

**Mountain Hi Swim League**  
**Scoring Instructions**  
Information, Policies and Procedures

**Scoring Table**

The scoring table is where swimmer's placement is determined, results are entered in the Meet Manager software, the meet is scored and award ribbons are prepared. The scoring table is responsible for posting and/or announcing the score at a meet after every recommended 10 events. At the end of each meet, results will be given to home team and visiting team via a data file. The results will also be reported to the league Division V.P.

**Scoring Table Personnel include:**

Card Marker (2) Each team provides a card marker.  
It is their responsibility to:

- Receive the completed cards and DQ slips from the runners.
- Write the name of the swimmer on the DQ slip tear off second part, staple the slip to the card, and write DQ in black on card, There should not be DQ slips for 6 and under, if issued for these events, throw them away.
- Swimmer who has been disqualified may not receive points or ribbons.
- All individuals' age groups use pink (female) and blue (male) cards. Relays use green cards.
- Circle the middle finish time of the three times listed. If there are only two times provided, the average of the two times will become the official time. Do not round up when you are calculating an average time (use only hundredths, add the two times together and divide by two). If the two times are exactly the same use that time as the official time. If there is only one time that is the official time.

**Meet Manager Operation (1-2 People)**

- The home team runs the Meet Manager software. They take the deck cards for each event and record the results in the computer. The computer will score the meet. Some people find it helpful to have the times read to them as they key in key in results, others prefer to enter times by sight. While recording scores, they needs to be double-checked, that middle time is circled, and the times are correct.
- While recording scores, all heats need to be scored before scoring the event. Double-check all scores.

Scores are as follow:

INDIVIDUAL events: 6- 3- 2 –1

RELAY events: 8- 4

- If a tie is declared, the points of the two places involved are added together are divided by two by the software, and each team is given the resulting points.
- The higher place ribbon will be awarded to BOTH swimmers and the next place will not awarded. (i.e. two 1st place ribbons and no 2nd place ribbon, then on to 3rd and 4th)
- The Meet Manager software will score each event and a running total for each team.
- After the Meet Manager operator has finished with the cards, the cards are divided by team to be given to them at the end of the meet.

**Ribbon Labelers** (2- one from each team)

The league provides ribbons for 1st-6th place. The meet manager software will produce labels for the places to be stuck on the ribbons and separated by team and to be given with the cards and diskette at the end of the meet. Super swimmer, participation ribbons or heat ribbons are at the discretion of each team and they will need to produce their own labels after the meet.

**Recommended Score Table Supplies**

Computer loaded with Meet Manager Software  
Printer  
Paper and Labels  
Extra Diskettes  
2 sectioned dividers to organize deck cards as they arrive  
Printouts of Meet Program and  
Athlete Entries, Ribbons  
Pencils and Pens  
Stapler and staples  
Masking and transparent tape  
Black Sharpies  
Rubber bands, Paper clips  
Heavy objects to hold papers down if windy  
Clothes pin to hold heats together  
Box, Bag, something to keep card/ribbons in.