

Arena League Gala Recording 2019



INSTRUCTIONS FOR USE

Please read these instructions before using the gala recording programme

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 for assistance. briansmithbsc@gmail.com 07703 451232
Please be aware that using Macs or Google Docs has been found to be disruptive the the programming within the file. Please only use Windows PCs with Microsoft office.

1/ Gala details. Enter all gala details into the red boxes in the gala set up sheet. Lanes should be numbered to meet the pool set up on the night with the number of the first lane being used being allocated to team 1. The 4 digit club code must be added into the gala set up page.

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. For any result where no points are required, the time box must have a zero entered. The reason for the no point allocation should be entered into the line below. if the announcer is not able to see the recording programme directly, then the gala recording sheet has a print facility added. This can be handed to the announcer to read out the points at the specific events during the gala.

The following functions are 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 is there to assist in the compiling of the result of the final gala and resulting league positions unless your league already uses a different type of sheet.
- 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. **The host club is not expected to do this as your league secretary will carry out this procedure.**
- g) If the meet is licensed then the Promoter's & Referee's reports along with the list of officials must be sent by the host club, to your league secretary who will forward them to the regional meet licensing panel.
- h) A reference list of all clubs and their codes is also now included in the file and the recorder must ensure that the appropriate code is added on the gala set up page.

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/top division finals to select the teams for the National finals via the "Virtual gala".

NB

The NASL excel recording & team sheets may contain sensitive personal information.

Data protection rules (GDPR) require that access to these is limited to those requiring it to operate the league and it's galas.

They may not be generally distributed to clubs.

Only the pdf results sheets may be distributed to clubs and published in general.