

SAIL Records

Personnel:

- Four records workers, (2 per team)
- Always have at least one Certified Records Volunteer

Supplies:

Supplies are the responsibility of the Home Team and should include:

1. Order of events sheet
2. Heat sheets (2) one for each team
3. Calculator (at least 2)
4. Plenty of sharpened pencils
5. Highlighter
6. Extra Sail meet entry cards (blue cards)
7. Rubber bands
8. Red pens
9. Paper clips (lots)
10. Permanent Markers
11. Blank paper
12. Stapler
13. Pencil sharpener
14. Small paperweights
15. White-out
16. Scotch Tape
17. Timing Discrepancy sheets

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During the Meet:

1. Records receives the cards from the runners. The runners should be sure that they have cards for all lanes with a swimmer **and the scratch cards** from the recording timers. Communicate with clerk of course and ask them to please send the scratch cards through with the heat they should be in. Ask the runners to please put the cards in lane order as they are walking. You can give them some paper clips to keep in their pocket.
2. One team records the boy's times and the other the girl's times. If another way works for you, fine, but it is easier to make sure you have not missed anything if one team does a complete event.
3. The first Records person checks the cards to be sure the heat is complete; that all cards are the same event and heat. Check off each swimmer on the heat sheet as you check the cards. It is a good idea to always check the back of the card for DQ's-not all DQ's are recorded properly. Make sure the cards are in lane order. If the heat is not complete, you must find the missing card before proceeding. The Home Team Records worker should communicate any problems to the referee.
4. The first Records person then determines the official time. You may carefully circle the official time or you may highlight it with a highlighter marker. (The computer workers may only require the official time to be circled or highlighted. Re-writing it in the "official time" space increases the chance of error in the transcription).

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To Determine the Official Time

- a. If the 3 times are all different, the official time is the median or middle time
- b. If 2 of the 3 times are the same, that is the official time
- c. **NEW PROCEDURE FOR 2008:** If only two times are recorded; write “COMP” above the times. Do not average the times as we have done in the past. The times will be entered into the computer and the computer will perform the proper calculation.
- d. **NEW PROCEDURE FOR 2008:** If .3 difference is present, use the .3 Second Rule as follows:

To Determine the Official Time when .3 difference is present

If one of the three times is 0.3 seconds or greater off of the **median time**, drop the errant time and write “COMP” above the times. Do not average the other 2 times as we have done in the past. The times will be entered into the computer and the computer will perform the proper calculation.

If the time on that particular watch continues to be off by 0.3, the referee should be informed to replace the watch. In addition, the head timer and referee should be advised to watch the individual to determine if there is another cause for the watch time being errant.

Examples

	<u>Ex. 1</u>	<u>Ex. 2</u>	<u>Ex. 3</u>	<u>Ex. 4</u>	<u>Ex. 5</u>
Timer A	48.59	28.52	1:33.03	41.05	41.05
Timer B	48.21	28.30	1:32.95	41.40	41.40
Timer C	48.25	28.21	1:32.54	41.72	47.08
Official Time	48.23*	28.30	1:32.99*	41.40	41.22*

* Calculated By Computer

- A. Errant time is 48.59. Write “COMP” above the times.
- B. No errant time. High and low times are less than .3 from the median time. Official time is the **median** time.

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- C. Errant time is 1:32.54. Be careful, median time is 1:32.95. Write “COMP” above the times.
 - D. Two errant times present. Use median time if the discrepancies are similar. Watch that lane for further problems and report to referee if problems persist.
 - E. If both the high and low times are .3 seconds or more off the **median** time, but one time is extremely off and is obviously an error either in timing or recording, confirm the time with the recorder, then consult with the referee, and he/she will probably advise you to throw out that time and write “COMP” above the times.
5. Watch for Disqualifications. A DQ should show as a RED X across the card and have a reason for the DQ recorded on the back of the card. The records person then writes **DQ** with a **RED** pen in the official finish box on the card. **No red should appear on a card unless the swimmer has a DQ.** If there are any questions, or if a DQ is not clear, confer with the referee.
 6. Watch for repeat discrepancies that may indicate a problem with a watch or a timer and report to the referee. Use the “Timing Discrepancies” sheet to record and keep up with these.
 7. Once the first person has determined official times, (s)he passes that heat’s cards to the next Records Person who will double check all of the first person’s work.
 8. The second person then paper clips the cards together and passes the heat to the computer workers for entry. Try to keep the events and heats in order for computer entry.
 9. Either the computer people or the records people will sort the cards into teams by the end of the meet so that each team can take their cards home.
 10. The computer operator prints awards labels for the ribbons and gives them to ribbons workers. The computer operator sends the meet results to the Greenville News.

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Things to remember:

1. All SAIL dual meets have 80 events
2. The order of finish is determined by using the official times
3. In the event of a tie in any place, the next ribbon is not given out
Example: tie in 2nd place-both swimmers receive a 2nd place ribbon and no third place ribbon is awarded
4. The Home Team provides all the supplies
5. **First Meet only**-check with the referee to see if 8 & unders will be DQ'd.
Most teams do not DQ the 8 & unders in the first meet of the season.

SAIL Ribbons

Personnel:

Two Ribbon/Awards Workers- one from each team

Supplies:

SAIL Ribbons (Home Team supplies)

Team Ribbons

Filing System

***SAIL Ribbons are awarded to the first heat only!**

(these are the swimmers who actually swam in the first or SAIL heat even if there is a faster time from another heat)

***Sail Ribbons are not used for relays**

*Team Ribbons are awarded to all the additional heats and all relays

PRIOR TO START OF MEET:

1. Ribbons area should be set up and ready
2. Arrival time for Ribbon Workers should be discussed and determined prior to the start of the meet

ONCE THE MEET HAS BEGUN:

1. Labels are received from the Computer Operator separated according to team
2. Labels are placed on the cardboard on the back of the ribbon
3. Ribbons are filed according to age group and name to be distributed by the team