

**James River Aquatic Club
2026 Head Table Instructions**

Questions??? Call Heather Heishman (804) 380-0353

The Head Table is responsible for scoring and verifying all meet results. Workers at the table should include:

- **Head** – in charge. Makes certain all other workers understand their job and know how to perform it properly. If not, train them before the meet begins. **Do not assume** that all workers sent to the head table know how to do their job. This person can also perform one of the other positions if necessary, but in the best case scenario are there to answer questions, put out fires, and make certain everyone is handling their job properly.
- **Lane Timer Sheet intake** – minimum of one for small teams; larger teams will need two; an extra person or two is also helpful to help process DQ's for 8 and under's and 9-10's during the novice strokes.
- **Computer Operator**
- **Verifiers** – two; **one from each team is mandatory**. See verifier handout.
- **Runner** – minimum of 1; post results, take results to announcer, run DQ cards to coaches

The rulebook lists all the supplies that are necessary at the head table. Please read in advance and make certain you have all the supplies ready to go before the night of the meet!

PRIOR TO THE MEET

- Print a current roster report (as of the day of the meet)
- Print a top times report by name for the home and visiting teams. The visiting team may provide.
 - The visiting team will also bring a meet entry file on a thumb drive.
- Merge entries for both teams before 12pm the day of the meet. The visiting teams Head Coach/Computer Operator will email the Meet Entry File no later than 10am the day of the meet. If received after 10am, a 10 point penalty will be assessed.
 - Home team Head Coach/Computer Operator will merge files, seed the meet and send visiting Head Coach/Computer Operator a Heat Sheet no later than 12pm the day of the meet.
- Coaches will notify the Clerk of Course of any changes. CofC will notify the Referee, Starter and Head Table of any changes.

OVERVIEW OF MEET PROCESS:

After each event, a runner will bring the Lane Timer Sheet to the Head Table. Check for handwritten changes.

1. Handwritten entries on Lane Timer Sheet:

- Check the hard copy of the top times report and/or roster to see if the swimmer is eligible to swim in the meet.
 - If the swimmer does not appear on either of these reports he/she is not eligible to swim for points. They may swim as an exhibition swimmer but will not be recorded in the results and the time will not count for top times. It is essentially a no swim for league purposes.
- If no entry time is written on the sheet, check the top times report and use the swimmer's best time in the event as his or her entry time. Write that time on the LTS as the swimmer's entry time for the scorer.
- If the swimmer is listed on the roster, but not top times report, they should be entered as a no time or with the regular cutoff time. Time standards with regular cutoff times can be found in the rulebook.

2. Determining time

- The LTS intake worker should mark the official time (neatly and large enough to read) on each sheet with a **red** pen that does not run when wet.
- The official time is the **time between the fastest and the slowest** times written on the card.
 - If all **three** times are consistent, write the middle watch time in red on the lane timer sheet.
 - If there are only **two** watch times, **average** the two times and write the average in red on the sheet
 - If there is only **one** watch time, that time becomes the official time.
- NOTE: If one time is >2.5 seconds from the other two times, average the two consistent times. If all 3 times vary by >2.5 seconds, investigate by speaking with the referee, starter, or strokes and turn judges. In this case, the referee will make the determination of the official time.

3. DQ Slips

- Any DQ cards that come to the table should be matched with the Lane Timer Sheet for the proper heat and lane.
 - Check the DQ card to make certain it is signed and filled out properly. The DQ card should have an infraction marked under the correct stroke and should be signed or initialed by a strokes and turns judge and the referee. If not, a runner should return it to the referee.
 - If the DQ card is correct, write the swimmer name and team on the DQ slip and staple it to the **front** of the LTS.
 - Write DQ in red on the LTS.
 - A runner returns the YELLOW portion of the DQ card to the coach ASAP.
 - Once each LTS from an event has the official time written in red, the LTS's can be passed to the scorer.
- If an event is re-seeded by the clerk **after** the heat sheets are printed, the table must be notified that the event has been re-seeded. Some clubs use the triplicate forms which tell how many heats there are in an event and which lanes in each heat have swimmers. If these are used, they will clearly be marked **Re-seeded**, so the scorer will know that swimmers will likely not appear in their original heat/lane.

Once the data entry for an event has been completed, the LTS's and results for the event are passed on to the verifiers. There must be one verifier from each team.

Verifier:

- Verify circled or written time on LTS with time entered by the computer operator, shown on the Results sheet. The results time should be the exact time written in red on the swimmer's LTS.
- Match DQ slips with DQ entry on results printout—make sure heat and lane on LTS match heat and lane on DQ slip.
- Be certain to check relay names. Coaches often make handwritten changes on the LTS.
- Any mistakes found by the verifiers go back to the scorer for correction and then need to be verified after the corrections are made.
- Once an event has been verified as correct, one verifier initials the results sheet, the LTS's are wrapped with that copy of the results showing on the outside, folded and held together with a rubber band or paper clip.
- The results are put in a box in order by event. Any Scratch/Add Forms from Clerk of Course are stored with these results.
 - **This box should be taken home by the designated LTS contact from the host team in case questions arise the next day. This person should be someone who can be easily reached by the computer secretary the day following the meet.** One remaining copy of the event results is posted.
 - **NOTE: Coaches may not be the ones designated to take the results home, nor may they serve as LTS contacts.**

4. After all events in a stroke have been scored, the computer operator should print a score report. A runner can take it to the announcer.

5. At the conclusion of the meet, after all events have been verified and found to be correct, ribbon labels are printed **sorted by team and name** and given to the appropriate representative from each team.

6. The scorer should print a meet score and triple/quad winner report.

- The easiest way to find triple/quad winners is to run a label report sorted **by team/then name for 1st place winners only**. Be sure to **print this on paper** (not labels) and highlight any name listed three or four times in succession.

7. Computer operator performs a **Backup of the meet manager file** and save to a thumb drive or computer so it can be emailed to the computer secretary by the host team that [evening](#). If not received that evening, a 10 point penalty may be assessed.

- **MM Backup** must be emailed at the conclusion of the meet or as soon as possible after the meet. Email it to [jraccpsecretary@gmail.com](mailto:jraccompsecretary@gmail.com) . Do not send a Results for Team Manager file!

THINGS TO LOOK FOR AND ADDRESS AT THE MEET IF POSSIBLE:

Each of these infractions results in a **10 point** penalty. If a swimmer is disqualified for any of the following scenarios, please have the head notify the host team rep who will call or email the computer secretary the next day to assess the necessary penalties.

More than three swimmers per team for R, X, and XX heats: In regular, X, and XX heats, there should be a maximum of three swimmers per team.

What to do if there are four:

- Use the Lane Timer Sheets to determine who the athletes are and write their names on individual pieces of paper.
- Place face down on the table, mix them up and draw one **at random** to be DQ'd. (You cannot decide to choose the slowest or fastest swimmer of the four!)
- Attach a DQ slip to that swimmer's Lane Timer Sheet. That swimmer cannot then enter a replacement event later in the meet. Write a note to tell the Swim Rep to call Heather the next day to report the error so that a 10 point penalty can be assessed.. In novice heats, each team can enter an unlimited number of swimmers (with the exception of novice IM).

NOTE: 2014 Rule Change: Each team may swim a maximum of 3 Exhibition swimmers in each **regular** freestyle heat for the 8 and under, 9-10 and 11-12 age groups. The swimmers should be marked EXH in the meet entry file. The meet entry file signals the intent of the coach, so any entry which is not marked EXH will be considered a regular swimmer. Should there be more than 3 regular swimmers per team in the regular freestyle heats for 8 and under, 9-10 and 11-12, the DQ policy in the previous paragraph shall apply.

NOTE: 2016 Rule Change: Each team may enter a maximum of 3 Exhibition swimmers in each **regular IM** heat for the 9-10 and 11-12 age groups. The swimmers should be marked exhibition in the meet entry file. The meet entry file signals the intent of the coach, so any entry which is not marked EXH will be considered one of the three EXH regular IM swimmers for 9-10's and 11-12's. Additional swimmers entered shall fall under the DQ policy written above..

8 and Under swimming in novice backstroke and novice breaststroke or butterfly -

2018 Rule Change

8 and Under may now swim novice backstroke in each dual meet along with novice freestyle.

An 8 and Under may not swim novice backstroke **AND** novice breaststroke or novice butterfly in the same meet. Should this happen, the swimmer will be disqualified in breaststroke or butterfly and a 10 point penalty will be assessed. If you DQ a swimmer for this infraction, let Heather know the next day so she can assess the penalty. **NO 8 and Under SWIMMER SHOULD SWIM MORE THAN TWO NOVICE EVENTS IN A MEET.**

Swimmer out of category: You will likely be aware of this only in the case of handwriting on the Lane Timer Sheet. If it is not an accurate swim-up time to reflect the Regular speed category, the swimmer must be DQ'd for swimming out of category. If the top time for the swimmer does not match the speed category written on the Lane Timer Sheet, the swimmer must be DQ'd for swimming out of category. The meet entry is what the league uses to signify intent. If a swimmer is DQ'd for swimming out of category the night of the meet, notify Heather that night or the following morning so she can assess the penalty.

Novice in a non-novice event: Make sure there are no novice heats in strokes which are not novice for that meet. Free is always novice as well as one of the other three strokes. If a Lane Timer Sheet comes to the table with a Novice time for a swimmer and the stroke is not novice for the meet, the swimmer must be DQ'd.

Swimmer in five events or four individual events: If you notice this (difficult to catch), the swimmer must be DQ'd from his fourth individual event. Write a note to the swim rep with the details so the Computer Secretary can assess the penalty the next day.

NOTE: 2014 Rule Change: Exhibition swims in Regular freestyle heats for mites, midgets and juniors will be considered as an individual event.

NOTE: 2016 Rule Change: Exhibition swims in Regular IM heats will be considered an individual event.

More than 2 boys in a relay. A relay that swims with more than 2 boys must be disqualified unless it is marked EXH (exhibition). If you DQ for this the night of the meet let the Computer Secretary know the following day so the penalty can be assessed.

NOTE: 2025 Rule Change: 11 & older relay teams must consist of four swimmers, as follows: two boys and two girls; one boy and three girls; or four girls. 10 & under relay teams may consist of four swimmers of any sex.

Distance events for intermediates and seniors. 2014 Rule changes add R, X, and XX heats to 50 Free.. A swimmer is allowed to participate in only one distance (50 or 100) of freestyle at any given meet. Should a swimmer participate in both distances of freestyle, the swimmer will be disqualified from the second event and subject to penalty.

ADDITIONAL NOTE:

Potential league record: If you think a league record has been broken in a regular season meet, check and double check. If the meet is in a yard pool, make certain you are comparing the swimmer's time with the current league record converted to a yard time. Write "POSSIBLE JRAC RECORD" in **red** on the Lane Timer Sheet. Take a photo of the Lane Timer Sheet with a cell phone and send it to Heather or write a note with the details so that the swim rep can relay the information to Heather the next day. Give the swim rep the Lane Timer Sheet and the results printout for the event in which the record was potentially broken. These are forwarded to Heather for verification before the record is official.

In order for a regular season swim to be considered for a record, the Lane Timer Sheet must have 3 hand times. If there are only 2 times on the Lane Timer Sheet, another verifiable time from a coach or league official is necessary to corroborate the Lane Timer Sheet times. Under no circumstance will a Lane Timer Sheet with one hand time be considered for a league record unless electronic timing is in use.

Verifier Notes

- The Head table workers will receive the Lane Timer Sheets from the timers and determine each swimmer's time. This will be marked in red and is then given to the computer operator for input.
- The computer operator gives 3 copies of the event results, along with the sheets to the verifiers.
 - One copy for posting
 - One copy goes with lane timer sheets
- There are 2 verifiers, **one from each club**. This is not optional.
 - One verifier should **read aloud the time on the sheet while the other checks the time entered in the results**.
 - Times on the results sheet must match the official time **exactly**.
 - The order of the swimmers should match the order on the results sheets. Look for unusual times.
 - Match pink DQ slips with DQ entry on results printout.
 - Make sure heat and lane on Lane Timer Sheet matches heat & lane on DQ slips.
 - After checking the entire printout, if anything looks wrong, give both printouts and Lane Timer Sheets back to the computer operator for correction.
 - Things to watch for: (if any of these occur, consult with the head table worker to determine proper course of action)
 - Is there a novice swimmer in an event that is only regular that night (ie: the Novice stroke that week is backstroke, but there is a novice swimmer scored in a Butterfly event). 100 freestyle is **never novice**.
 - No more than 6 Regular, X or XX swimmers can be in each event. There is no limit on the number of Novice swimmers as long as the stroke is a Novice stroke that week.
 - Swimmer swimming out of category- if the swimmer has an X or XX time, but the results appear in a different category, the coach may have swum them in the wrong speed category.
 - Missing lane timer sheet/ Missing time: If you have a time for a swimmer on the printout, but no lane timer sheet or, if you have a lane timer sheet but no time on the printout.
 - Relays should have no more than 2 boys per team. All relay names on printout should match relay names on the card. Coaches often make handwritten changes.

If everything looks OK, take one of the results printouts, have one verifier initial it, and wrap around the cards with the printing on the outside. Put in box in event order, so that it can be quickly accessed if there is a question.

Do **not** distribute these copies until the results are verified.

Ribbon labels should be printed at the end of the meet.

If they put in a wrong time as an entry time and don't check their work - they will be entered as the wrong speed category. Heather will work with this.

A new Rule was passed that the time will count, but the team will be assessed a 10 point penalty for the first offense, 30 point penalty for the 2nd offense and a 50 point penalty for the 3rd and each subsequent offense.