

2c. Scoring Table Meet Timelines

- **Noon:** Extra Heats are due to the Home team. Please make sure you have used the approved extra heat sheet provided by the NBSL.
- **Before the meet:** Extra Heats should be combined and a master heat sheet created or 2 sheets with each team on one. Each heat should ideally alternate swimmers from each team, until either only one team is left or all swimmers are assigned lanes. No swimmer should have to swim by themselves. In the case of only one extra swimmer in an event, the unofficial swimmer/swimmers from the official heat should be moved into the first unofficial heat.

Girls and boys may be combined, but the official event in each case should be swum before unofficial events.

The home team should then copy the names of the swimmers in the extra heats to the event sheets. Ideally the home team will complete their write-up the **official event sheets before 5 pm** so that the away team can begin writing as soon as they arrive.

- **5:00 PM:** Scorers should arrive at the scorer's table
Each team's official lineup is due to the scorer's table
- **5:05 PM** Away team must have access to official event sheets to begin writing their swimmers names on the sheets. If the home team has not pre-written the event sheets, they may have them back after the Away team is finished,
- **5:45 PM** No more changes will be allowed to the official lineup. Entries changed after this time become unofficial.
- **6:00 PM** All event sheets (official and unofficial) should be written up, combined (with the official event first, followed by any unofficial heats) and available to the announcer for the start of the meet.

This timeline is meant to make the scorer's job easier and ease the stress of the visiting team. Please try to do as much of this work before 5 PM so that the meet may start on time and that there are no issues at the scorer's table.

Extra Heats: non-official swimmers written on the NBSL approved Extra Heat Sheets

Official Lineup: List of official swimmers, provide 2 copies, one for each team's scorer. Includes all events and all official swimmers.

Event Sheets: Read by the announcer, used by the scorer to report points and results, includes all swimmers in a heat.

6j. Meet Day Timetable Agreement

Team name: _____ Date: _____

Coaches name: _____

signature: _____

Pool Rep's name: _____

signature: _____

- I understand that the extra heats will be due to the home team by noon the day of the meet.
- I understand that my pool's extra heats must be presented to the other team on a standard sheet dictated by the NBSL.
- I understand that my pool will provide adequate copies of the extra heats with their lane assignments to the away team and expect the same from them.
- I understand that my team's official lineup will be presented to the scorer's table by 5 PM the day of a meet.
- I understand that changes made to the official lineup after 5:45 PM will not be allowed for any official events.

This does not mean that the coach or NBSL Rep must do all of these things, just be aware that these deadlines must be met by someone responsible on the team. Any special instructions or needs must be discussed well prior to the meet with the other pool's NBSL rep.

If any of these deadlines cannot be met, the other team's NBSL Rep and coaches must be contacted before the meet. We do not want to have to impose penalties*.

These deadlines are meant to make meets easier for the away team and should lead to less stress at the scorer's table.

Thank- you for your attention to this matter.

**If these conditions are not met consistently and meets are being delayed, penalties will be imposed.*