Scarborough and District Swimming Association

Recording Sheet Instructions 2018 v1

At least 2 people should be involved in the recording process at the gala.

The results are recorded using an Excel spread sheet. As there have been significant changes to the system it is a good idea to familiarise yourself with the spread sheet before the gala.

Ridings League gala:

1. Add swimmer names to individual events from the team sheets during warm up; remember a swimmer can only do **two** individual events.
2. **ALL times must be entered in the same format as the time shown in Column D.**
3. Relays are always entered in the format M:SS.TH in the YELLOW highlighted cells. This should then go white unless a new record is set in which case it will go GREEN.
4. Individual event times are entered in the format SS.TH in the BLUE highlighted cells. This should then go white unless a new record is set in which case it will go GREEN.
5. **If an individual event is over a minute it must still be entered in seconds e.g. 1:03.56 must be entered as 63.56 for the sheet to work correctly.**
6. If the Ridings League Standard Time is beaten the ST Pts score will highlight PURPLE.
7. Enter the times in LANE ORDER for each event; then insert positions in the appropriate cell. Points calculate automatically; if a number is typed in the Gala Pts cell the formula is over written. Replace by copying from a similar cell.
8. If the result is DNS or DQ put this in the time cell. Add code with DQ.
9. The Gala Points, Standard Times Points and Age Group sub-totals and totals will change after each event.
10. Save the file at regular intervals, ideally every 2 or 4 events!

Ridings League Recording Sheet Instructions

Insert Relay time, or DQ + code or DNS, in the YELLOW cells. Format must be same as in column D. If a new division record it will highlight GREEN.

Insert swimmers name

Insert position – 1, 2, 3, 4 or DQ or NS

ST points calculate once the time is inserted in the YELLOW cell. It will highlight PURPLE if faster than ST.

Gala Points will calculate from the position – do not type them in!

	A	B	C	D	E	F	G	H
1			Club / Lane =		Whitby		Lane 1	Derwent V
2	No	Gen	Age	2017ST	Time	Pos	ST Pts	Time
3			Distance & Event	Club	Swimmer		Gala Pts	Swim
15			4x50m MTR	SCAE	Whitby		0	Derwent
16	7	Boys	Open	2:00.37			0.0	
17			4x50m MTR	SCAE	Whitby		0	Derwent
18	8	Girls	Open	2:10.11			0.0	
19			4x50m MTR	SCAE	Whitby		0	Derwent
20			ST/Gala Pts after 8 events		0.0		0	0.0
21	9	Boys	9 & 10yrs	37.13			0.0	
22			50m Freestyle	SCAE			0	
23	10	Girls	9 & 10yrs	34.69			0.0	0.0
24			50m Freestyle	KINE			0	0
25	11	Boys	12yrs & u	42.44			0.0	0.0
26			50m Breaststroke	WHTE			0	0
27	12	Girls	12yrs & u	43.22			0.0	0.0
28			50m Breaststroke	PERF			0	0

ST Points subtotals should update after each event. (This should show 0.0 at start)

Gala Points subtotal should update after each event.

Insert Individual time, or DQ + code or DNS, in the BLUE cells. Format must be same as in column D. If a new division record it will highlight GREEN.

Border League gala:

1. Add swimmer names to individual events from the team sheets during warm up; remember a swimmer can only do **two** individual events.
2. **ALL times must be entered in the same format as the Cut Off time shown in Column D.**
3. Relays are always entered in the format M:SS.TH in the YELLOW highlighted cells. This should then go white unless faster than the cut off in which case it will go PURPLE.
4. Individual event times are entered in the format SS.TH in the BLUE highlighted cells. This should then go white unless faster than the cut off in which case it will go PURPLE.
5. **If an individual event is over a minute it must still be entered in seconds e.g. 1:03.56 must be entered as 63.56 for the sheet to work correctly.**
6. Enter the times in LANE ORDER for each event; then insert positions in the position cell. If Too Fast put TF in the position cell. Points calculate automatically; if a number is typed in the Gala Pts cell the formula is over written. Replace by copying from a similar cell.
7. If the result is DNS or DQ put this in the time cell. Add code with DQ. Put DQ in the position cell.
8. The Gala Points will change after each event.
9. Save the file at regular intervals, ideally every 2 or 4 events!

Reminder from Dates Meeting

The points awarded are different for 2018:

1st=10, 2nd=8, 3rd=6, 4th=5, 5th=4, 6th=3, 7th=2, 8th=1

League points are still calculated on the average for each gala depending on the number of teams who actually take part!

3 teams = 400pts	4 teams = 362.5pts	5 teams = 330pts
6 teams = 300pts	7 teams = 271.43pts	8 teams = 243.75pts

Border League Gala 2018 Recording Instructions

Insert Individual time, or DQ + code or DNS, in the BLUE cells. Format must be same as in column D. If faster than the cut off time it will go PURPLE.

Insert position – 1, 2, 3, etc, or TF, DQ or NS

Insert club name at the top – it will fill into all the relay events.

Insert swimmers name

	A	B	C	D	E	F	G	H	I	J
1			Club	Lane =	Club		Lane 1	Club		Lane 2
2	No.	Gen	Age	Cut Off	Time		Pos Points	Time		Pos Points
3	Distance & Event			Time	Swimmer		Total	Swimmer		Total
14	6	Boys	12yrs & u	43.00			0			0
15	50m Breaststroke						0			0
16	7	Girls	14yrs & u	38.00			0			0
17	50m Backstroke						0			0
18	8	Boys	14yrs & u	35.00			0			0
19	50m Backstroke						0			0
20	9	Girls	Open	2:18.00			0			0
21	4x50m Medley Team Relay				Club		0	Club		0
22	10	Boys	Open	2:08.00			0			0
23	4x50m Medley Team Relay				Club		0	Club		0
24	11	Girls	9&10yrs	1:28.00			0			0
25	4x25m Medley Team Relay				Club		0	Club		0
26	12	Boys	9&10yrs	1:28.00			0			0
27	4x25m Medley Team Relay				Club		0	Club		0

Gala Points will calculate from the position – do not type them in!

Insert Relay time, or DQ + code or DNS, in the YELLOW cells. Format must be same as in column D. If faster than the cut off time it will go PURPLE.