

# Nottinghamshire ASA

## Stage 3 Gala Recorders Sheet Guide for Licensed Galas.

Please ensure you have the latest version of the spreadsheet which can be downloaded from the Nottinghamshire ASA website. At the bottom of the instructions page there is a version number highlighted in blue. This will also be listed next to the download link on the website.

*Please note that all of the data in this document has been made up or taken from a previous competition to demonstrate how to use the spreadsheet. The names and dates of birth in this document are completely made up.*

### USING THE SPREADSHEET

The first tab of the spreadsheet details the set up and instructions for use. Please ensure that this is filled in accurately and you read the instructions carefully. Navigating to the other tabs of the spreadsheet can be done using the tabs at the bottom of the screen.

The spreadsheet has been locked down to protect the inbuilt formulas that work out all of the points and technical stuff, the other reason for the lock down is to only allow users to input information where information is needed to be put.

### Instructions

**!! PLEASE READ ALL OF THIS PAGE BEFORE YOU START !!**

This spreadsheet has been modified from the original to add in the additional information required for 2018 and licensing along with some validation tools to check swimmers ages

#### Before You Start

Please enter here the number of teams competing in the division:

Please enter the competition Date here (dd/mm/yy):

Please enter the Age at date here (dd/mm/yy):

Please enter the round number here:

Please enter the gala number here:

Please enter the gala venue here:

Please enter the License Number here (4EM18\*\*\*\*):

Please enter Teams for each lane below:

Lane 1:  Lane 2:  Lane 3:

< > Instructions Lane 1 Lane 2 Lane 3 Lane 4 Lane 5 Lane 6 Results Input MRF and HDR

## BEFORE THE GALA

Before the gala starts it is important to complete all of the information needed for the setup of the competition. The first part of this can be found on the “Instructions” tab of the spreadsheet.

All of the information that needs to be filled in is highlighted with a bold border around the box with the information needed highlighted with a green background next to the box. The Club selection for each lane is selected using the dropdown list for each box.

Please see below an example of a filled out page.

**Before You Start**

Please enter here the number of teams competing in the division:

Please enter the competition Date here (dd/mm/yy):

Please enter the Age at date here (dd/mm/yy):

Please enter the round number here:

Please enter the gala number here:

Please enter the gala venue here:

Please enter the License Number here (4EM18\*\*\*\*):

Please enter Teams for each lane below:

Lane 1:	<input type="text" value="Leander"/>	Lane 2:	<input type="text" value="Radford"/>	Lane 3:	<input type="text" value="Sutton A"/>
Lane 4:	<input type="text" value="Kimberley"/>	Lane 5:	<input type="text" value="Sutton B"/>	Lane 6:	<input type="text" value="Mansfield"/>

Once the information is completed for the gala setup you can import the team lists that have been sent over to you from each completing club. To do this you will need to navigate to the lane tab for the team you need to import.

When you navigate to a tab for a lane you should be presented with a screen as the one below. To ensure you are on the correct tab for the team, the lane number and team name should be displayed at the top left.

Notts ASA Stage 3 League 2018									INSTRUCTIONS			
Team List - Lane 6 - Mansfield							Reg. Number	Forename	Surname	D.o.B.	Age	Validation
1	Open	4 x 50m	Freestyle Relay	Mixed						0		
2	12/u	100m	Backstroke	Girls						0		
3	12/u	100m	Backstroke	Boys						0		
4	14/u	100m	Butterfly	Girls						0		
5	14/u	100m	Butterfly	Boys						0		
6	Open	100m	I.M.	Girls						0		
7	Open	100m	I.M.	Boys						0		
8	12/u	4 x 50m	Medley Relay	Mixed						0		
9	14/u	100m	Backstroke	Girls						0		
10	14/u	100m	Backstroke	Boys						0		
11	Open	100m	Freestyle	Girls						0		
12	Open	100m	Freestyle	Boys						0		
13	12/u	100m	I.M.	Girls						0		
14	12/u	100m	I.M.	Boys						0		
15	14/u	4 x 50m	Freestyle Relay	Mixed						0		
16	Open	100m	Breaststroke	Girls						0		
17	Open	100m	Breaststroke	Boys						0		
18	12/u	100m	Butterfly	Girls						0		

Instructions: Please copy and paste the information supplied by the competing teams onto this sheet. Manual Changes can be made throughout the competition as long as all details are completed and the sheet is correct before it is submitted to the league secretary on completion of the competition. Once the details are entered you will see the age of the swimmer for this competition and the validation column will show if the swimmer is eligible for the event. This will also flag up on the Results input screen that there are ineligible swimmers in the event.

Navigation: Instructions | Lane 1 | Lane 2 | Lane 3 | Lane 4 | Lane 5 | **Lane 6** | Results Input | MRF and HDR

On the right hand side of this tab you will find some instructions on how to use the tab.

When you import (copy and paste) the team list into the sheet from the one that has been sent to you, you will only need to import the “Reg. Number”, “Forename”, “Surname” and “D.o.B.” fields, and the validation field will start to show if the swimmers are valid for the event or not. This is shown below.

Please note this is only a validation check against the swimmers age and not how many events they are swimming.

Notts ASA Stage 3 League 2018 Team List - Lane 6 - Mansfield				Reg. Number	Forename	Surname	D.o.B.	Age	Validation	
1	Open	4 x 50m	Freestyle Relay	Mixed	123456	Bethany	Johnes	10/01/1995	23	OK
					58745	Simon	Bloggs	15/07/2000	17	OK
					658422	Rachel	Green	24/06/1999	18	OK
					1365887	David	Singh	08/04/2005	13	OK
2	12/u	100m	Backstroke	Girls	584752	Jessica	Peters	15/04/2005	13	Not Eligible
3	12/u	100m	Backstroke	Boys	578469	Thomas	Johnson	06/05/2005	12	OK

Once all team lists are entered you are ready for the competition.

### **ON THE DAY**

It is important that your recorders have ready the instructions built into the spreadsheet on the "Instructions" tab BEFORE arriving at the competition.

At the competition the recorders should have the spreadsheet ready with all of the teams swimmers lists pre-entered. There may be the odd occasion where a team list has been sent late or they will bring this to the competition. Simply follow the process above to import the information.

The following information can be found on the "Instructions" tab on the spreadsheet.

### **Entering Times:**

to enter a time in seconds such as 24.44 seconds enter 24.44

to enter a time in minutes and seconds such as 1 minute 24.44 seconds enter 124.44

### **Equal Times:**

If swimmers have equal times, use the placing judges reports to place them by adding 1/1000th of a second to the time.

i.e. If swimmer a gets a time of 23.24 and swimmer b gets the same time but is deemed to have finished second of the two swimmers then enter swimmer b's time as 23.241

### **No Points/No Swim:**

np = swum for no points

dns = did not start/swim

### **Disqualifications:**

If a swimmer is to get disqualified for any reason please enter the disqualification in the following manner: "dq " followed by the reason code - dq 4.4\*\*\*

For example. A Disqualification for a faulty start "moving before the start signal given" would need to be in put as "dq 4.4"

\*\*\*Please input some notes regarding the DQ in the Comments box. This can be the description on the DQ slip, just in case it goes missing.

### **Placing Check:**

In the columns following the results input there are some cells set up so you can easily check the input with the judges place slip. These cells will highlight in red if you have a joint placing.

An example of what the spreadsheet should start to look like can be seen below.

Time	Place	Point	Total	Time	Place	Point	Total	Time	Place	Point	Total	Time	Place	Point	Total	Time	Place	Point	Total	Time	Place	Point	Total	Judges	Place	Check	DQ's or No			
np	0	0	0	150.61	3	4	4	147.49	1	6	6	148.47	2	5	5	159.27	4	3	3	205.20	5	2	2	3	4	2	5	6	1,	
114.76	2	5	5	129.13	5	2	6	118.46	4	3	9	117.34	3	4	9	114.09	1	6	9	np	0	0	0	5	1	4	3	2	6	
120.77	4	3	8	120.93	5	2	8	115.21	2	5	14	119.05	3	4	13	114.98	1	6	15	136.37	6	1	3	5	3	4	1	2	6	
dns	0	0	8	122.69	4	3	11	117.10	3	4	18	114.69	1	6	19	116.50	2	5	20	130.95	5	2	5	4	5	3	2	6	1,	
125.88	5	2	10	108.98	4	3	14	104.66	3	4	22	104.36	2	5	24	104.28	1	6	26	dns	0	0	5	5	4	3	2	1	6	
dns	0	0	10	118.35	4	3	17	109.41	1	6	28	110.49	2	5	29	115.21	3	4	30	122.95	5	2	7	3	4	5	2	6	1,	
101.37	1	6	16	102.94	2	5	22	107.79	4	3	31	105.81	3	4	33	109.61	5	2	32	114.36	6	1	8	1	2	4	3	5	6	
231.39	4	3	19	240.20	5	2	24	219.73	1	6	37	224.14	3	4	37	222.93	2	5	37	dq	10.11	0	0	8	3	5	4	1	2	6
dns	0	0	19	123.49	3	4	28	np	0	0	37	112.08	1	6	43	113.31	2	5	42	129.85	4	3	11	4	5	2	6	1, 3,		
127.76	5	2	21	115.80	4	3	31	105.47	1	6	43	110.77	3	4	47	110.00	2	5	47	138.94	6	1	12	3	5	4	2	1	6	
np	0	0	21	100.00	1	6	37	102.84	3	4	47	102.47	2	5	52	112.20	4	3	50	112.46	5	2	14	2	4	3	5	6	1,	
100.96	5	2	23	100.88	4	3	40	55.35	1	6	53	59.18	3	4	56	57.62	2	5	55	102.56	6	1	15	3	5	4	2	1	6	
dq	4.4	0	0	133.06	4	3	43	122.27	3	4	57	118.66	2	5	61	116.51	1	6	61	136.43	5	2	17	5	4	3	2	6	1,	
123.62	4	3	26	134.85	5	2	45	115.90	2	5	62	115.68	1	6	67	117.64	3	4	65	136.67	6	1	18	4	3	5	1	2	6	
221.51	6	1	27	159.45	4	3	48	156.49	1	6	68	156.99	3	4	71	156.63	2	5	70	221.50	5	2	20	3	5	4	2	6	1	

**Swimmer Validation:**

If a swimmer's age does not validate for an event then not only will it show on the lane tabs but on the results input tab it will be shown in red like this to alert you of the fact that a swimmer does not validate.

Time	Place	Point	Total
0 np	0	0	0
0 np	0	0	0
0 np	0	0	0
0 np	0	0	0
0 np	0	0	0

This should be raised with the team before they swim as if they are genuinely swimming out of age then they should be marked as swimming for no points.

**Running/Final Points:**

The spreadsheet has been set up to show the points and placing for all teams at the top of the results sheet on a scrolling basis throughout the competition.

Lane 1	27	Place: 5	Lane 2	48	Place: 4	Lane 3	68	Place: 3	Lane 4	71	Place: 1	Lane 5	70	Place: 2	Lane 6	20	Place: 6
Leander		Radford		Sutton A		Kimberley		Sutton B		Mansfield							
Time	Place	Point	Total	Time	Place	Point	Total	Time	Place	Point	Total	Time	Place	Point	Total		

This has been done so you can announce them throughout the competition as needed and also to make the final placing announcement at the end of the competition.

## **AFTER THE COMPETITION**

After the competition the completed spreadsheet MUST be emailed to the contacts that are listed on the Instructions page as soon as possible.

It is important that BOTH of the contacts are sent a copy of the spreadsheet so that the following can happen:

- Website updated with the results
- League updated with the results and lane draws can be drawn up for the next round
- Competition information can be turned around and sent to rankings

*Please note that if there is a delay in getting the results to the contacts that are listed then the information cannot be updated and this may result in ALL of the swimmers times being rejected from the national rankings database.*

### **After The Competition**

After the gala has finished, please ensure a copy of this completed spreadsheet is emailed to the below email addresses as soon as possible so the league results can be updated and/or the results can be published on the website.

<b>League Manager:</b>	Bernie Walker	berniejwalker10@gmail.com
<b>Website Contact:</b>	David Fortescue	da.fortescue@outlook.com

Finally Nottinghamshire A.S.A. Swimming Leagues Management Committee would like to thank all of you for your support in helping run these competitions for our swimmers. Without the help of the amazing volunteers around Nottinghamshire and beyond, we would not be able to hold all of these competitions.

***THANK YOU***