

# Arena League Gala Recording 2014



## INSTRUCTIONS FOR USE

**Please read these instructions before using the gala recording programme**

**1/ Gala details.** Enter all gala details into the gala set up sheet. Lanes should be numbered, on the Gala Set up page, to meet the pool set up on the night with the number of the first lane being used being allocated to team 1.

**2/ Team sheets.** These are supplied by the clubs and are imported by the standard Excel copy and paste method. The team in the first lane in the pool (whatever the number of that lane) should be pasted into the "Team 1" sheet, the team allocated the next lane into "Team 2" sheet and so on.

**3/ Lane timer sheets.** These are used by the Judges to check swimmer identity for individual events and are now required at all Arena galas. Once all team changes have been processed the Lane Timekeeper sheets must be printed out and handed to the Referee.

**4/ Gala Recording.** Proceed to the recording sheet to enter all results. This sheet allows a simple plain number input for the recorder and enables the announcer to follow the points easily.

**Following the publication of "British Swimming – Determining race results – April 2014" the Referee can no longer ask for a "same time different place result" to be recorded.**

**This ruling states that** "Should there not be a back-up or human time available the Referee should seek to find a 'real' time which reflects the swimmer's place in the race. If that is not possible the Referee shall insert a time 1/100<sup>th</sup> of a second faster than the swimmer placed immediately behind them in the race. This time reflects that the swimmer was faster than the beaten swimmer".

This removes the need for the 3<sup>rd</sup> decimal place requirement, so allowing the same gala recording sheet to be used at all Arena league galas, whether AOE & Manually timed. All aspects of the Arena league gala recording programme are now fully functioning.

**The following functions are now available for all gala recorders to use.**

- a) **Lane timer sheets.** These should be printed out on the night to reflect the final teams. These are preferred for all galas but **must** be available at any licensed gala.
- b) **Printout sheets, 6, 8 or 10 team.** These are not used for recording purposes. Their function is simply to produce a standard PDF set of results for publication on the National website & for printing if necessary.
- c) **Quick check on a race result.** This may not be needed during the gala as it is purely a quick reference should there be a query on the result of a particular race during the gala.
- d) **Check swimmer eligibility.** This reference sheet will only need to be used if a dispute arises. It is a simple way of checking any given swimmer and the number of events they have been entered into, on their team sheet. *It works with the excel data filter.*
- e) **Final Results.** This sheet will provide both the gala result on the night for any gala as well as the final league result (after the 3<sup>rd</sup> round Final). For the league result, It must be populated before the gala with the totals of previous galas & any bonus points allocated by the league. The season's league & gala points will then automatically be calculated to give final places. In the case of a tied result, it will count back on gala points to place correctly.
- f) **Rankings HDR & MRF files.** If the gala is licensed then these 2 files must be sent to the national Rankings within 5 days of the competition. Instructions for processing these are given on those sheets.  
**NB.**  
before the HDR & MRF files are sent to rankings the following must be checked:- All dates of birth must be shown on all team sheets & the club name should be replaced with the ASA club code. If you have any problems with this function please contact Brian Smith.
- g) A reference list of all clubs and their ASA codes is also now included in the file.

**This is a comprehensive gala recording system designed specifically for the Arena league.**

The results from every gala in the league including the names of the swimmers, can now be produced from the "Printout sheets". These are all posted on the national website, in the same PDF format. The National secretary uses the excel result sheets from the Premier division finals to select the teams for the National final via the "Virtual gala".

Although this recording system only requires a very basic knowledge of excel and is simple to use, recorders are asked to familiarise themselves with the programme in advance of the gala. If you then have any problems that you cannot resolve or any further questions please contact Brian Smith who will go through them with you.

[briansmithbsc@gmail.com](mailto:briansmithbsc@gmail.com)      01273 488688    or    07703 451232