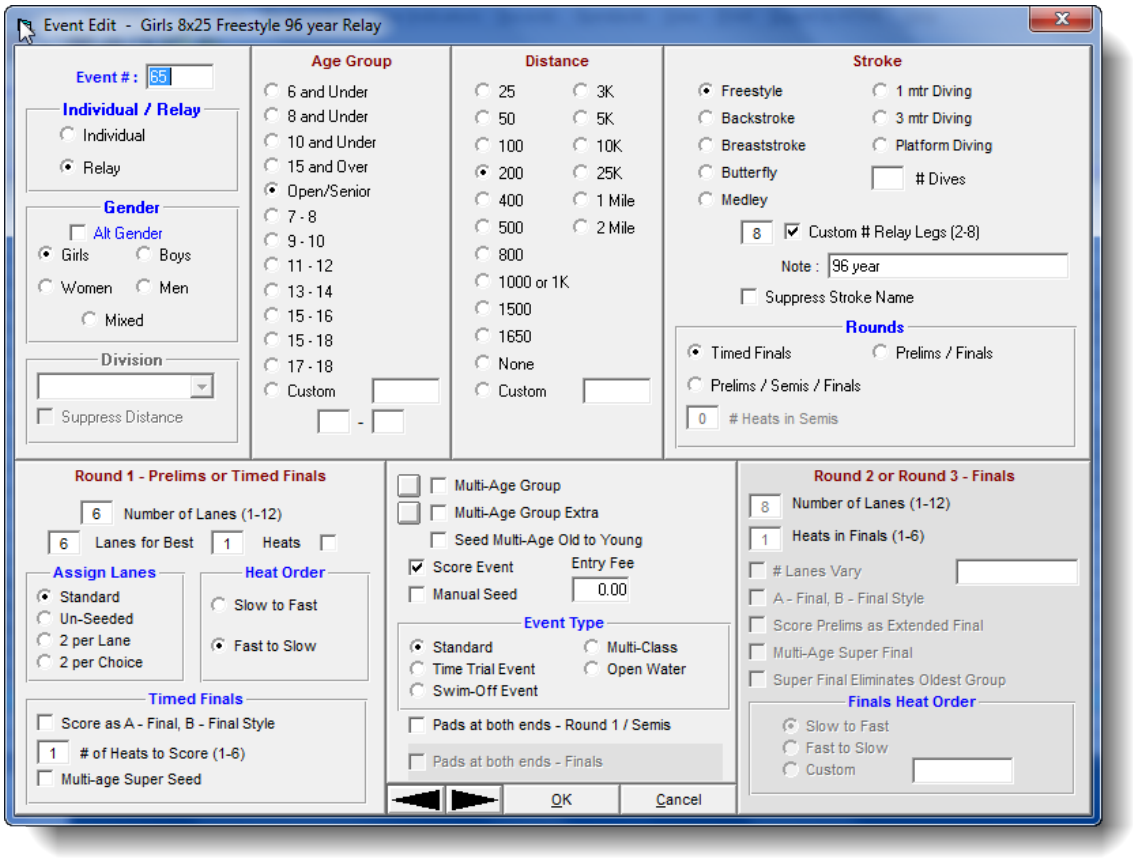



The Event Details dialog is confusing at first, but quickly makes sense once explained. The first thing to know is that you "read" it left to right and top down. The above event can be "read" using this flow: it is event #15 and an individual girls race for ages 7-8; it is for 25 yards freestyle and it is the timed final, meaning no preliminaries or semifinals; the race will be in 6 lanes; seeding will be standard and should be ordered fastest to slowest; and the first heat will be the only scored heat.

A Diving Event is a little different, but not much (see image below). In the Gender box, the Mixed option is checked. This tells meet manager that boys and girls will dive and be scored together . Also, since ages are grouped differently, Custom Ages are used.




The last type of Event is a relay. These are a little more complex as swimmers are not seeded into a relay directly. Swimmers are assigned to specific relay teams and a relay team is assigned to a lane. Seeding for Individual and Relay events is covered elsewhere in this document. The Event for a relay is pretty straightforward. The following is for the girls 200 freestyle relay for all ages:




*Individual Event Entries and Relay Entries*

If you have followed this guide from the beginning, you are now at a point there is a Meet database that has been properly set-up to contain Teams, Athletes, and Events. These are everything you need for a meet, but now you the need to link them all together. This is where Entries and Relay Entries come into play.

An Entry in Meet manager refers to a swimmer or diver being assigned to a specific Event. A Relay Entry refers to the assignment of swimmers to a relay team for a specific Event.

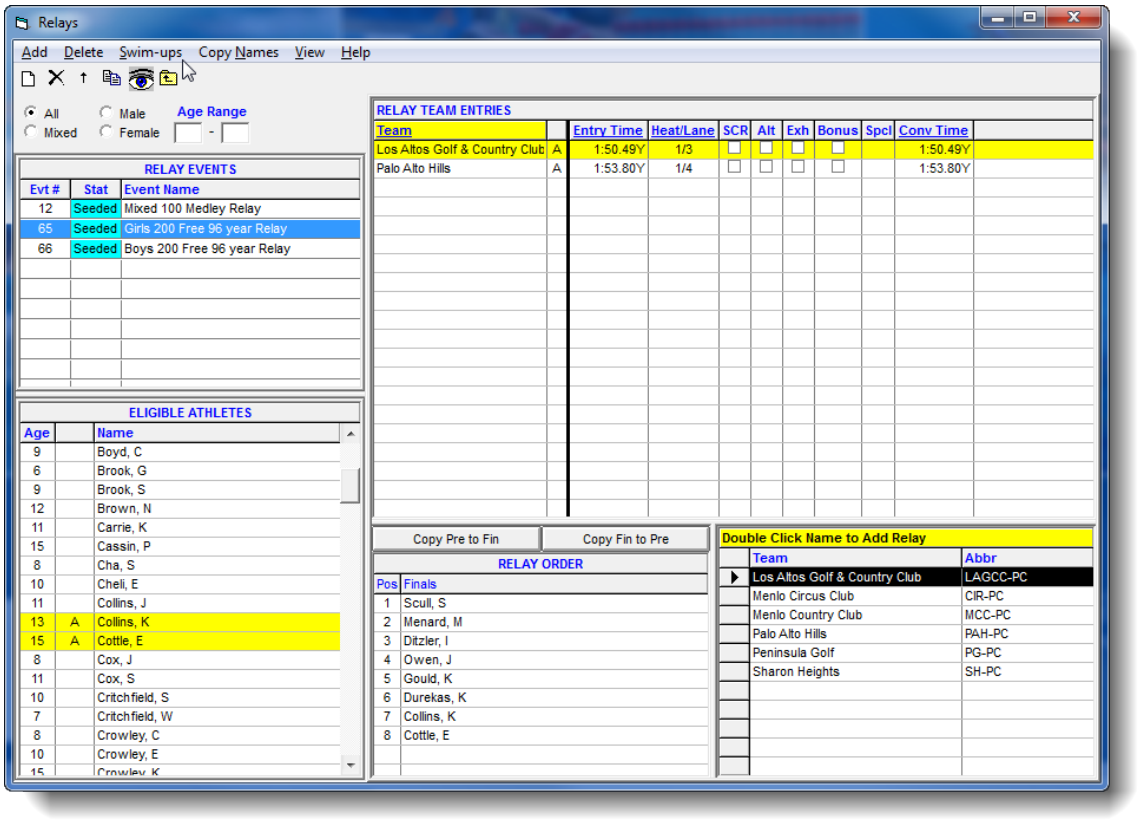
There are lots of ways to connect Athletes and Events in Meet Manager; however, none of them will be covered here as it is always done by the coaches using Team Manager. Right before the meet, changes are definitely necessary, but that is covered in the section on running a meet.

*Seeding the Individual Event Entries*

Seeding an Event is the process of assigning Athletes to specific heats and lanes. Part of the Event Details was if the event was to be Manually seeded or not. In PISL, the coaches like to seed their own swimmers as opposed to having the software doing it automatically based on the swimmer's best times. This works as the Home coach knows that they have the even lanes and the Visiting coach knows that they have the odd lanes and so there isn't a chance of conflicts occuring.

*Manually Seeding the Relay Entries*

To place Athletes into the Relay Teams, select Relay from the home screen of Meet Manager. The Relay seeding dialog box will open:




To seed a relay:

1. Select the Relay Event - the Relay Team Entries will update
2. Place or edit the Teams in the Relay Team Entries portion of the screen using drag n' drop. To delete a Team, double-click on their name
3. Select the Relay Team you want to add Athletes to – the Eligible Athletes will update (box in the lower left hand corner)
4. Place or edit the Athletes into the Relay Team. You can change the order by dragging and dropping the names. To delete an Athlete, double-click on their name

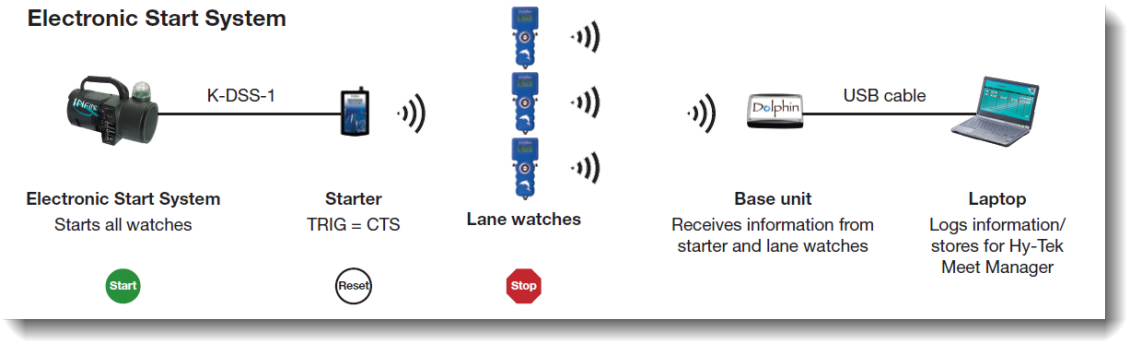
<u>Colorado Time Systems' Infinity Start system and Dolphin Wireless Stopwatch Timing System</u>

*CTS Infinity and Dolphin Overview*

The Colorado timing system used in PISL is made up of two components: the Infinity Start System and the Dolphin Wireless Stopwatch Timing System.

The Infinity System is an integrated loudspeaker, start signal, and timing system starter. Here is a picture of it:


The Dolphin timing system is a wireless system designed to gather accurate start and stop times for each swim lane and to wirelessly transmit that to the computer used to score a meet. The system consists of the wireless start module, wireless stop watches, wireless USB base module, and Dolphin software. Here is a picture of the hardware:



*Setting the Infinity and Dolphin System Up*

Physical set-up of the system is easy – pretty much plug n' play. The only thing to be concerned about is the rechargeable battery in the Infinity starter. The Infinity can only run on its built in battery. *This means that if the battery has run low, there is no plugging it in or swapping batteries to finish a meet.* To help avoid the problem of depleting the batteries in the middle of a meet, there is a battery indicator (see image to the right).

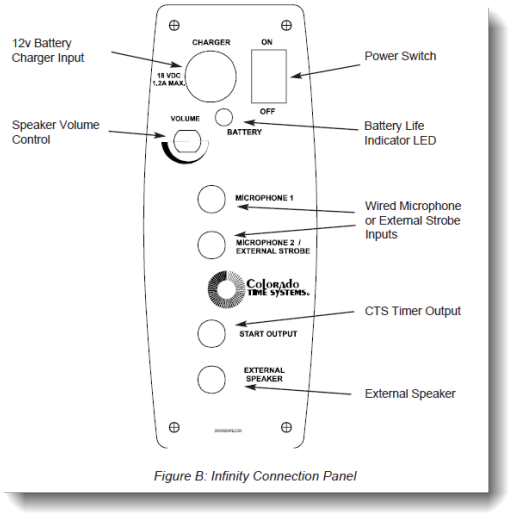


*Figure B: Infinity Connection Panel*

- Green Light – Fully Charged
- Yellow Light – Needs Charging
- Red Light – Almost out of Power
- Flashing Green - Charging

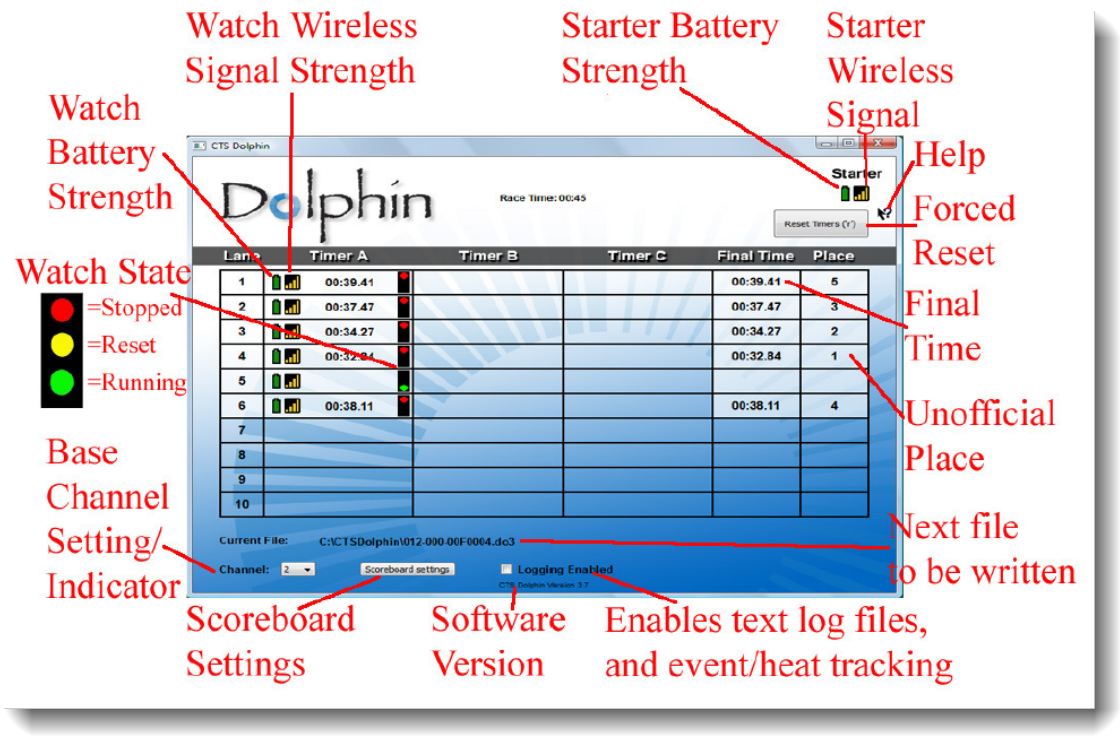
A normal charge lasts 8 hours assuming that the PA is used for starts only. The light goes yellow when there is only 5-6 hours left. It will go red with 1-2 hours left. When charging the Infinity, the power switch much be in the "Off" position.

To set up the Infinity and Dolphin hardware:

1. Put the Infinity, mounted on its tripod, where you want it. Turn on the power switch and verify that that battery light is green. If it is not, charge the unit (power must be turned off)
2. Connect the Dolphin Start Module to the Infinity unit's "Start Output" connector. Place the Dolphin into the leftmost holster of the Infinity. **You must be very careful here! If the Start Module is plugged into the External Speaker connector, the Start Module will be destroyed and need replacing**
3. Attach the USB cable to the Dolphin Base Module and plug into the meet scoring computer (there is no power plug as the module is powered via the USB connection)

To turn on the hardware:

1. Turn on the Infinity using its power switch
2. Turn on the Dolphin Start Module by holding down the Reset button until the LCD display turns on
3. Turn on all the watches by holding down their Reset buttons until the LCD displays turn on
4. At the computer, turn on Dolphin.exe
5. Confirm the system is active: In the Dolphin.exe application, you should see all twelve watches and their batter power displayed as well as their wireless signal strength. In the application's top right corner, you should see the batter power and wireless signal strength of the Starter Module (see image below for help)




# Testing the Timing Systems before the Meet

The first and most important thing to do to ensure that a meet will run smoothly is to prep ahead and get Meet Manager all set-up for the meet.

**If you haven't done so yet, backup the meet database in Meet Manager!**

The next thing is to test that the Dolphin system is communicating correctly to Meet Manager. Here are the steps:

1. Wire together all of the components of the computer and the Infinity and Dolphin System and have turned everything on
2. On the Computer, turn on Meet Manager and turn on Dolphin.exe if you haven't done so (from Run Meet page, select Interfaces > Timer (CTSD) > Start Dolphin.exe)
3. Confirm that the Dolphin Watches and Start Module have good wireless strength and batteries (they use a 9v)
4. Have the Starter click on Reset of the Dolphin Starter Module.
5. In the Dolphin.exe application , verify that for every Stopwatch's status indicator is colored Yellow (indicates it is in a Reset state)
6. In the Dolphin.exe application, note the data file number
7. Have the starter trigger a test start by holding down the PA button of the microphone of the Infinity system and simultaneously hitting the Start button (the little red button on top of the microphone). The Infinity should beep and its strobe light should flash

8. Check the Starter Module, all twelve watches, and the Dolphin.exe application to verify that the time is running: the Watch State for each Stopwatch as shown in the Dolphin.exe application should be Green, indicating the watch is running
9. Stop all twelve watches by hitting either button on the side of them – DO NOT USE THE RESET BUTTONS.
10. Verify in Dolphin.exe that all watches have stopped as indicated by the Watch state for each watch is Red
11. Have the Starter click on Start/Stop on the Dolphin Starter Module, and then click on Reset. It is the action of clicking on the Reset button of the Dolphin Start Module that causes the Dolphin software to "write" the times to a data file on the computer's hard drive
12. At this point you should be able to retrieve the times into Meet Manager using the Get Times button on the Run Meet page of Meet Manager. If this doesn't work, go to the section in this manual on debugging Dolphin to Meet Manager communications
13. If it does work, get rid of the times by not importing them in the first place or restoring your meet database

# Diving

Overview

Diving in PISL is broken up into three age groups. Boys and Girls of the same age group dive together, but are scored separately. The age groups are:

- 9 and Under
- 13 and Under
- 18 and Under

Each diver within an age group must complete a required number and type of dives as noted in the PISL rules. A diver that cannot complete the number and types of dives may participate in a dive event, but only in Exhibition (no score possible).

Each dive will receive three scores, one by each of the diving judges. Although some leagues with more judges will throw out the high and low score before compiling a dive score, this is not done in PISL - all three scores are used to judge the diver. These dive scores are compiled taking into the level of difficulty of the dive. All the diver's scores across their required dives are totaled and it is that total that is used to judge first, second, and third place.

Before the Meet

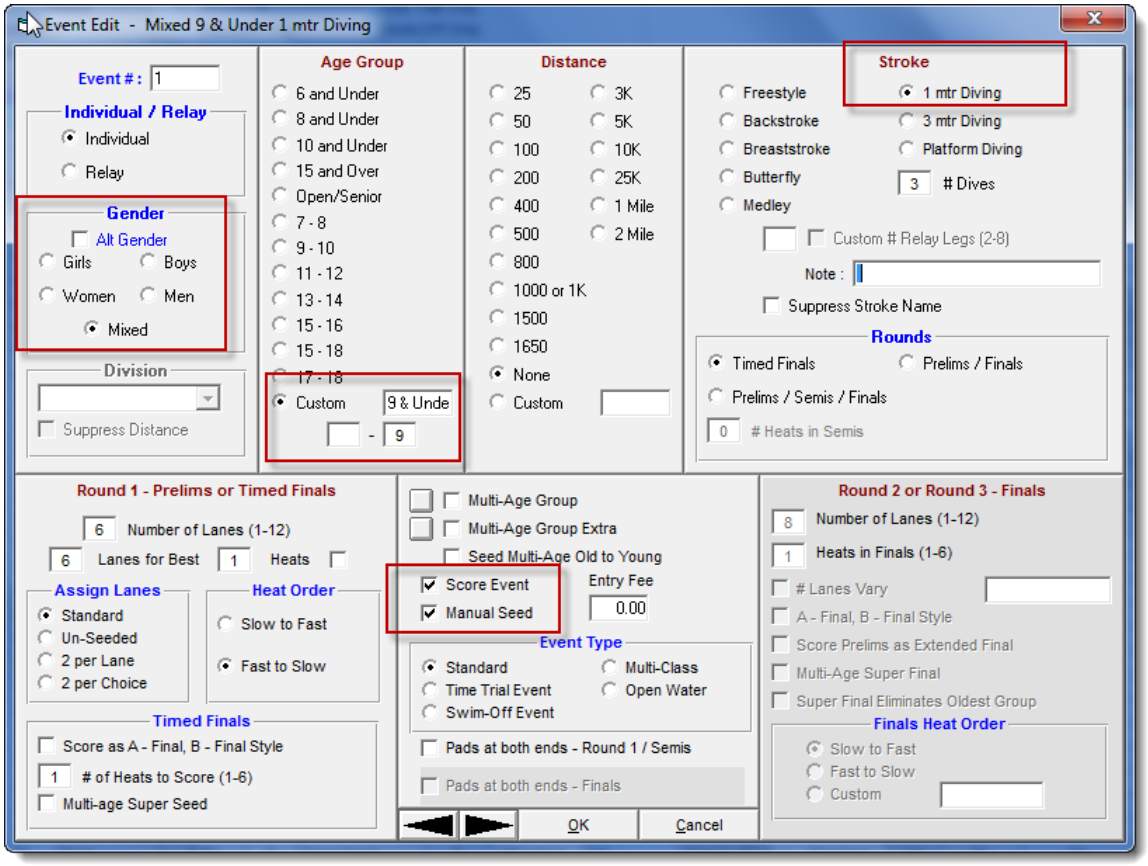
*Diver Forms*

Each team must turn in a diving sheet for each diver, which is entitled United States Diving, Official Diving Form (http://www.usadiving.org/05redesign/resources/forms/divform1.PDF). It includes the dive description, dive number, and dive degree of difficulty. The diver must be able to complete the requisite number of dives and types of dives as outlined in the PISL rules in order to be an official entrant. If they cannot, they may only

complete as an exhibitor.

*Configuring Dive Events*

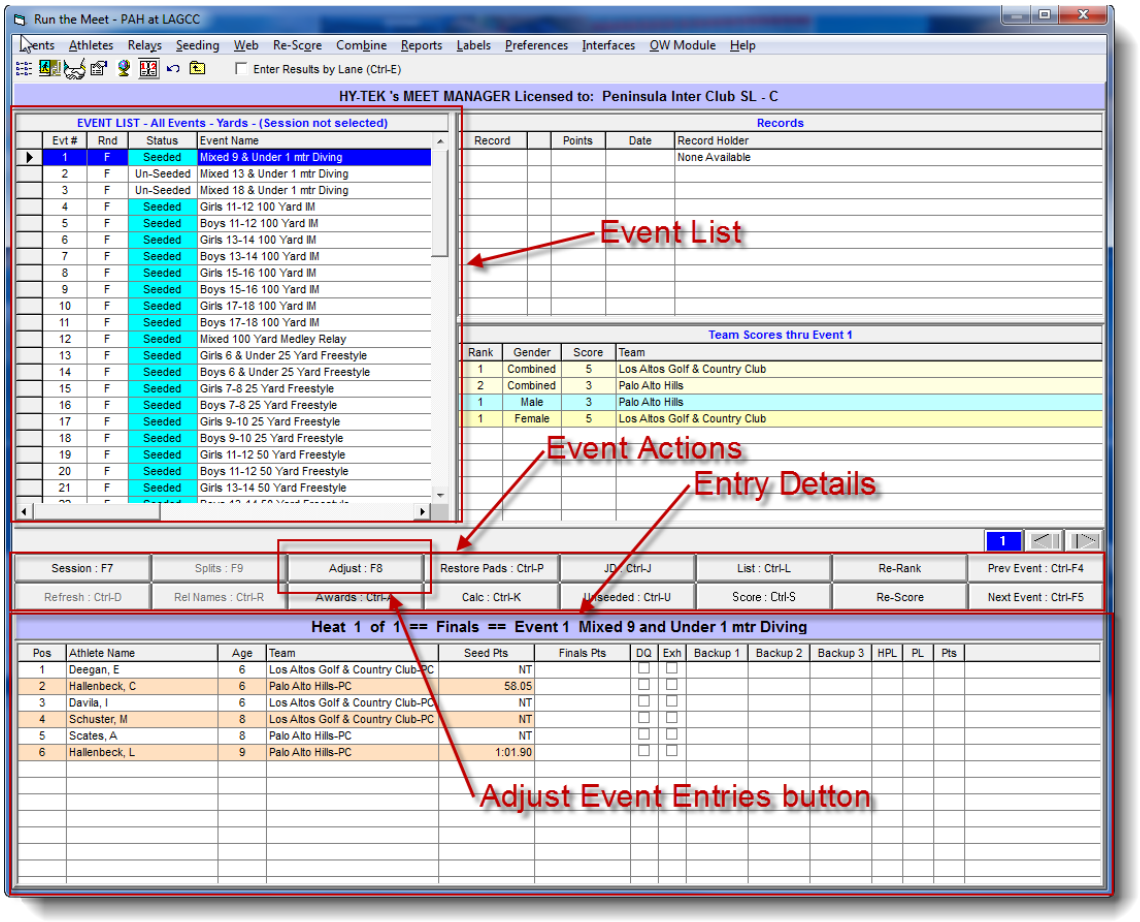
Dive Events in Meet Manager are setup just like Swim Events; however, Gender is selected as “Mixed”. The following event details screen can be accessed from Meet Manager’s home page > Events > double click on an Event. The critical set-up details are highlighted in red:




The coaches should have linked all the divers, “Athletes” in Hy-Tek software lexicon, to the relevant dive and swim events using Hy-Tek’s Team Manager. An Athlete being part of an Event is referred to as an Entry. If this is the case, the Entries will be Merged into the meet database before the meet.

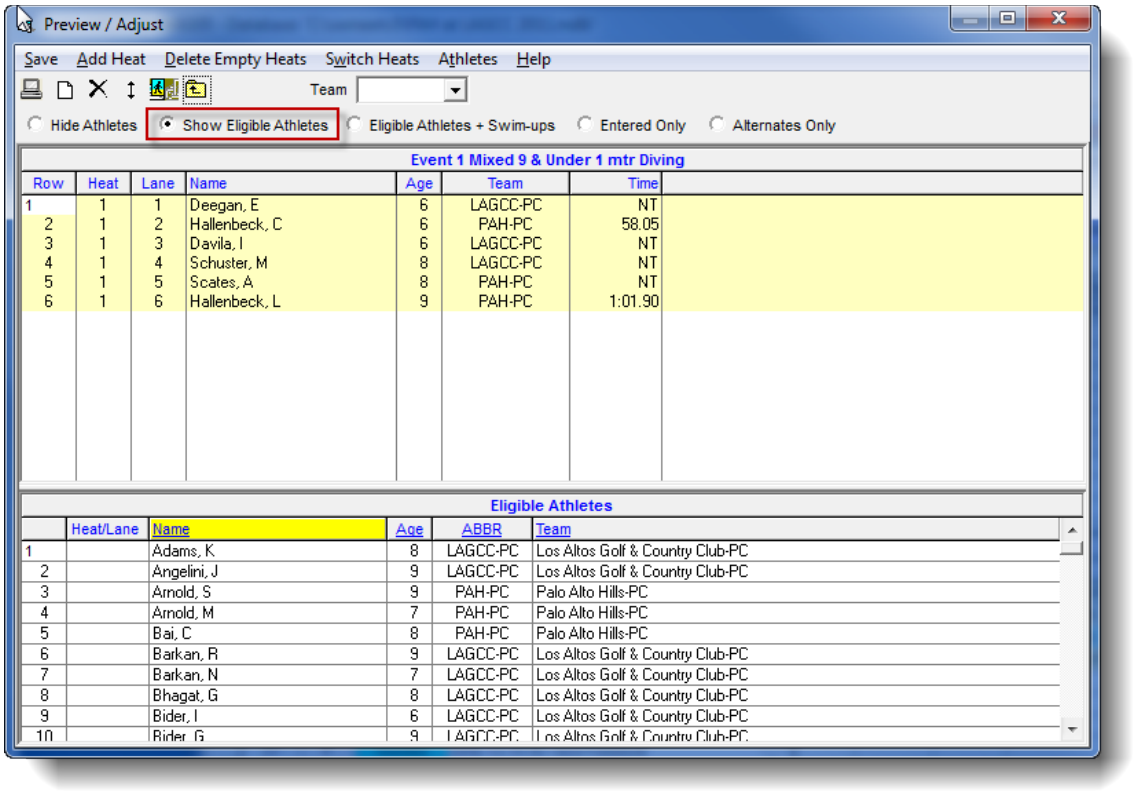
*Making Last Minute Adjustments to the Dive Event Entries*

If an Athlete needs to be added or removed to a diving Event on the day of the meet, this is easily done from within the Run screen of Meet Manager. The Run screen is used to run a meet and is laid out as follows:




The Event List shows all the Events for the Meet. For any selected Event in the Event List, the Athletes that are entered into that Event are shown in the Entry Details list.

To make changes to the Entries for an Event, select the Event from the Event List, then click on Adjust: F8 from the Event Action buttons. This will bring up the Entry Preview / Adjust dialog box:




If for some reason Athletes are not shown at the bottom of this dialog box, then the athletes filter is set to "Hide Athletes". Simply select "Show Eligible Athletes" or other filter (as highlighted in the image above) and then the athletes will display.

- **To add a diver**, find them in the list and then click and drag on their Name and drop (i.e. unclick) them into the Entries. The order doesn't really matter for diving, but if you want you can drag and drop the order in which the names appear
- **To remove a diver**, double click on their Name from within the Entries list

Select Save from the top of the dialog to save your changes and return to the Run screen of Meet Manager.

Background on Scoring

Diving in PISL utilizes the scores taken from three diving judges, whom sit next to the diving board and judge the dives. The judges are not supposed to take the difficulty of the dive into account as this is done mathematically at the scoring table.

The judges score dives from 1-10 for a successful dive and a 1 for a failed dive, one that does not meet the specific dive's minimum requirements (e.g. if it is a forward single somersault and the diver doesn't get halfway around).

A specific dive's score is calculated by taking the sum of the three judges' scores times (i.e. multiplied by) the dive's degree of difficulty. A dive's degree of difficulty is determined by USA Diving (http://www.usadiving.org/

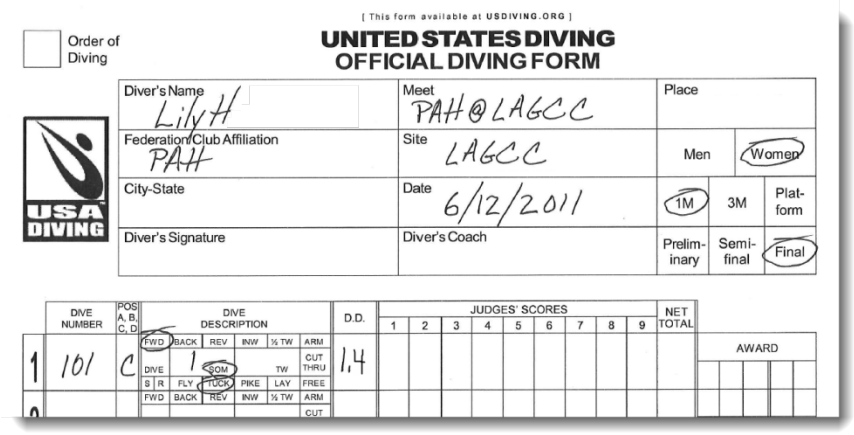
05redesign/resources/Rulebook/2010/AppendixD.pdf) and ranges from 1.0 – 3.0 for the one meter springboard. An example of calculating a dive score is as follows: a diver doing a forward single somersault in the tuck position (degree of difficulty: 1.4) receives scores of 5, 6, and 5 ½. Their dive score would be 23.10 (i.e. 5+6+5½=16½*1.4=23.10). Note that no judge's scores are thrown out (e.g. the high and low score) in PISL as there are only three diving judges.

To get to an Event score, all the divers' scores are totaled (i.e. added up). It is these event scores that are entered into Meet Manager. Meet Manager will then give points for first, second, and third for every age group. The points awarded are as determined by PISL rules.

During the Diving

As noted in the Scoring section above, scoring diving is a mathematically intensive process and thus error prone. As part of the job of the scoring table is to provide continuous updates on the meet score as it progresses, there is a process that has evolved to ensure a smooth meet. Following this process ensures no errors are made and that the diving events are scored almost immediately after completion of the diving competition.

The following descriptions reference the USA Diving Dive Sheet, which is used by PISL. A mock sheet is shown here for reference:


[ This form available at USDIVING.ORG ]

Order of Diving

UNITED STATES DIVING
OFFICIAL DIVING FORM

| Diver's Name Lily H | Meet PAH@LAGCC | Place |
|---|---|---|
| Federation/Club Affiliation PAH | Site LAGCC | Men / (Women) |
| City-State | Date 6/12/2011 | (1M) / 3M / Platform |
| Diver's Signature | Diver's Coach | Prelim- / Semi- / (Final) |

| DIVE NUMBER | POS A, B, C, D | DIVE DESCRIPTION | D.D. | JUDGES' SCORES 1 2 3 4 5 6 7 8 9 | NET TOTAL |
|---|---|---|---|---|---|
| 1 101 | C | (FWD) BACK REV INW ½ TW ARM; DIVE 1 (SOM) TW CUT THRU; S R FLY (TUCK) PIKE LAY FREE; FWD BACK REV INW ½ TW ARM | 1.4 | | |
| 2 | | FWD BACK REV INW ½ TW ARM; CUT | | | |

AWARD

The process utilizes the Dive Sheets turned in by the coaches and requires four people at the scoring table: Announcer, Recorder, Scorer, and Checker. The process begins by stacking the dive sheets for the divers of a specific age group in diver order. The order is up to the home team. The Announcer starts with the dive sheet stack. She announces the diver, dive number (e.g., 101C designates a forward dive, tuck position), dive description, and dive degree of the difficulty. The dive sheet is handed to the Recorder.

After the dive, the dive judges hold up their score cards. The Announcer reads these aloud and the Recorder writes down the scores as they are read off. The Recorder totals the three scores up and writes down the figure in the Net Total column. The Dive sheet is then handed to the Scorer. In the meanwhile, the announcer has started with the next diver.

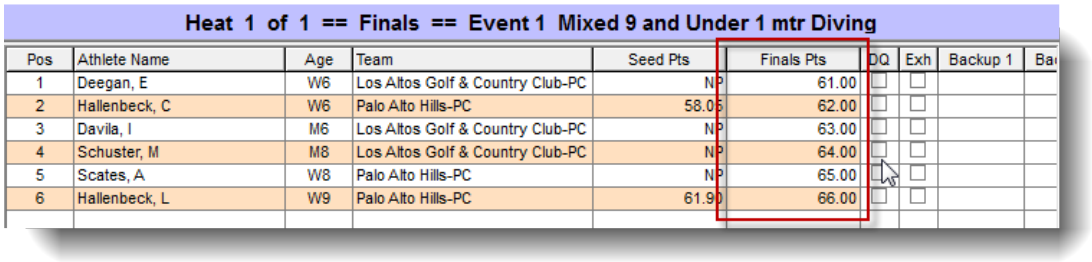
The Scorer checks the addition of the three scores, and then utilizes a Diving Calculator to multiply the sum of the judges' scores by the dive's degree of difficulty. The Scorer writes this down in the Award column. The Dive Sheet is finally handed to the Checker.

The Checker utilizes their own dive calculator and confirms the dive score entered into the Award column. The dive sheet is then placed face down so that at the end of the diving round, the dive sheets will be in the correct diver order. After the final diver in the dive round, the stack of Dive Sheets is handed back to the Announcer for the next round of dives.

The above process is followed until the final diver of a particular age group is scored. At this point, the Checker totals up all the scores for each diver. This is handed to another person, normally either the Scorer or a person running Meet Manager, if available, to check the totals.

Scoring the Swim Events in Meet Manager

At this point or after diving has concluded, the Final Diver Scores for each diver is entered into Meet Manager on the Run screen:



Heat 1 of 1 == Finals == Event 1 Mixed 9 and Under 1 mtr Diving

| Pos | Athlete Name | Age | Team | Seed Pts | Finals Pts | DQ | Exh | Backup 1 | Ba |
|---|---|---|---|---|---|---|---|---|---|
| 1 | Deegan, E | W6 | Los Altos Golf & Country Club-PC | NP | 61.00 | ☐ | ☐ | | |
| 2 | Hallenbeck, C | W6 | Palo Alto Hills-PC | 58.05 | 62.00 | ☐ | ☐ | | |
| 3 | Davila, I | M6 | Los Altos Golf & Country Club-PC | NP | 63.00 | ☐ | ☐ | | |
| 4 | Schuster, M | M8 | Los Altos Golf & Country Club-PC | NP | 64.00 | ☐ | ☐ | | |
| 5 | Scates, A | W8 | Palo Alto Hills-PC | NP | 65.00 | ☐ | ☐ | | |
| 6 | Hallenbeck, L | W9 | Palo Alto Hills-PC | 61.90 | 66.00 | ☐ | ☐ | | |

Once the data is confirmed to be properly entered, either the Score or Re-Score button in the Event Actions area is selected. Both buttons will score the event, but selecting the Score button will automatically bring up an Event report, which can be printed for the Announcer to read. Best practice is to hit Re-Score, confirm the scores for first, second, and third for each the girls and boys, and then hit Score to print the report.

The process above has a flaw in that nobody is checking the Recorder. This risk is mitigated in that the Recorder can both see the cards and hear the Announcer, which in and of itself provides some redundancy. To be done properly, however, another person such as the Announcer should also be writing down the diving judges' scores. In this way, any challenge to the scores can be checked against the secondary list.

# Swimming

Overview

Executing the swimming events requires lots of coordination of volunteers. The official requirements for the home and visiting team are listed in the rules section of the PISL website (http://www.pisl.us/TabGeneric.jsp?_tabid_=43155&team=reclplca). Minimally, here is the list:

- Meet Official
- Starter
- Place Recorder / Judge
- 12 timers (two per lane)
- Announcer
- Hy-Tek Meet Manager Operator / Home IT Administrator
- Visiting Team Technical Representative / Visiting IT Administrator

Although not officially required, the following role is also important and can be fulfilled by one of the IT Administrators:

- Dophin.exe Application Administrator (for details, see this section)

Starter: Responsible for coordinating the beginning of each race including the swimmers, the timers, and the Dolphin.exe Application Administrator

Announcer: Responsible for announcing each race and its results

Place Recorder: Responsible for writing down the first, second and third place lane for each heat of each event onto their copy of the Meet Program. In the situation in which the timing system fails, PISL rules dictate that it is this recording that will be used to determine the points for the meet.

Meet Manager Administrator / Home IT Representative: Responsible for running Hy-Tek Meet Manager, including importing Dolphin timing files, ensuring that times are correct, coordinating with the Visiting Team's Technical Representative, scoring events, and printing reports and ribbon labels.

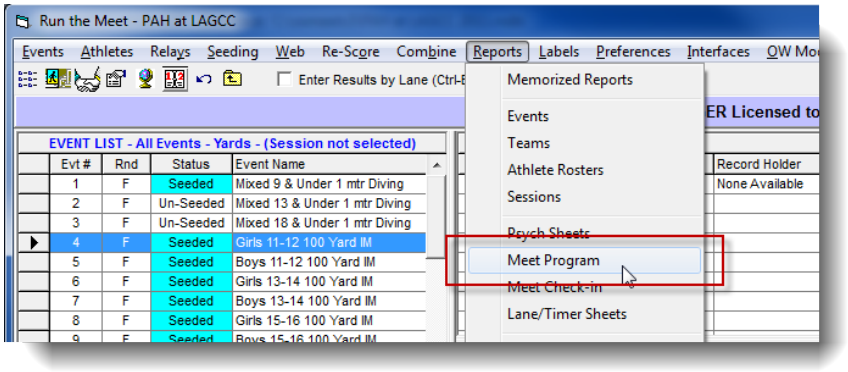
Visiting Team Technical Representative: Responsible for confirming the work of the Meet Manager's work as well as working out any discrepancies (e.g. times from a lane's stopwatches are far apart).

Dolphin.exe Application Administrator: Responsible for coordinating the proper running of the Dolphin timing system with the Starter. Details on the duties of this role's duties are listed below.

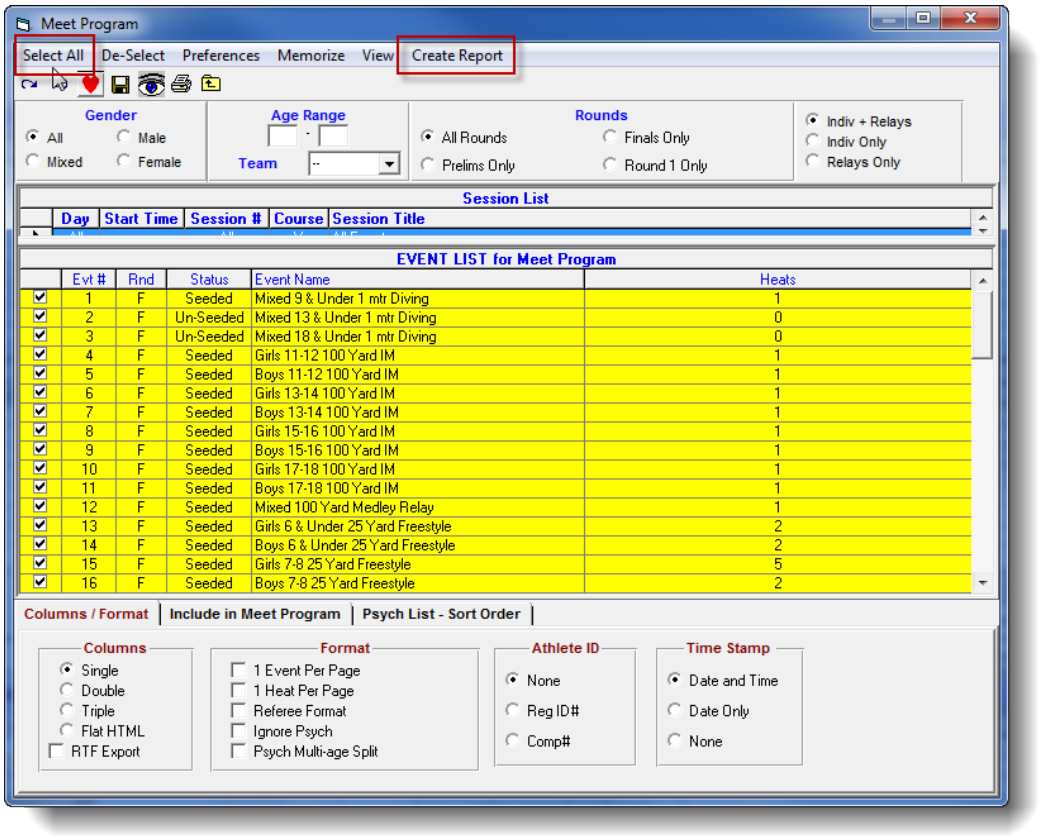
Right Before the Swimmers Start Racing

Assuming that Meet Manager is all set-up (and backed up) and the timing test went well, you should be in good shape.

All changes by Coaches should be in by this time. If you need a refresher on how to do this, read the section on Making Last Minute Changes to Event Entries. This means that you are ready to print the relevant Meet Program. From the Run Meet window, select Reports > Meet Program:




In the resulting dialog, click on Select All, Double Column, and then Run Report:



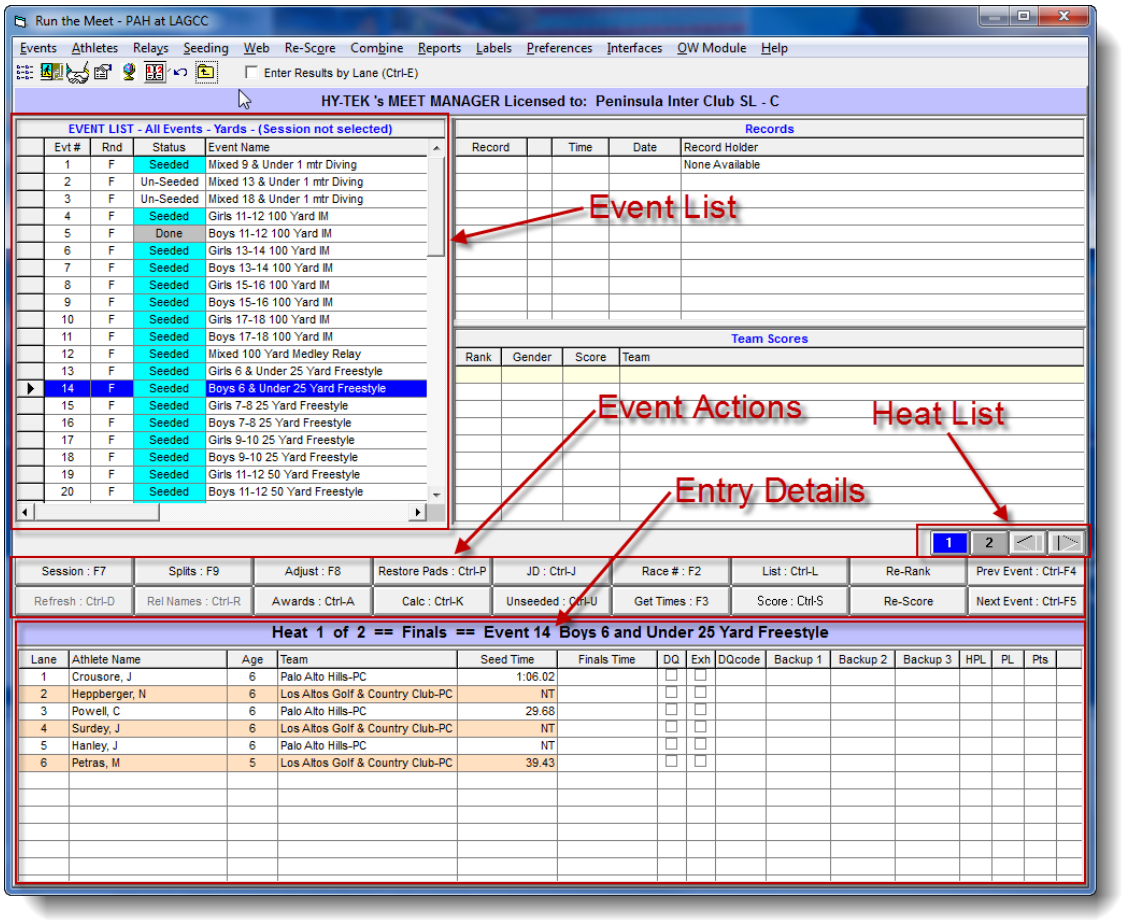

You will need to print out a total of about nine copies, each stapled:

- 1 each for, Meet Director, Announcer, Place Recorder
- 2 for each team's coaching staff
- 1 for use by Dolphin.exe administrator to write down Dolphin data file numbers
- 1 additional for the meet administration table

## Running a Meet in Meet Manager

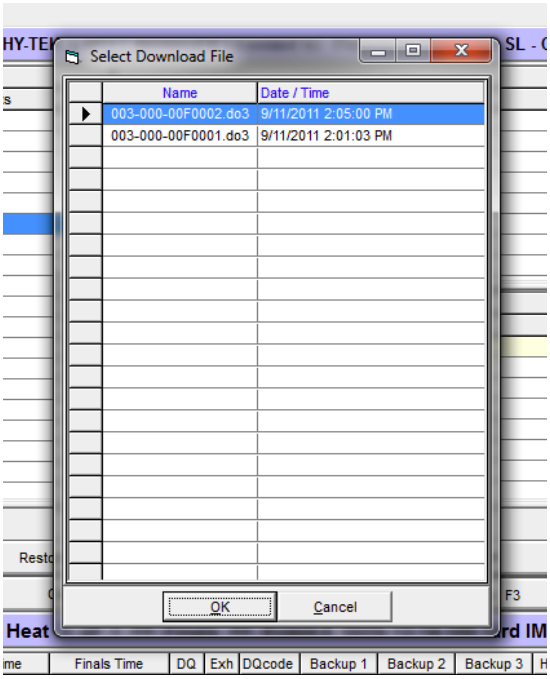
At this point, the systems have been tested, the volunteers know their jobs, the first swimmers are on the blocks, and the Starter has confirmed with the Dolphin.exe Application Administrator that "everything is a go" - Let the meet begin.

In Meet Manager, the meet is run via the Run Meet window as shown below:




The Event List shows the events for the meet. By selecting any event, the Entry Details will change to reflect the newly chosen event – it will default to the first heat. The Heat List shows the number of heats and allows navigation between them. The Event Actions area has buttons that will affect the entire Event or the Heat, depending on context.

At the end of the heat and after the Starter and Dolphin.exe Application Administrator have completed their coordination, the race results are ready to be imported. In the Event Actions area, click on Get Times, and a list of data files will be shown in a dialog box:




Select the data file that matches that of the heat you are bringing in the times for. Select OK.

Meet Manager will show the imported times in a new dialog box. Assuming everything looks good, select Accept.

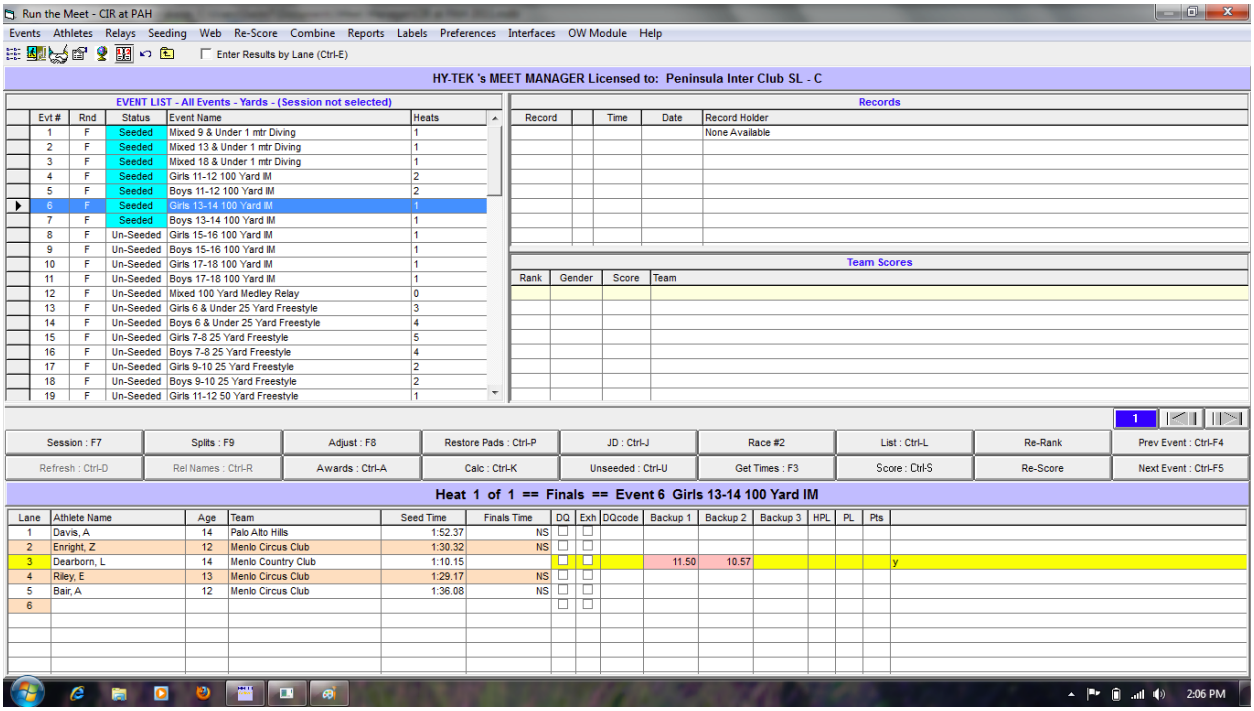
In a normal Event, you will complete the heats, and assuming no issues, select the Score button for the Event. This will automatically run an Event report, which after printing, gets handed to the Announcer for reading.

There are some very common issues that occur along the way. These are almost always caused by human error by a timer as many timers are first time volunteers and will make mistakes. This is not a big deal as Dolphin and Meet Manager were designed to resolve any issues. The other likely problem is the data file numbers have gotten "off". This later scenario is bad and the meet should be stopped until you can resolve. This is why the Dolphin.exe Application Administrator job is so important.

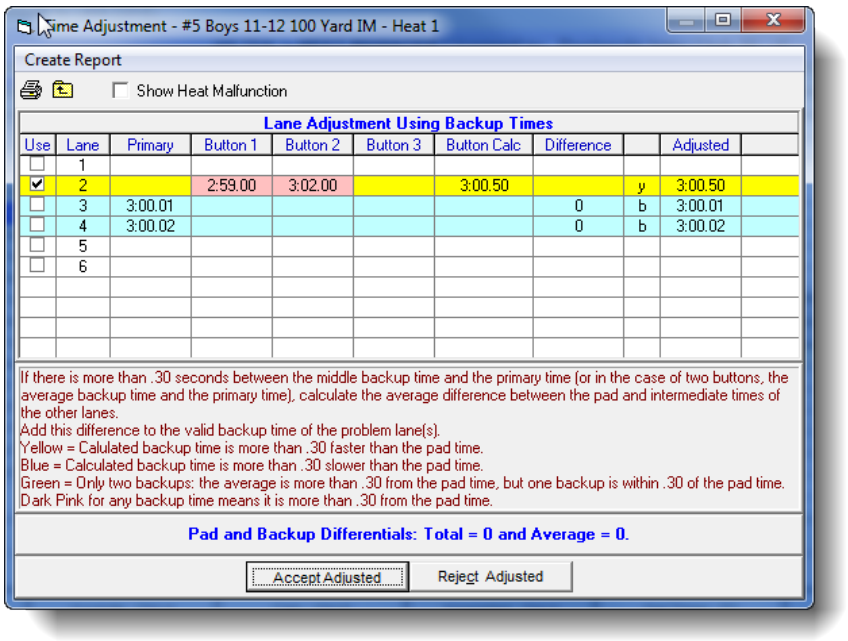
When you select Get Times, you pick the data file and proceed, and in the Confirm Results dialog the times are clearly wrong for this heat (i.e. you picked the wrong data file) hit Reject. Figure this out ASAP and continue on. Here is an example of what you may see:


Note that one or two swimmers may show no times in the Confirm Results dialog box – this is OK. It is because the two lane timers clicked their stopwatches more than 0.3 seconds apart or one never clicked it at all and this timing discrepancy must be dealt with. After you select Accept, the times for that swimmer will be imported and be visible on the screen; however, their results will be highlighted in red and a "y" will show in the far right hand column (the column has no name). Until the timing discrepancy is resolved, this Event will not be able to be scored.

(note that the following image shows the times of only one swimmer, but in a normal meet all the times would show and just the one row with divergent times would be colored yellow and red)



Grab the Visiting Team's Technical Representative, and then click on the "y"- a dialog box named Time Adjust will show the imported times (alternatively you can select cntl-k to bring up the dialog box):

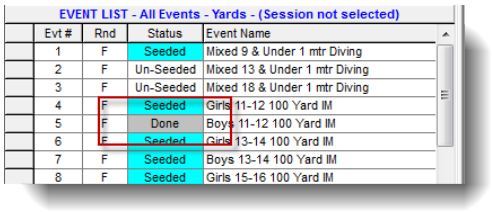



After the two of you agree on what the right thing to do is, fix the error. If you select Accept, the two times will be averaged, as shown in the Adjusted column. If one time is clearly wrong, then return to the Run Meet screen, delete the wrong entry, re-enter the Time Adjustment dialog, and select Accept. Alternatively, you can just input the desired time on the main Run Meet screen in the Final Time column for that swimmer. You must hit the computer's "Enter" key to get the result to correctly be entered (this is important).

Another common situation is that for an empty lane a result will come in (a swimmer may or may not have been assigned). Normal in a situation with no swimmer, the two timers will do nothing – this is good. Meet Manager will see this and automatically put an NS in the Final Time for that lane. If, however, a timer hit their stopwatch button, you may now have a time for a swimmer that no-showed. Simply type in "NS" in the Final Time and hit the "Enter" button on the keyboard (this is important). Other codes you may need/want to enter are:

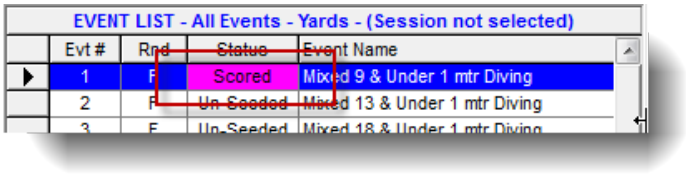
- NS – No Show
- DNF – Did Not Finish
- DQ – Disqualified (or you can just click on the DQ column)
- DFS – Declared False Start

After you finish resolving all the issues for an Event, its Status as shown in the Event list will show Done, as shown below:




If for some reason it isn't showing Done and there doesn't seem to be a timing discrepancy in the Entry Details area, you likely have a multi-heat Event and haven't cleared an issue for a heat not currently show in the Entry Details area. Click through the Event heats to identify the one that still has a discrepancy.

Go ahead and Score the Event. The Status will change to Scored:

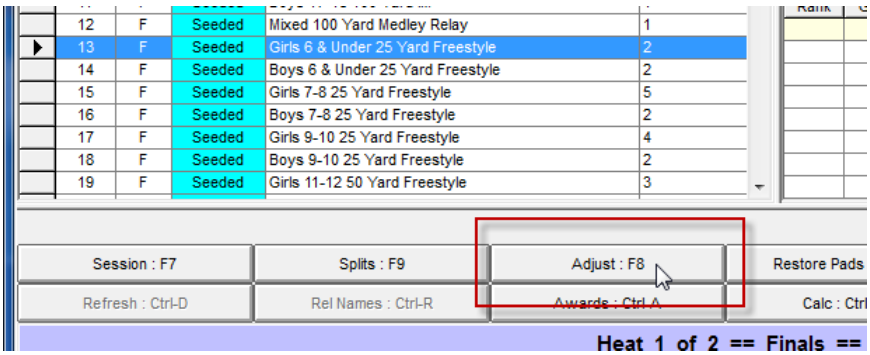



The meet is now moving along. Note that it is not a problem if importing times and scoring events in Meet Manager falls behind the actual events of the meet, just as long as someone is carefully doing the Dolphin.exe Application Administration job. Catching up is quite quick.

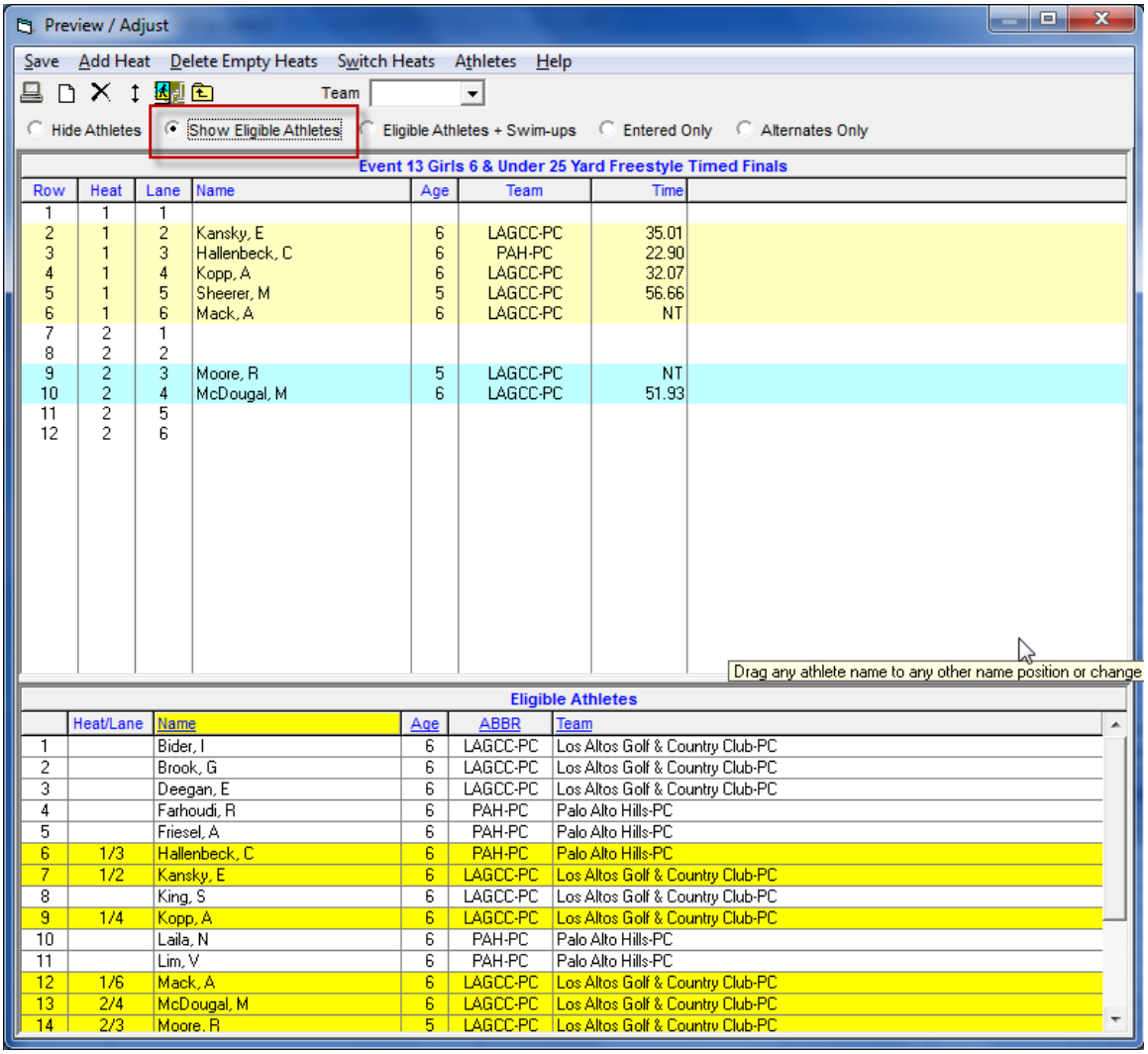
Periodically, the Meet Manager Administrator should print ribbon labels. This is very easy and documented below.

Making Last Minute Adjustments to the Event Entries

If a coach wants to add, remove, or change a non-relay Entry (an Athlete in an Event), this is done from within the Run page. Select the Event and from the Event buttons in the middle of the screen, you hit Adjust (F8).




This will bring up a dialog showing the meet as set



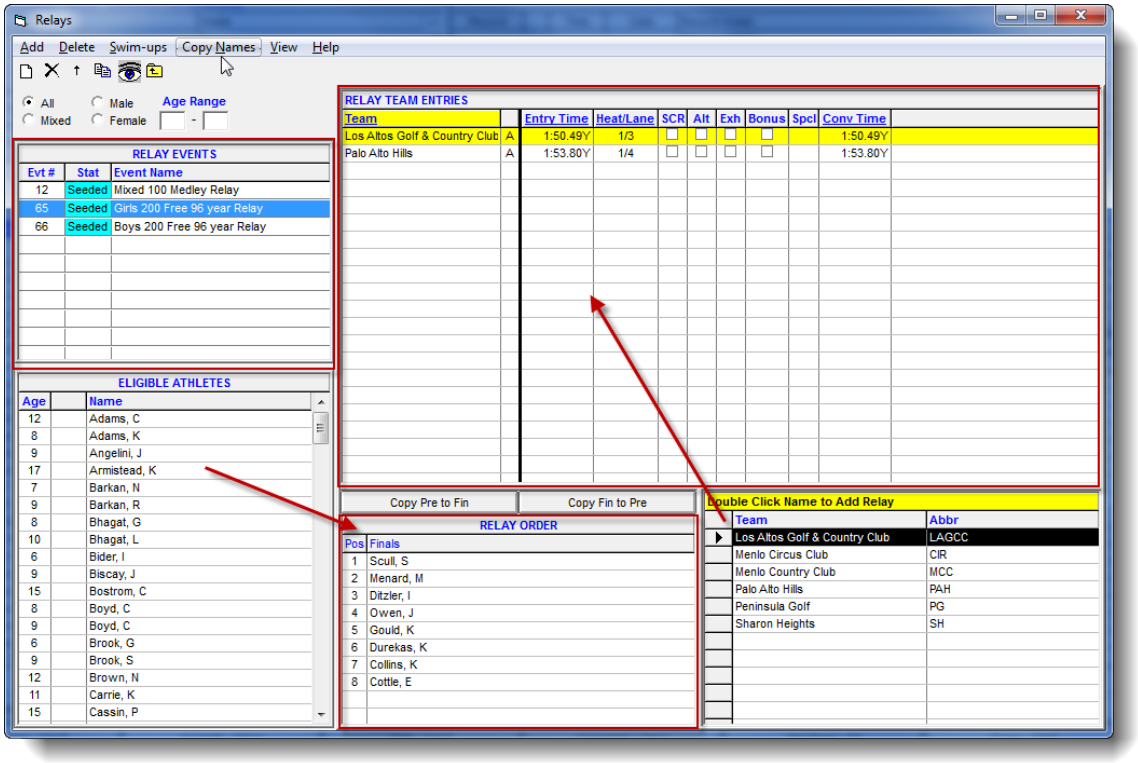

. If for some reason Athletes are not shown at the bottom of this dialog box, then the athletes filter is set to "Hide Athletes". Simply select "Show Eligible Athletes" or other filter (as highlighted in the image above) and then the athletes' names will display. The dialog box shows all the heats for this event.

- **To add a swimmer**, find them in the list and then click and drag on their Name an drop (i.e. unclick) them into the Entries.
- **To move swimmers between heats**, drag and drop them where you like.
- **To remove a swimmer**, double click on their Name from within the Entries list.

Select Save from the top of the dialog to save your changes and return to the Run screen of Meet Manager.

If a heat is now empty, you can select from the top menu to Delete an Empty Heat.

To make changes to Relays, you must select Relays from the main menu bar at the top of the Run meet page.



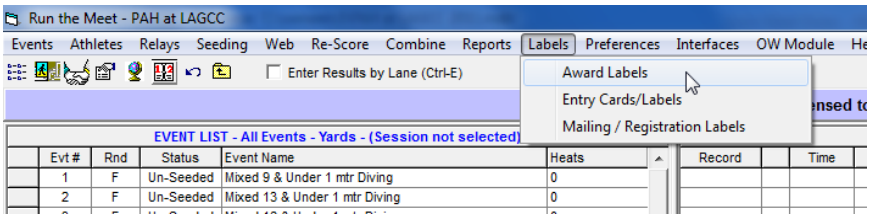

As noted earlier in the Conceptual Model portion of this manual, individual swimmers don't get seeded into Relays. Swim teams are linked to a relay events lanes, and then swimmers are assigned to the relay teams. As show in the Relays page screen shot above, there are the three main areas highlighted each in a red box: Relay Events, Relay Team Entries, and Relay Order. The page also includes the list of Eligible Athletes, to aid in adding them to a relays team, and includes the list of Teams to aid in the creating of relay teams (arrows are included to show the relationships.

To edit a relay event, select the event in the Relay Events area and the rest of the screen will update with that event's details. Then select the name of the team that you wish to edit.

- **To delete a relay team**, find them in the Relay Team Entries area and double click on the team name
- **To delete a swimmer from a relay team**, double click on the name of the swimmer/athlete
- **To change the order of swimmers in their relay team** , drag and drop them where you like in the Relay Order area of the screen
- **To add a swimmer to a relay team**, find them in the Eligible Athletes area of the screen, and then click and drag on their Name an drop (i.e. unclick) them into the right order in the Relay Order area of the screen

## Printing Ribbon Labels

Throughout the meet, the person running Meet Manager will need to run labels. This is very easy. From within the Run Meet window, select the Labels menu and then select Award Labels: Pick the Events and heats and hit Create labels. This is very simple as long as you remembered to put the label sheets in the printer :-) You will also want to write down what Event # you have printed labels for as the software doesn't remember and in the craziness of running a meet is something easily forgotten.




## Dolphin.exe Application Administrator's Duties

The Dolphin.exe Application Administrator will write the data file number on the sheet for each event. This is HUGELY important. Getting Dolphin to correctly record files is very unforgiving as covered extensively in the rest of this manual. Mistakes in the administration of the system means minimally losing one heat's times, and likely two. A person needs to have a specific job of making sure:

1. On a copy of the Meet Program, they record the Data File number as noted in the bottom of the Dolphin.exe application window next to the race about to be run.
2. They record the lane numbers of any lane without a swimmer.
3. They compare this list versus the list on the Meet Program and highlight any No Shows.
4. At the end of the race, confirm that the Dolphin.exe Application got two times for each active lane by the end of the race or exceptions are noted (e.g. a stopwatch may malfunction).
5. In the event of an exception (e.g. two times are far apart), they should confirm with the Place Recorder and Secondary Judge which time to use (if this is a non-scoring heat or a non-scoring swimmer, then judgment can be used).
6. That the Dolphin Starter Module is then Stopped and then Reset by the Starter. This is confirmed by noting that the Data file number in the Dolphin.exe window has incremented and that the stop watch counter at the top of the Dolphin.exe application window has disappeared.
7. The Dolphin Administrator gives the thumbs up to the Starter that they are clear to begin the next race. *Note that for seemingly no reason it has been observed that Dolphin.exe will just start the watches with no human interaction (the best guess is that this is wireless interference). It is notes as the stopwatch at the top of Dolphin.exe will just appear and start counting. If the meet allows, the Starter should be asked to Stop and then hit Reset on their Starter Module to clear the problem. As noted below, this likely incremented the data file number and this should be noted.*

8. To get ready for the next race, the administrator writes down this next data file number on their Meet Report. *Note that dolphin files get incremented on false starts or anytime the starter clicks on the reset button of the dolphin starter module. This should be noted in the Meet Program and the final data file number for the race recorded.*

This job can be done by the Visiting Team's Technical Representative, or by another volunteer. It shouldn't be done by the home teams IT Representative / Meet Manager Administrator as it requires focus that the person with this role cannot provide and the cost of making a mistake is high.

An example of a marked up Meet Program is included toward the end of this document.

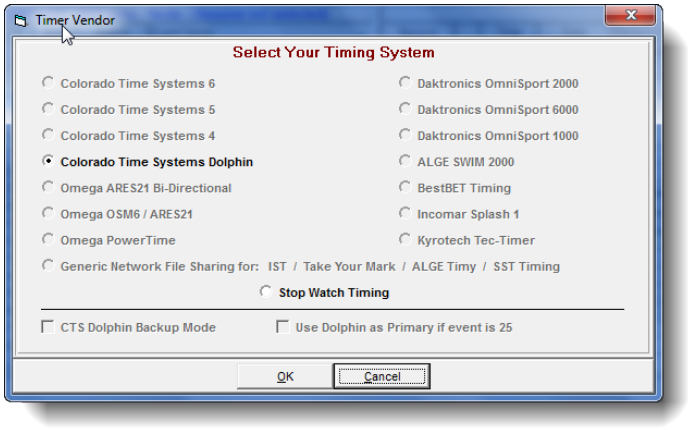
# Meet Manager Problems

Debugging Communications between Dolphin and Meet Manager

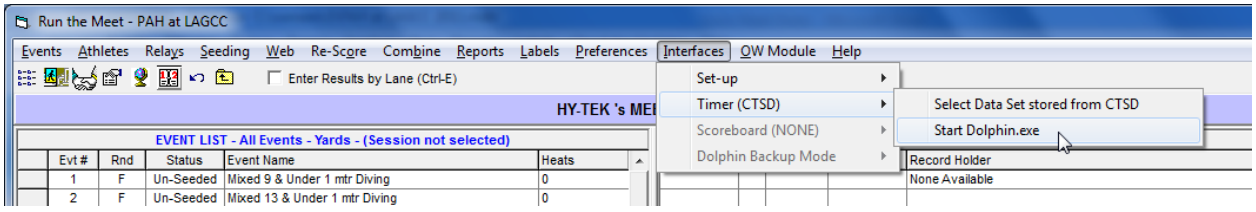
Dolphin and Meet Manager work well tighter once communications are set up correctly; however, this can be tricky. The first part of debugging the system requires understanding how it works:

1. The Dolphin.exe application gathers times from the Dolphin Starter Modules and Stopwatches.
2. Upon the Reset button of the Dolphin Starter Module being clicked, the Dolphin.exe software application will write a data file (file extension is .do3) to the C:\CTSDolphin directory of the laptop. This means that for a meet, there will be lots of these files. All data files with the same date are considered a "dataset" by Dolphin and Meet Manager.
3. Meet Manager will only read a data file for a dataset in which the date of the dataset matches that of the Meet as configured in Meet Manager.

If you are having issues, the first thing to check is that the meet is configured to use Dolphin. From the Meet Run screen, select Interfaces > Set-Up > Timing Console. The screen should look like this:



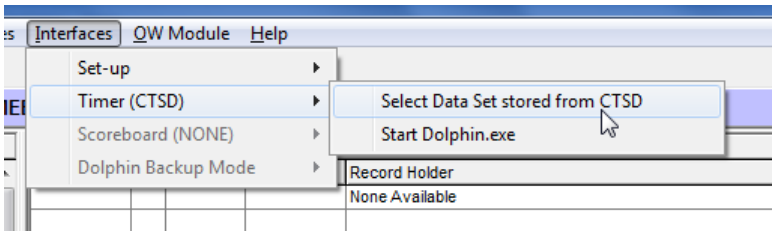

Next, confirm that the Dolphin.exe application is running by looking for the application in Windows application tray. If it isn't, then you will need to start it by selecting Interfaces > Timer (CTSD) > Start Dolphin.exe as shown below.



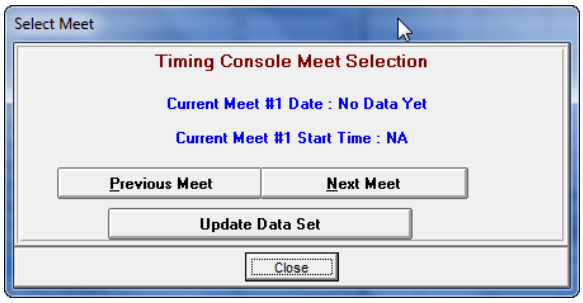

If Dolphin is running (Dolphin window will be open), but you still get an error on getting times, you will need to verify that the data files are being writen to the hard drive of the computer. Using Windows Explorer, navigate to C:\CTSDolphin and verify that the data file (extension .do3) from your timing test wrote the data file of the

expected number. If it isn't there, rerun the test and double check that the Starter hits the Reset button. If this is done correctly, the data file number at the bottom of the Dolphin.exe application window will increment.

If you still can't get the Data files for today's dataset to show in Meet Manager when you click on Get Times, than the right Dataset hasn't been chosen from within Meet Manager. You would think it could figure this out, but it can't (note: the Date of the Meet must equal the Date of the Data files). The right set of data files can be selected by selecting Interfaces, Timer (CTSD) and Select Data Set stored from CTSD as shown below:




In the dialog that comes up, scroll through all the datasets by hitting Next or Previous. Once the data set you want (i.e. the day of the meet) is displayed, select Close to save your choice and close the dialog (Update Data Set will recheck the hard drive for new Dolphin data files – you likely won't ever do this).




At this point, you should be able to use Get Times in Meet Manager to retrieve times from Dolphin.

Other Meet Manager Problems

Problem: Swimmers ages are wrong in reports or they aren't being let into the right age groups
Solution: Check the Meet Set-Up dialog box. First verify that the Age Up date is correct. For the 2011 summer season it is June 1, 2011. After this, select the Age-Up Athletes button at the bottom of the dialog. Assuming that the Athletes' birthdays are correct, everything should be fine now.

Problem: I can't see the see the Get Times Button to bring in results from Dolphin.
Solution: First check to see that Dolphin is set up to run the meet by selecting Interfaces > Set-Up > Timing Console from the Run meet window and verify it set to use Dolphin (CTSD) as the only selected timing system. Next ensure that the Dolphin software is running on the computer by verifying that the Dolphin Application is visible in the application tray. If it is not, from the Interfaces menu, select Timer (CTSD) > Start Dolphin.exe.

Problem: I have Dolphin.exe turned on and the meet configured to use Dolphin (CTSD) as the primary timing system, but there are no matching datasets.

Solution: There are a couple of possible issues. One is to verify on that all the dates in the system match. The meet date should be today and the computer's date should be today. Second, make sure that you have generated at least one CTSD file for the day. You can check in the C:\CTSDolphin directory for a .do3 file with today's date. If none exists, you need to create one. This is done by having the Starter start the timers, have all the Dolphin watches stopped, and having the Starter click on the Stop/Start button and then clicking on Reset. It is the hitting of the Reset button that tells the Dolphin software to write the data file with the times in it to the computer's hard disk. Lastly, you need to point Meet Manager to the files for today. This is done from the Interfaces menu by selecting Timer (CTSD) > Select Dataset Stored from CTSD. Scroll through the datasets until you see today's. Then close the dialog box.

# Packing List

LCD Monitor – as bright as possible

Mouse and mouse pad

Printer – preferably with front loading and delivery (all teams use HP Laserjet 1020)

Paper clips and cup

Pencils and cup

Stapler and extra staples

Paper for laser printer

Label stock – Avery 3x10 (per PISL rulebook – 5160 labels)

Recycling bin

Plastic bin for all the papers used by the Announcer

3 clipboards (Meet Director, Starter, and Scoring Table)

Extra 9v batteries for Colorado Stop Watches and Starter Module

# Sample Meet Program marked up by Dolphin.exe Administrator

**PAH at LAGCC - 6/12/2011**

**Meet Program**

### Event 15 Girls 7-8 25 Yard Freestyle

| Lane | Name | Age | Team | Seed Time |
|---|---|---|---|---|
| **Heat 1 of 5 Finals** | | | | |
| 1 | Kim, C | 8 | PAH | 24.93 |
| 2 | Geschke, K | 8 | LAGCC | 20.16 |
| 3 | Bai, C | 8 | PAH | 16.68 |
| 4 | Waggoner, S | 8 | LAGCC | 18.59 |
| 5 | Japic, S | 7 | PAH | 19.61 |
| 6 | Surdey, M | 8 | LAGCC | 20.26 |
| **Heat 2 of 5 Finals** | | | | |
| 1 | Decker, A | 8 | PAH | NT |
| 2 | Meadors, S | 7 | LAGCC | 22.40 |
| 3 | Pastega, M | 7 | PAH | 33.08 |
| 4 | Fletcher, A | 8 | LAGCC | 21.38 |
| 5 | Kelmon, C | 7 | PAH | NT |
| 6 | Simonsen, R | 7 | LAGCC | 22.72 |
| **Heat 3 of 5 Finals** | | | | |
| 1 | Siciliano, B ← DQ | 7 | PAH | 37.98 |
| 2 | Kopp, A | 8 | LAGCC | 24.77 |
| 3 | Lee, K | 8 | PAH | NT |
| 4 | Komo, E | 7 | LAGCC | 24.08 |
| 5 | Scates, A | 8 | PAH | 38.31 |
| 6 | Adams, K | 8 | LAGCC | 26.26 |
| **Heat 4 of 5 Finals** | | | | |
| 2 | Richardson, K | 7 | LAGCC | 32.72 |
| 3 | King, S | 8 | LAGCC | NT |
| 4 | Foster, C | 8 | LAGCC | 27.74 |
| 5 | McDermott, B ← NS | 7 | LAGCC | NT |
| 6 | Petras, O | 8 | LAGCC | 33.96 |
| **Heat 5 of 5 Finals** | | | | |
| 3 | Eggleton, A | 7 | LAGCC | NT |
| 4 | Bhagat, G | 8 | LAGCC | NT |

### Event 16 Boys 7-8 25 Yard Freestyle

| Lane | Name | Age | Team | Seed Time |
|---|---|---|---|---|
| **Heat 1 of 2 Finals** | | | | |
| 1 | Holdbrook, K | 7 | PAH | 33.32 |
| 2 | Sheerer, D | 7 | LAGCC | 21.97 |
| 3 | Miller, C | 8 | PAH | 19.50 |
| 4 | Kiachian, R | 8 | LAGCC | 18.98 |
| 5 | Siminoff, B | 8 | PAH | 19.93 |
| 6 | Carroll, D | 7 | LAGCC | NT |
| **Heat 2 of 2 Finals** | | | | |
| 1 | Arnold, M | 7 | PAH | 29.49 |
| 2 | Rudd, D ← Use 2A only | 7 | LAGCC | NT |
| 3 | Jung, C | 7 | PAH | 24.87 |
| 4 | Boennighausen, J | 8 | LAGCC | NT |
| 5 | Tilley, J | 8 | PAH | 25.46 |

### Event 17 Girls 9-10 25 Yard Freestyle

| Lane | Name | Age | Team | Seed Time |
|---|---|---|---|---|
| **Heat 1 of 4 Finals** | | | | |
| 1 | Hallenbeck, L | 9 | PAH | 20.85 |
| 2 | Owen, J | 10 | LAGCC | 17.84 |
| 3 | Miller, L | 10 | PAH | 15.76 |
| 4 | Gould, K | 10 | LAGCC | 16.88 |
| 5 | Wagner, J | 9 | PAH | 17.82 |
| 6 | Kiachian, L | 10 | LAGCC | 17.92 |
| **Heat 2 of 4 Finals** | | | | |
| 1 | Hamady, K | 9 | PAH | 26.88 |
| 2 | Gould, T | 10 | LAGCC | 18.87 |
| 3 | Crousore, A | 10 | PAH | 20.90 |
| 4 | Cheli, E | 10 | LAGCC | 18.37 |
| 5 | Byun, O | 9 | PAH | NT |
| 6 | Graziani, S | 9 | LAGCC | 19.57 |
| **Heat 3 of 4 Finals** | | | | |
| 2 | Dickson, A | 9 | LAGCC | 20.88 |
| 3 | Rielly, M | 9 | LAGCC | 26.55 |
| 4 | Weingart, K | 9 | LAGCC | 20.17 |
| 5 | Phelps, G ← NS | 9 | LAGCC | 25.25 |
| 6 | Reed, C | 9 | LAGCC | 21.01 |
| **Heat 4 of 4 Finals** | | | | |
| 3 | Komo, M | 9 | LAGCC | 22.51 |
| 4 | Bhagat, L | 10 | LAGCC | NT |
| 5 | Eggleton, M | 10 | LAGCC | NT |

### Event 18 Boys 9-10 25 Yard Freestyle

| Lane | Name | Age | Team | Seed Time |
|---|---|---|---|---|
| **Heat 1 of 2 Finals** | | | | |
| 1 | Siciliano, X | 9 | PAH | 28.52 |
| 2 | Sheerer, Z | 9 | LAGCC | 15.99 |
| 3 | Hamady, J ← Use 3B | 9 | PAH | 25.92 |
| 4 | Reed, M | 11 | LAGCC | 15.43 |
| 5 | Arnold, S | 9 | PAH | 24.76 |
| 6 | Warmoth, E | 10 | LAGCC | 18.03 |
| **Heat 2 of 2 Finals** | | | | |
| 1 | Boennighausen, C | 10 | LAGCC | NT |
| 2 | Critchfield, V | 9 | LAGCC | 20.14 |
| 3 | Schueren, M | 10 | LAGCC | 21.08 |
| 4 | Fletcher, N | 10 | LAGCC | 17.18 |
| 5 | Dincel, G | 9 | LAGCC | 23.34 |
| 6 | Heppberger, B | 9 | LAGCC | 20.34 |

### Event 19 Girls 11-12 50 Yard Freestyle

| Lane | Name | Age | Team | Seed Time |
|---|---|---|---|---|
| **Heat 1 of 3 Finals** | | | | |
| 1 | Levere, J | 12 | PAH | 37.33 |
| 2 | Scull, S | 11 | LAGCC | NT |
| 3 | Lin, C | 11 | PAH | NT |
| 4 | Pope, A | 12 | LAGCC | 39.19 |
| 5 | Phelan, M | 11 | PAH | NT |
| 6 | Durekas, T | 11 | LAGCC | 40.65 |