



Natation compétitive Competitive Swimming



Dual Meet Registration, Recording and Submission Procedure

Manual | D-CS-DMP-240628-EN

This document explains the proper use of the 2024 Standard Results Sheet by coaches, recorders and other volunteers.

June 28, 2024

This document was produced by **The Vice-President of Competitive Swimming.**

The Northshore Aquatic Association
www.naaswim.com | vpswimming@leniyo.com

NOTICE

This document is complementary to GA-sanctioned provisions.

The information contained in this document is complementary to the rules of the NAA Constitution.
In case of discrepancy, the Constitution, as well as the other sanctioned rules and regulations of the Association, prevail.

Please report any editing mistake to the **Vice-President of Competitive Swimming.**



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Office of the Vice-President of Competitive Swimming

This document can be consulted online at <https://naaswim.com>

The Northshore Aquatic Association formally archives this document as:
[D-CS-DMP-240628-EN]

A request for archived records may be submitted to the Vice-President in charge of the concerned aquatic discipline, or to the Secretary of the Association.

The alteration and misuse of this document is prohibited without the authorization of the Association.

The Northshore Aquatic Association (NAA) is a non-profit organization in Montréal, Québec, serving annually thousands of children and families spread across 16 community pools. For over 60 years, the NAA organizes each summer over a hundred accessible, recreational aquatic competitions for its communities.

*Want to join the NAA? See what we can do for you. Reach out to the NAA Executive:
<https://naaswim.com/naa-executive/>*



Sixty Years Strong.

We, the Northshore Aquatic Association, have come together and organized ourselves to promote and develop our unique aquatic community.

For six decades, we have shared a passion for inclusive and accessible summer aquatic activities, and an unwavering commitment to preserving these aquatic traditions for the generations to come.

Over the years, we have witnessed many of our former members compete at the highest levels of their respective sports, something for which we highly pride ourselves. We have collectively worked hard on achieving our goal of providing a safe, healthy, supportive and encouraging environment to every child who dreams of pursuing their aquatic sport.

But, more importantly, we value our own members, who are at the centre of this strong community that we have built. We recognize, the success of our mission is rooted in the spirit of volunteerism that we jointly foster at all of our member pools. We understand that the success of our youth relies on a greater involvement of our community, and that the aquatic experiences and opportunities that we create have an immense impact on their future endeavours.

Our way of life has become essential to the communities and families we serve. The NAA will always remain a fun and participatory environment for all.



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DUEL MEET OVERVIEW: CHECKLIST

Before the Meet

1. **The hosting pool** receives the Results sheet by the Monday preceding the Dual meet.
2. **The hosting pool** changes the name of the document as follows:
 - [Week number] - [VISITING POOL] - [HOSTING POOL] | Example: **1-SUR-WAL**
3. **The hosting pool** shares the document with the visiting pool.
4. **The hosting pool** activates offline access to the sheet on all computers used to record, and bookmarks the page of the sheet in *Chrome*—**this, regardless of whether your pool has internet.**
5. **Both pools** fill up the 'Setup and Instructions' page
6. **Both pools** complete the 'Entries' page.
7. **Both pools** verify their entries for any mistakes highlighted in **red**.
8. **The hosting pool** locks the 'Entries' page at **16:00**, the evening of the Meet.
 - See 'Protecting Sheets' below for more information.
 - The hosting pool must lock the 'Entries' page when they still have access to internet.
 - After protecting, any additional entries must be added directly to the results page by the recorders.

During the Meet

9. **Recorders, using Chrome**, enter the times into the 'Results' page.
 - See the 'Recording' section below for further details.
 - With internet, multiple computers may record simultaneously
10. **Recorders, using Chrome**, add, at the end of the meet, information regarding disqualifications on the 'Disqualifications' page.

After the Meet

11. **Both head coaches** verify the 'Dual Meet Results' page, the 'Result Validation' page, and the 'Disqualifications' page.
12. **Both head coaches** check the boxes on the 'Result Validation' page, once they approve the results.
13. **The hosting pool**, in the presence of the visiting pool (if possible), changes all editors of the sheet to: 'Viewer', except for vpswimming@leniyo.com and results@vpswimming.leniyo.com.
14. **Both pools must**, at the meet, fill out the Form concerning Dual Meet Scores, available on the website. The following day, both pools verify that the points and results are still accurate, and otherwise communicate with the Vice-President of Competitive Swimming.
15. **Both pools and their recorders must** (or should) provide feedback through the linked form.



PREPARING THE SHEET FOR USE

Receiving the Sheet

Results sheets will be shared, by email, to the *Gmail* account provided at the Annual Coaches' Meeting. You will receive an email from one of the following addresses:

- vpswimming@leniyo.com
- results@vpswimming.leniyo.com
- Any other email ending in @vpswimming.leniyo.com

Sheets should be received by the Monday preceding the meet. If you haven't received it, first check your spam inbox before contacting the Vice-President of Competitive Swimming.

Renaming the Sheet

Clicking directly on the title, at the top left of the sheet, change the name as follows:

- [Week Number] - [VISITING POOL] - [HOSTING POOL]

Example: 1-SUR-WAL

Sharing the Sheet with the Visiting Pool

Using the 'Share' button at the top-right of the window, share the sheet to the designated *Gmail* account found on the most-updated Contact List.

Sharing the Sheet with Recorders

At meets with internet connection, multiple recorders may work on the results at once, on multiple computers. You may choose to share the sheet with recorders' *Gmail* accounts to allow them to work simultaneously on the results from their personal accounts.

Enabling Offline Editing

Recording of times must be completed in *Google Chrome* at the Dual Meet, with offline access enabled.

This reduces the chances that information be lost due to failed data synchronization.

See the image on the right to activate offline editing.

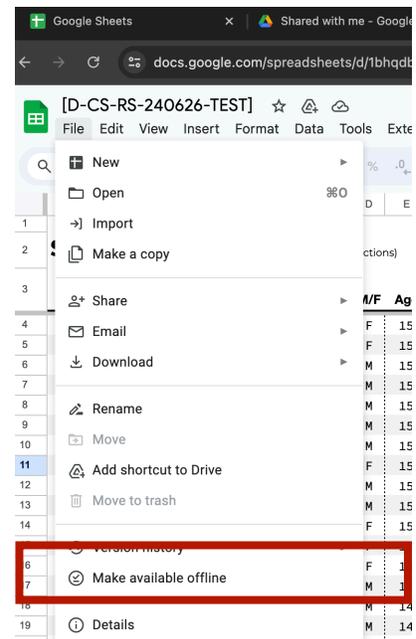
Once activated, double-check whether it works properly, by accessing and editing the sheet without internet.

Bookmarking the page

To avoid issues related to 'losing the sheet', bookmark the sheet in *Google Chrome*.

In the Chrome menu bar (at the top)

- Bookmarks > Bookmark this tab...





COMPLETING ENTRIES

IMPORTANT: Entries for a Dual Meet must be finished in advance, and cannot be completed at the meet.

IMPORTANT: Copy and paste all of the names from your swimmer list, exactly as written, to the first four columns of the 'Entries' page, **whether they will swim or not**.

Individual Events

- Check the boxes corresponding to the swimmer's events. If a swimmer will not compete, keep them in the list without checking any box.
- If the swimmer will compete in another category other than their own (**i.e., swim up**), delete the checkbox and **write the event number in the box**. The box will become yellow.
- If the swimmer will compete as **exhibition**, delete the checkbox and **write "E" in the box** (without the quotation marks). The box will become yellow.
- In both cases above, Google might tell you that the **"validation is wrong"**. **Ignore the message**.

IMPORTANT: If there is a mistake in a swimmer's name, **do not change the spelling in the sheet**. Contact the Vice-President to make the proper corrections before modifying the name.

Relay Events

- There are two sets of relay columns to accommodate the exceptional circumstances provided in the Constitution. **Unless the swimmer will participate in two relays, only fill the columns of 'Relay 1'**.
- Check the boxes corresponding to the relay swimmers. (In the columns for 'Relay 2', indicate the event number instead).
- In the second column, add in the group number. This is for when I have more than one relay group per event—otherwise it's just 1. **For example: if there are two (2) relays in event 46, four swimmers will be assigned group "1", and the next four swimmers will be assigned "2"**.
- If I have multiple relays again in event 47, I start again at "1".
- In the third column, **indicate the order in which they are swimming. Either A, B, C or D** (first, second, third or fourth place in the relay respectively).

Errors in the Entries

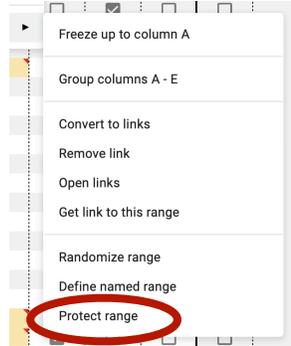
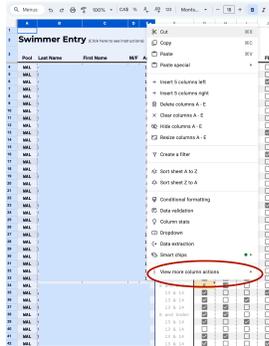
Errors on the 'Entries' page will be marked by an error message highlighted in red. The sheet verifies that swimmers do not participate in more swims than permitted by the Constitution.

Please report any issues with the error messages to the Vice-President of Competitive Swimming.



RECORDING

Locking the 'Entries' Sheet



1. Select columns A-E, at the bottom of the sheet. Select 'Protect Sheet'.

Enter a description

Range **Sheet**

Entries

Except certain cells

Cancel **Set permissions**

2. On the right of the screen, click on 'Set permissions', without changing any other setting.

Range editing permissions

Show a warning when editing this range

Restrict who can edit this range

Custom

Choose who can edit

NAA VP Swimming (you) vpswimming...	✓
NAA Competitive Swimming Results r...	✓
Roger Sheng roger.sheng@vpswimmi...	<input type="checkbox"/>
Leniyo leniyo@gmail.com	✓

Add editors:
Enter names or email addresses

Done

3. Under 'choose who can edit, uncheck everyone, except:

- Your own account (hosting pool)
- 'results@vpswimming.leniyo.com'
- 'vpswimming@leniyo.com'.

Then click done.

Repeat the steps above, highlighting columns G-P.



Recording Times of Swimmers

IMPORTANT

All swims must be registered on the Results sheet, regardless of heat. As of the 2024 season, swimmers from all heats are eligible to score points.

Swimmers who do not swim (i.e., DNS) must remain as is on the 'Results' page.

If a swimmer 'scratches, do NOT remove them from the 'Entries' page, nor from the 'Results' page.

1. Add the **heat** of the swimmer in the first blue column.
2. Add the **lane** of the swimmer in the second blue column.
3. Record both times in the last two blue columns.
 - Note: **Currently, no warning appears if the times by both recorders are significantly different.**
 - Only alter columns in **Blue.**
 - Times must be recorded **without commas, colons or periods.**
 - **If only one time has been recorded on the card, leave the second column empty.**

Recording Non Entered Swimmers

A recorder may receive a card corresponding to a swimmer who was not entered on the 'Entries' page. Such swimmers must be **added directly to the bottom-most of 'Results' page.**

There are 46 boxes marked for non entered swimmers. Add the race, with their time, to this section.

The screenshot shows a spreadsheet interface with the following table structure:

	Event	Pool	Name	E/DG Heat	Lane	MMSSmm	MMSSmm	Status	Scoring Rank	Points
2046										
2047										
2048										
2049										
2050										
2051										
2052										
2053										
2054										
2055										
2056										
2057										
2058										
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2078										
2079										
2080										
2081										
2082										
2083										
2084										
2085										
2086										
2087										
2088										



Swimming Codes

- 'E' – An exhibition swimmer, as indicated at the top-left of the swimming card.
- 'DQ' – A disqualification.

IMPORTANT: 'No Shows', or 'DNS', are **not added to the sheet**. Keep the entry as is, without indicating any time.

Disqualifications

For each swimmer marked as 'DQ' on the 'Results' page, the recorder must fill out the corresponding row on the 'Disqualifications' page. Each row corresponds to a section of the Infraction Report.

Disqualifications are recorded in the sheet in order to obtain accurate statistics. This will help coaches, officials and the NAA in future seasons.

Please add any additional comments regarding each disqualification.

SUBMISSION OF RESULTS

Validating the Results

Both head coaches must complete the following:

- Review the 'Disqualifications' page
- Review the 'Result Validation' page
 - Numbers highlighted in yellow on the right-hand side of the page indicate that certain points were not obtained by either team, due to certain positions not being filled. **Double check the ranking swimmers to identify any issues.**
- Review the 'Dual Meet Results' page (page for publicly-available results on live.naaswim.com)

Once both coaches are satisfied with the results and scores, each coach must check the box on the 'Result Validation' page corresponding to their name. This releases the scores on publicly-available results page.

Submitting Dual Meet Scores

In 2024, coaches will not be required to print and sign the Scoresheet. Instead, **each coach shall independently complete an online form for Dual Meet scores.**

The system will validate whether both parties have submitted the same scores for each team.

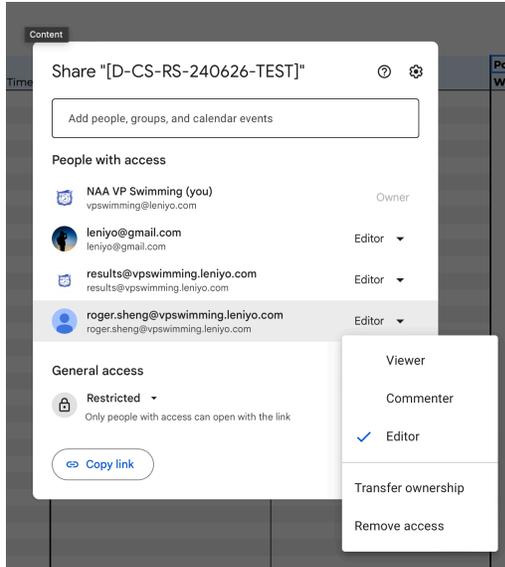
The form will be made available to coaches at the Annual Coaches' Meeting.

Note: submitting the final scores through the form does not replace the requirement to provide the full Results Sheet.



Removing Editing Access to all Parties

IMPORTANT: Only remove editing capabilities once the results are final. **Neither the hosting pool nor the visiting pool will have access to the Results Sheet once this step completed.**



Once results validated, the hosting pool is responsible for removing editing capabilities for all parties, including themselves.

The steps below should be completed in presence of the visiting pool.

1. Click on the **'Share'** button, at the top-right of the window.

2. Beside each account, change 'Editor' to 'Viewer'. **DO NOT REMOVE** editing capabilities for the following accounts:

- vpswimming@leniyo.com
- results@vpswimming.leniyo.com
- Other emails ending in @vpswimming.leniyo.com

Providing Feedback

HELP US OUT!

The Vice-President of Competitive Swimming kindly asks that all members having to use the Results sheet provide feedback through the online form.

You may find the form in the 'Feedback' page.

Thank you!



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