

How to Score a TSA Dual Meet

This tutorial is intended for the first-time Scorer. Scoring a TSA meet is not a difficult task, so if you master the material in this brief guide, you should be ready to ply your craft like a veteran! It's okay to bring this document to a meet for reference purposes, but take some time to study it well in advance instead of trying to read it while on the job.

Before the Meet

Make sure to check in with your team's Volunteer Coordinator (sometimes known as the Meet Director) at the required time before the meet. Find your way to the Scorers' table; if this is an away meet, just ask someone from the other team for directions. Introduce yourself to the other volunteers with whom you will be working:

- Your counterpart – the **Scorer** from the other team.
- The **Runners**, who will be delivering completed event entry forms from the Recorder to the Scorers' table after each main event. They will also deliver disqualification forms from the Stroke and Turn Judges.
- The **Ribbon Writers** (one from each team), to whom you will be passing event entry forms after you are done with them. The Ribbon Writers should sit in close proximity to the Scorers.

Items You Will Need

Look for a printed roster of each team's swimmers, which should be provided by the TSA Reps. The Scorers may have to share these with the Ribbon Writers, or each table may have its own pair of rosters. These lists of athletes will help you spell the names of swimmers fully and accurately even if the event entry forms contain hard-to-read handwriting or are missing some information (such as listing only an initial in place of a first name).

The Scorers' table should also be furnished with three sets of records: Team Records provided by each team's TSA Rep, and Pool Records provided by the home team's TSA Rep. You will need to check race results against these records to determine if a swimmer has broken or tied a record.

Each Scorer will need six pages from a pad of scoring forms, which TSA rules require the home team to provide for *both* Scorers. Some teams will provide pencils for both Scorers, but it's a good idea to bring your own just in case. Never use a pen, because Scorers sometimes have to erase results when a disqualification form arrives, or to correct errors.

Prepare your set of scoring forms by writing in the date and team names on each of the six pages, as shown in the example forms near the end of this tutorial (note that the team names go into boxes near the *bottom* of the page). Then write the name of each event class in order at the top of each sheet: Medley Relay on the first page, Freestyle on the second, then Backstroke, Breaststroke, Butterfly and Freestyle Relay. The youngest age group, 6-and-under, does not have any relay or butterfly events, so it's a good idea to cross out that age group's section on those three pages so that you don't accidentally start writing results in the wrong age group section once the first relays are underway.

Flow of Work During the Meet

As each "main event" race (the first heat of every event) is completed, the Recorder will huddle with the Place Judges to determine the order of finish. The Recorder will write the place information on the two event entry forms (one from each team) and a Runner will subsequently deliver those forms to the Scorer's table. The Runners will also deliver disqualification forms on occasion, but these will often lag behind the event entry forms because it may take a Stroke and Turn Judge a little while to fill out the form and to attract the attention of a Runner. For this reason, it is a good idea

to wait for a bit after the event entry forms arrive before starting to score that particular race. Otherwise, you will have to erase and rescore the race if you subsequently receive a DQ form for one of the top finishers.

You and the other Scorer will both score each race separately on your own set of scoring forms based on the information you each individually read from the materials delivered by the Runner. From time to time, you should cross-check your results, but avoid dividing the labor (“you do the boys’ events and I’ll handle the girls”) and simply copying. That defeats the purpose of having two people perform the same task independently: catching each other’s mistakes. The meet Announcer will usually broadcast the score following the completion of each event class (medley relay, freestyle, etc.), so make sure that both Scorers agree on the running point totals each time you reach the bottom of a page before releasing that information to the TSA Reps or to the Announcer.

Details of how to score race results are included in the sections that follow. When you and the other Scorer are finished recording the results of a race, pass its event entry forms over to the Ribbon Writers (one from each team), who should be sitting nearby. Save DQ forms separately for each team so that they can be given to the coaches after the meet.

Scoring a Race

Two example scoring form pages are included later in this document, along with notations on some points of special interest. The form is generally self-explanatory, but these are the steps to follow for each event:

- Adjust the order of finish to account for any disqualification slips that may have arrived. Treat disqualified swimmers as if they never swam the race at all (they get no points, no ribbon, no official place – not even sixth). On the event entry forms, write “DQ” across the disqualified swimmer’s name, and write in the new place number for every swimmer who nominally finished after a disqualified swimmer, moving each one up one place in the finish order. Remember that Stroke and Turn Judges identify swimmers by *lane number*, not place.
- Write the names of the swimmers in the column reserved for their team (home team on the left, visitor on the right), in the row designated for their finishing position in the race (first place through fourth).
- Include full swimmer names (first and last) where possible. For individual events, this should always be possible. For relay events, you might not be able to fit the full names of all four members of a relay team, due to limited space on the form. In this case, it’s acceptable to use a first initial. Don’t use surnames alone, however. That can make it impossible to determine the identity of a swimmer, since siblings sometimes fall into the same age group or “swim up” in an older sibling’s age group. Consult the printed rosters if a name on a form is incomplete or hard to read.
- Record the winning time in the center column. This is the only official time of the event, and you will need to check it against the home team’s Pool Records and the appropriate team’s Team Records to determine if any records have been tied or broken. If you spot such a new record, get confirmation from your counterpart and then circle that result on your score sheet and write “Team Record” or “Pool Record” prominently nearby. When you have time, alert the meet Announcer so that he or she can broadcast the new record during a break in the action – kids (and their parents!) love receiving such public recognition.
- Sometimes, there is no winning time to record, so write “NT” or “?” to denote that it is unavailable. The First Place Judge has a stopwatch and is responsible for capturing the official winning time, and occasionally he or she simply fails to start or stop the watch correctly. But more often, the winning time is unavailable because the swimmer who finished first ended up getting disqualified. That means the swimmer who finished second gets bumped up to first place – but there is no official time recorded for that swimmer, so there is nothing to put on the scoring form. Don’t be tempted to use times recorded by Lane Timers for this purpose, as those times have no official recognition in TSA rules. When it comes to filling out scoring forms and checking times against Pool Records and Team Records, the only finish time sanctioned by the rules is the one recorded by the First Place Judge. (In combined relay events, there will be two separate First Place Judges, one for the boys’ race and one for the concurrent girls’ race, so the Second Place Judge will have access to a stopwatch for this purpose. But each race will still have its own set of event

entry forms, so Scorers will not even be able to tell that the events were combined.)

- This is a nit, but please use correct punctuation when recording winning times. Colons should be present only when a time exceeds one minute (common in relays, unlikely in individual events). Use a decimal point, not a colon, to separate seconds from hundredths of a second.
- Determine how many points can be awarded. This depends on the number of **qualified finishers** (swimmers who received a place ranking on the event entry forms and who were NOT disqualified). The number of points at stake differs between relay events and individual events. In relay events, 5 points will be awarded if there are any qualified finishers at all. In individual events, the total number of points to be awarded will be 5 (if there is only one qualified finisher), 8 (if there are two qualified finishers), or 9 (if there are three or more qualified finishers). Note that this means that no points at all will be awarded in an event that produces no qualified finishers, such as a 6-and-under breaststroke race in which every swimmer gets disqualified.
- Allocate the points among the qualified finishers. Ties are covered in the next section, but most races follow the basic (non-tie) scenario. Again, bear in mind that relay events are scored differently than individual events. For relay events, only the first place squad scores – it gets 5 points. In individual events, first place earns 5 points, second place earns 3 points, and third place earns 1 point.

Handling Ties

Tied place results are surprisingly common and are the perhaps the largest cause of scoring errors. Here's a classic faux pas that an inexperienced Scorer might be tempted to make when confronted with a first place tie:

- The two swimmers who tied for first place split the 5 points, each getting a first place ribbon and 2.5 points
- The next swimmer after them gets a second place ribbon and 3 points
- The next swimmer after that gets a third place ribbon and 1 point

What's wrong with this? Everything! The top four (not three) swimmers scored, and not one of them was scored correctly. Does it make sense to award a swimmer more points (3) than the points earned (2.5) by someone who finished faster? Does it make sense to award third place to a swimmer who was the fourth person to touch the wall?

The correct way to score that scenario is:

- The two swimmers who tied for first place split the 8 points available to the first two places, each getting 4 points and a first place ribbon
- No second place ribbon is awarded
- The next swimmer after them gets a third place ribbon and 1 point
- The next swimmer after that gets a fourth place ribbon and no points

Two steps are required to score races that feature ties: determining each swimmer's correct place, and then aggregating the points earned by the tied swimmers and distributing them equally. Usually, the first step will be performed accurately by the Recorder. In the example above, the Recorder should write a "1" in the place box next to each of the tied swimmers, and write "3" and "4" for the next two swimmers' places, with no "2" position recorded at all. However, be on the lookout for any mistakes like the one discussed earlier. Remember, a swimmer's place is determined by how many other swimmers finish ahead of him or her. If two people touched the wall before you, that means you're in third place, regardless of whether the two leaders touched simultaneously earlier. If two tied swimmers are on the same team, record them in separate rows on the scoring form, but cross out the "2nd", "3rd" or "4th" positional notation of the second individual and write in the correct place number.

The second step is aggregating the points accruing to the positions occupied by the tied swimmers and then dividing up those spoils equally among those swimmers. In the example above, the tied swimmers jointly claimed both the top prize

on offer (5 points) and the second prize (3 points), so there are 8 points for them to share. For a different example, consider a three-way tie for second place. The points at stake are 3 for the second prize, 1 for the third prize, and 0 for the fourth prize. The three swimmers would thus split a total of 4 points, with each one earning $1\frac{1}{3}$ points and a second-place ribbon. Other examples are offered in the TSA rulebook excerpt found later in this document.

Catching Errors and Resolving Problems

While working together with your counterpart to identify disqualified swimmers is a good practice, you should tally and add points independently. Do this through all the events in a given stroke (medley relay, freestyle, backstroke, etc.). Before you start calculating the next stroke, check to see that you both have the same score. If the numbers don't match, independently recalculate. If the numbers still don't match, go through this checklist of common errors:

- **Disqualifying the place instead of the lane:** Stroke and turn judges identify swimmers by lane. If a "3" is written on a DQ form, that means the swimmer in Lane 3 was disqualified, *not the swimmer who finished in third place*.
- **Assigning points to the wrong team:** You might have jotted the name of one team's swimmer in the other's column.
- **Forgetting to assign points or assigning the wrong amount:** Make sure there is a 5, 3 and 1 recorded for each individual event, unless there are fewer than three qualified finishers. For ties, see the previous section.
- **Assigning points to second and third place relay teams:** The winner takes all (5 points) in relays, except for ties.
- **Dividing points incorrectly for ties:** Refer to the previous section.
- **Calculation errors:** It's hot and your child is pestering you for money and you goofed. It happens to everyone. Don't hesitate to use your phone's calculator feature.

Sometimes errors are introduced before a race's paperwork even reaches the Scorers' table. If you are alert for such mistakes you can catch them early and avoid having to re-score the entire meet later in the evening. Watch out for:

- **Recorders marking the wrong event entry form.** For example, you've just scored the 9-10 girls backstroke and the next pair of forms that come in are for the 13-14 boys backstroke, even though the 11-12 girls backstroke is still in the water. Results should arrive in the order that events are listed on the scoring form (and in alternating colors – blue for boys, pink for girls), so anything not in that order should raise an alarm.
- **Stroke and Turn Judges getting the lanes they are watching mixed up.** If two separate DQ slips come in for a swimmer in the same lane, then a judge might be confused about who is watching which lane, or about the lane numbers themselves. However, there are circumstances where both judges might legitimately have the same swimmer in their jurisdiction at different times: while watching freestyle relay takeoffs, or even for the entire meet if the judges had agreed to operate from the two ends of the pool instead of from the two sides.

Don't hesitate to bring anything unusual or difficult to the attention of your TSA Rep. This includes paperwork omissions or discrepancies such as the ones listed above, questions for which you lack answers, or issues you may have with other individuals. The TSA Reps will work together to resolve any problems.

At the End of the Meet

As you score the final individual events (butterfly), check through each of the 7-and-up age groups to see if there are any Triple Winners – swimmers who won first place in all three of the individual strokes in which they competed. There might be no Triple Winners at all, or there could be as many as ten. If you find one, circle all three of that swimmer's results and add a "Triple Winner" notation.

Similarly, check the two 6-and-under groups for Double Winners. Those swimmers have only three strokes available and can enter only two main event heats. Circle and notate any Double Winners accordingly. Do NOT be tempted to look for Double Winners among the other age groups, however. Older swimmers are eligible to swim in the main event heats of

three of the four available strokes, so only Triple Winners are recognized in those age groups for swimming a perfect meet.

Once you and your counterpart have verified that you agree on the Triple and Double Winners, give that information to the Announcer so that those swimmers can be publicly recognized at an appropriate point in the meet. The form on the final page of this document can optionally be used to convey this information.

When you and your counterpart have scored the final event and performed your final cross-check, you are ready to turn your set of scoring forms over to the TSA Reps. Each of them will sign both sets (usually on the final page), and each will take one set home (it doesn't matter which one). Only after they have both signed the scoring forms is the meet officially over, and only then is the Announcer permitted to publicize the final score.

Your job as Scorer is finished once you have handed your scoring forms to the TSA Reps and given each team's set of disqualification forms to its coach or TSA Rep. When you are cleaning up and putting things away, make sure the home team's TSA Rep has collected the rosters and records that were at the Scorers' table. He or she will need to refer to those items when entering meet results on the TSA website.

An Example of Properly Filled-Out Scoring Forms

The following two pages are taken from an actual meet and demonstrate exemplary scoring technique. The numbered yellow oval notations have been added to call out particular items of interest discussed previously in this tutorial:

- 1) The date and event name at the top of each page.
- 2) The team names go in the boxes near the bottom of the page.
- 3) The 6-and-under section is not used in the relay and butterfly event pages.
- 4) A relay result showing relay team member names written using first initials due to space constraints.
- 5) An individual event result spelling out swimmers' full first and last names.
- 6) A winning relay time – colon separates minutes from seconds, decimal point separates seconds from hundredths.
- 7) A race for which no winning time was available. In this case, erasure marks are visible on the home team's side of the form, indicating that the team which finished first ended up being disqualified.
- 8) A winning time of less than a minute rendered correctly, using a decimal point, not a colon, to separate seconds from hundredths.
- 9) A new Team Record.
- 10) A tie for third place, with both swimmers splitting the point.

Age 6 & Under		Home Team Swimmer Names	Home Points	Time	Visiting Points	Visiting Team Swimmer Names
B o y s	1 st					
	2 nd					
	3 rd					
	4 th					
G i r l s	1 st					
	2 nd					
	3 rd					
	4 th					

Age 7 & 8		Home Team Swimmer Names	Home Points	Running Total	Visiting Points	Visiting Team Swimmer Names
B o y s	1 st			1:39.97	5	2. Morlier, G. Nye, M. Robinson, Q. Leisten
	2 nd					
	3 rd					
	4 th					
G i r l s	1 st			?	5	A. Kovick, N. Tauscher, E. Deanan, K. Gay
	2 nd					H. Pegram, M. Jaeger-Sandrock, H. Barnes, M. Evans
	3 rd					
	4 th					

Age 9 & 10		Home Team Swimmer Names	Home Points	Running Total	Visiting Points	Visiting Team Swimmer Names
B o y s	1 st			1:17.50	5	R. Penwell, G. Garey, J. Wallace, J. Bowdish
	2 nd					J. Cline, P. Emig, T. Gregory, A. Robinson
	3 rd					
	4 th					
G i r l s	1 st		5	1:06.90	5	O. Hood, A. Slade, N. Blount, A. Martin
	2 nd					G. Millick, L. Hook, A. Feriozzi, M. Deaton
	3 rd					
	4 th					E. Cooke, E. Starbuck, K. Pena, D. Koehler

Age 11 & 12		Home Team Swimmer Names	Home Points	Running Total	Visiting Points	Visiting Team Swimmer Names
B o y s	1 st			2:26.90	5	I. Hester, J. Starbuck, J. Evans, M. Slade
	2 nd					T. Kovick, J. Murray, C. Penwell, N. Vashi
	3 rd					
	4 th					
G i r l s	1 st			2:31.56	5	A. Avery, R. Kovick, A. Murray, E. Cline
	2 nd					
	3 rd					
	4 th					

Age 13 & 14		Home Team Swimmer Names	Home Points	Running Total	Visiting Points	Visiting Team Swimmer Names
B o y s	1 st			2:08.03	5	N. Lawton, M. Wallace, B. O'Hen, J. Gunn
	2 nd					
	3 rd					
	4 th					
G i r l s	1 st		5	2:22.68	5	
	2 nd					
	3 rd					
	4 th					

Age 15 - 18		Home Team Swimmer Names	Home Points	Running Total	Visiting Points	Visiting Team Swimmer Names
B o y s	1 st			2:11.60	5	S. Borlow, L. Piedrahita, D. Craver, C. Gregory
	2 nd					
	3 rd					
	4 th					
G i r l s	1 st			2:06.27	5	K. Lawton, T. Hester, J. Strickland, M. Marti
	2 nd					
	3 rd					
	4 th					

Kildaire Farms 2	Home Team	10	Running Total	40	Visiting Team 2	Dutchman Downs
------------------	-----------	----	---------------	----	-----------------	----------------

Age 6 & Under		Home Team Swimmer Names	Home Points	Time	Visiting Points	Visiting Team Swimmer Names
B			1 st	14.35	5	1 st Austin Mantz
O			2 nd 3	(8)		2 nd
Y			3 rd 1			3 rd
S			4 th			4 th
G			1 st 5	15.96		1 st
I			2 nd 3			2 nd
R			3 rd		1	3 rd Cara Heinisch
S			4 th			4 th

Age 7 & 8		Running Total	Home Points	Time	Visiting Points	Visiting Team Swimmer Names
		22			46	
B			1 st	17.57	5	1 st Grayson Nye
O			2 nd		3	2 nd Zachary Morlier
Y			3 rd 1			3 rd
S			4 th			4 th
G			1 st	20.37	5	1 st Emily Degnan
I			2 nd 3			2 nd
R			3 rd		1	3 rd Madeline Barnes
S			4 th			4 th

Age 9 & 10		Running Total	Home Points	Time	Visiting Points	Visiting Team Swimmer Names
		26			60	
B			1 st	15.63	5	1 st Grant Garey
O			2 nd		3	2 nd Jack Bowditch
Y			3 rd 1			3 rd
S			4 th			4 th Tyler Gregory
G			1 st 5	14.16		1 st Karson Pena
I			2 nd		3	2 nd
R			3 rd 1			3 rd
S			4 th			4 th

Age 11 & 12		Running Total	Home Points	Time	Visiting Points	Visiting Team Swimmer Names
		33			71	
B			1 st	28.90	5	1 st Jason Starbuck
O			2 nd 3			2 nd
Y			3 rd 0.5	(10)	0.5	3 rd Matthew Slade
S			4 th			4 th
G			1 st	29.91	5	1 st Anna Murray
I			2 nd		3	2 nd Emma Cline
R			3 rd 1			3 rd
S			4 th			4 th Adyson Aveny

Age 13 & 14		Running Total	Home Points	Time	Visiting Points	Visiting Team Swimmer Names
		37.5			84.5	
B			1 st	28.72	5	1 st Bennett Otten
O			2 nd		3	2 nd Jackson Gum
Y			3 rd 1			3 rd
S			4 th			4 th
G			1 st	29.78	5	1 st Alexandra Roberts
I			2 nd		3	2 nd Lauren Morlier
R			3 rd 1		1	3 rd Caroline Graff
S			4 th			4 th

Age 15 - 18		Running Total	Home Points	Time	Visiting Points	Visiting Team Swimmer Names
		38.5			101.5	
B			1 st	24.03	5	1 st Stephen Barlow
O			2 nd 3			2 nd
Y			3 rd		1	3 rd Drew Craver
S			4 th			4 th
G			1 st	26.00	5	1 st Kelsey Lawton
I			2 nd		3	2 nd Julienne Strickland
R			3 rd 1			3 rd
S			4 th			4 th

For reference, here is the section of the TSA rulebook pertaining to scoring:

102.6 Scoring

- .1 The home club is responsible for supplying the required TSA scoring sheets and disqualification slips. The standard score sheets provided by the TSA Meet Management Committee will be used in all meets.
- .2 The points to be awarded for individual main events shall be as follows:
 - .A First Place 5 points
 - .B Second Place 3 points
 - .C Third Place 1 point
 - .D Fourth Place no points
 - .E Fifth Place no points
 - .F Sixth Place no points
- .3 First place relay finishers will be awarded 5 points. Subsequent finishers up to and including sixth place will be awarded no points.
- .4 For purposes of scoring, a disqualified swimmer or relay team will be treated as not having been entered in the event.
- .5 If only one club has a swimmer or relay team for a main event, that event must still take place and be successfully completed for points to be awarded.
- .6 In pools where only four lanes are used, scoring will remain unchanged.
- .7 When swimmers are considered to have finished in a tie, any applicable points shall be equally divided between the tied swimmers. In individual events, a total of nine points shall be awarded if there are three or more swimmers who finish the race without being disqualified; a total of eight points shall be awarded if there are two qualified finishers; and five points shall be awarded if there is only one qualified finisher. In relay events, a total of five points shall be awarded if there is at least one relay team which finishes the race without being disqualified. Examples of how to score ties include, but are not limited to, the following scenarios:
 - .A Two swimmers tie for first place and another swimmer finishes behind them, without any other ties in the race. The first two swimmers are each awarded first-place ribbons and 4 points apiece. No second-place ribbon is awarded. The third swimmer is awarded a third-place ribbon and 1 point.
 - .B Two swimmers tie for second place after another swimmer finishes ahead of them, without any other ties in the race. The first swimmer is awarded a first-place ribbon and 5 points. The next two swimmers are each awarded second-place ribbons and 2 points apiece. No third-place ribbon is awarded.
 - .C Two swimmers tie for third place after two other swimmers separately finish ahead of them, without any other ties in the race. The first swimmer is awarded a first-place ribbon and 5 points. The second swimmer is awarded a second-place ribbon and 3 points. The next two swimmers are each awarded third-place ribbons and 0.5 points apiece. No fourth-place ribbon is awarded.
 - .D Three swimmers tie for first place and another swimmer finishes behind them, without any other ties in the race. The first three swimmers are each awarded first-place ribbons and 3 points apiece. No second-place or third-place ribbons are awarded. The fourth swimmer is awarded a fourth-place ribbon.
 - .E Two relay teams tie for first place and another relay team finishes behind them, without any other ties in the race. The first two teams are each awarded a set of first-place ribbons and 2.5 points apiece. No second-place ribbons are awarded. The third team is awarded a set of third-place ribbons.
- .8 Prior to each scheduled swim meet and/or any additional inclement weather dates, each TSA Representative shall provide the scoring table a current roster of swimmers with their ages as of June 1.

Double Winners

6 and Under Boys

Name & Team: _____

_____ Freestyle time
_____ Backstroke time
_____ Breaststroke time

6 and Under Girls

Name & Team: _____

_____ Freestyle time
_____ Backstroke time
_____ Breaststroke time

Triple Winners

7-8 Boys

Name & Team: _____

_____ Freestyle time
_____ Backstroke time
_____ Breaststroke time
_____ Butterfly time

7-8 Girls

Name & Team: _____

_____ Freestyle time
_____ Backstroke time
_____ Breaststroke time
_____ Butterfly time

9-10 Boys

Name & Team: _____

_____ Freestyle time
_____ Backstroke time
_____ Breaststroke time
_____ Butterfly time

9-10 Girls

Name & Team: _____

_____ Freestyle time
_____ Backstroke time
_____ Breaststroke time
_____ Butterfly time

11-12 Boys

Name & Team: _____

_____ Freestyle time
_____ Backstroke time
_____ Breaststroke time
_____ Butterfly time

11-12 Girls

Name & Team: _____

_____ Freestyle time
_____ Backstroke time
_____ Breaststroke time
_____ Butterfly time

13-14 Boys

Name & Team: _____

_____ Freestyle time
_____ Backstroke time
_____ Breaststroke time
_____ Butterfly time

13-14 Girls

Name & Team: _____

_____ Freestyle time
_____ Backstroke time
_____ Breaststroke time
_____ Butterfly time

15-18 Boys

Name & Team: _____

_____ Freestyle time
_____ Backstroke time
_____ Breaststroke time
_____ Butterfly time

15-18 Girls

Name & Team: _____

_____ Freestyle time
_____ Backstroke time
_____ Breaststroke time
_____ Butterfly time