

## COACHES SCORESHEET TIPS

### **Before Meet**

Prepare your line up by writing swimmers names in each event on blank copy of score-sheets.

Check max events per swimmer & per event.

May swim up in age (but never down.) Cannot swim same stroke in different age groups.

Check max age groups for Relay swimmers. Eg 17/u, 14/u, 12/u, 10/u (any order)

Please enter Swimmers for **Unofficial Heats** on Unofficial Score-Sheets before meet where possible.

You/Swim Chair should **agree #'s** of Unofficial Heats with opposing Coach/Chair BEFORE day of meet!

### **During Meet**

If you have enough assistants you can ask one to **keep unofficial track** of the meet score while watching the meet. Periodically check that your score-totals match the official Scorers' totals.

If you make any **Entry Changes** in line-up you must **advise the Scorers BEFORE** the start of the event immediately preceding the affected event. Otherwise the change is not official and penalties can apply!

### **End of Meet**

**Tell Referee if you are making any Protests & tell Head Scorer.**

Note: Protest made verbally immediately at time of protested action, and MUST be confirmed in writing to the Swim Referee within 30 minutes after final event.

**If protest** is made, NO FINAL SCORE SHALL BE ANNOUNCED.

*See "Dual Meet Protests", section E of General Sports Rules, Article III (Administrative Procedures).*

If final scores close (within 20 points), check Official score-sheets totals carefully, especially for any changes to make sure scoring rules have been properly applied.

### **After Meet**

**Home Club's** copy is the only **Official Copy** of the Score Sheet, and must be **kept** by the Home club.

**All records must be kept available** for inspection (including Score-sheets & Timers' cards) by the Rules Comm. **for at least 48 hours** after the end of the meet. *See "Records of the Meet" section O Art. II, General Sports Rules.*

**All Score-Sheets** (official and unofficial copies) shall be **kept until end of season.**

Head Swim Coach, or Swim Chair, of Home Club should **input total dual meet scores**, within **24** hours, to **FCSL** website (fcsl.info) using Club Management Login or by email to webmaster@fcsl.info.

Head Swim Coach, or Swim Chair, of Home Club should **scan/email** all swim/dive dual meet **Score-sheets**, within **48** hours, to webmaster@fcsl.info for upload to website. (Current toll-free Fax # 1-888-410-5382)