

## SORTER INSTRUCTIONS

### Sorter (home meets only):

- Objective: Sort/Order cards for each event
- Upstream: Runner
- Downstream: Stats

#	To Do	Comments																		
1	Audit Cards	<ul style="list-style-type: none"> <li>• Receive cards and <i>Judge's Slip</i> from runner. Cards received will be for BOTH teams</li> <li>• Check against <i>Meet Entries Report</i> that all cards are present</li> <li>• Use <i>Judge's Slip</i> for guidance. Each heat will have its own <i>Judge's Slip</i>. One event can have multiple heats/<i>Judge's Slips</i>.</li> <li>• Ensure that number of swimmers indicated on <i>Judge's Slip</i> matches to the number of cards received</li> <li>• Check that median of the 3 recorded times is the one that is circled</li> <li>• Home team will swim in odd lanes, Visiting team in even lanes, tri meets - designated</li> </ul>																		
2	Mark DQ's <table border="1" data-bbox="170 885 632 1203"> <thead> <tr> <th></th> <th>Soft DQ</th> <th>Hard DQ</th> </tr> </thead> <tbody> <tr> <td>Card Notation</td> <td>"SDQ"</td> <td>"DQ"</td> </tr> <tr> <td>Ribbon</td> <td>Yes</td> <td>No</td> </tr> <tr> <td>DQ Reference Sheet</td> <td>Yes</td> <td>Yes</td> </tr> <tr> <td>DQ in computer</td> <td>No</td> <td>Yes</td> </tr> <tr> <td>Record time in computer</td> <td>Yes</td> <td>Yes</td> </tr> </tbody> </table>		Soft DQ	Hard DQ	Card Notation	"SDQ"	"DQ"	Ribbon	Yes	No	DQ Reference Sheet	Yes	Yes	DQ in computer	No	Yes	Record time in computer	Yes	Yes	<ul style="list-style-type: none"> <li>• Transfer BOTH HARD AND SOFT DQ info from <i>Judge's Slip</i> to <i>Cards</i></li> <li>• Use DQ Designation for hard DQ and enter into results as a DQ (no ribbon is awarded)</li> <li>• Use SDQ for soft DQ and DO NOT enter into the computer during results process               <ul style="list-style-type: none"> <li>○ Soft DQ: Age 5-6   First 4 meets</li> <li>○ Soft DQ: Age 7-8   First 2 meets</li> </ul> </li> <li>• As reminder Soft DQ and Hard DQ violation details should be marked directly on cards</li> <li>• After results are entered, cards are sorted by Home Team</li> <li>• Each team is responsible for recording their own DQ's on the DQ Reference sheet. This is a tool utilized by coaches to help improve swimmer strokes.</li> </ul>
	Soft DQ	Hard DQ																		
Card Notation	"SDQ"	"DQ"																		
Ribbon	Yes	No																		
DQ Reference Sheet	Yes	Yes																		
DQ in computer	No	Yes																		
Record time in computer	Yes	Yes																		

3	Sort Cards (for BOTH teams) <b>BLUE CARDS – HOME TEAM</b> <b>GREEN CARDS – VISITING TEAM</b> <b>YELLOW – TRI MEET TEAM</b>	<ul style="list-style-type: none"> <li>• Identify <b>Heat Winners</b> <ul style="list-style-type: none"> <li>○ Mark on card “HW” for Heat Winner</li> <li>○ Sort Heat into time order</li> <li>○ Compare to <i>Judge’s Slip</i></li> </ul> </li> <li>• There will be scenarios where <i>Judge’s Slip</i> indicates placement that does not align with actual time. <ul style="list-style-type: none"> <li>○ Click FINISH ORDER</li> <li>○ Enter placement in order of <i>Judge’s Slip</i></li> </ul> </li> <li>• Stack entire event in one pile, keeping heats in order and pass on to Data Entry person</li> </ul>
4	Delivery	Hand to Stats all cards from an event along with all <i>Judge’s Slip</i> associated with that event

### Stats and Data Entry:

- Objective: Assist Data Entry person
- Upstream: Sorter
- Downstream: Data Entry
- 1<sup>st</sup> Half Data Entry – Visiting Team
- 2<sup>nd</sup> Half Data Entry – Home Team

#	To Do	Comments
1	Audit sort order	<ul style="list-style-type: none"> <li>• Do cursory double check of sort order</li> <li>• Check that soft DQs are noted</li> <li>• Check that hard DQs are noted</li> <li>• Check for oddities in cards vs. <i>Judge’s Slip</i></li> </ul>
2	Data Entry	One computer provided by HOME Team is used for Data Entry in RESULTS Tab in Touchpad
3	File cards	<ul style="list-style-type: none"> <li>• After data entry, each team files cards separately. Home team keeps <i>Judge’s Slips</i> for each event</li> </ul>

# Sample Artifacts:

Figure 2 – Swimmer Card

Figure 1 - Judge's Slip

IRVINE SWIM LEAGUE  
DUAL/TRI/CHAMPS MEET

**JUDGING**  
EVENT 21 HEAT 2

Place	Lane
1	6
2	3
3	2
4	1
5	5
6	4
7	
8	
9	
10	

**DQ**

Lane	Violation
5	Not Staying Back

**IRVINE SWIM LEAGUE**  
EVENT # **DQ**

SEX	AGE	DISTANCE	STROKE
			Medley Relay
# 21		Girls 7-8 25 Back	
Heat 2		Lane: 5	
Little Joey	3/20/2008		1:03.57Y
OC			
NWP vs OC 08/2/2014	8/2/2014		

SWIMMER(S) \_\_\_\_\_

HEAT  LANE

**TIMES**  
Circle  
Official Time

2:09.28  
2:09.27  
2:08.47

**ISL** ISL Disqualification Reference Sheet

Date: \_\_\_\_\_  
Meet: \_\_\_\_\_  
Team: \_\_\_\_\_

Swimmer's Name	Event #	Stroke	Disqualification
Little Joey DEY	21	Back	Not Staying On Back

Figure 3 - DQ Reference Sheet