Procedure for DQ **Logging and Reporting** in **Meet Manager**

Purpose: This procedure clearly **outlines the** steps **required** to log and report disqualifications **(DQs)** by officials **in** Meet **Manager v8.0**, **per the new process** adopted by the **MHSL Board** starting in the 2023 season. **Following** the steps in **this supplemental procedure will** enable **efficient** logging and **reporting** of DQs by **officials** in **Meet Manager, ensuring transparency** and accountability during swim meets. In **addition, the** updated "DQ Logging and Reporting" process aims to **improve** feedback **for** swimmers and officials, helping them develop their **skills** throughout **the season**.

Step 1: Logging Officials before the Meet (Setup):

1. **Open Meet Manager**.

2. **Click "Set**-up" in the top menu and **select "Officials**."

File Set-up Events Athletes Relays Teams Seeding Run Reports Labels Check for Updates

Meet
Set-up

Meet Mobile
Publishing

Athlete/Relay
Preferences

Seeding
Preferences

Report
Preferences

Entry/Scoring
Preferences

Scoring
Set-up

Entry Fee
Surcharges

Officials

Division / Region
Names

Language
Preference

3. **Click** "Add **New" to add an official to the database**.

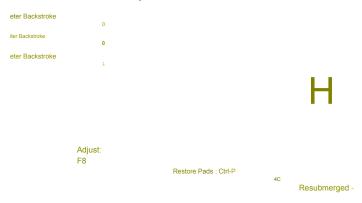4. Fill in each **official's** Last **Name and First Name (Preferred Name and** E-Mail address **are** optional)
.

Officials

Add Edit Delete **Find** Import Print Export to HTML Help

DEXA

E

A

B

C

D

E

F

G

H

5. **Click "OK" after** each **entry** to **save** the **official's information**.

6. Repeat steps **4-5** until all **officials have** been entered.

7. When **all officials have** been **added**, **click "**Cancel**" to **close** the dialogue box and **exit** the **Officials setup screen**.

Step 2: Entering DQ Codes and Assigning Officials During the Meet **(Run)**:

1. **Run** the meet as **usual**, entering **results** for each event and heat.

2. **When a** swimmer **is disqualified**, **click** the "DQ" **checkbox** to mark the **swimmer as** disqualified.

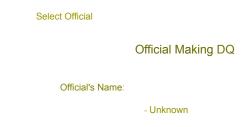3. Enter the **appropriate** DQ code **in the** "DQ code**" field**, **corresponding to** the **specific** infraction committed by the **swimmer**, **as** noted on the DQ **slip**.

free

4K

No touch at turn - free

Awards: **Ctrl-A**   Calc: Ctri-K

4N

70

Head did not break the surface by 15 meters - free
False start - Misc

Heat 1 of 4 == Finals ==7P

Declared false start - Misc

7Q

Did not finish - Misc

Team   Seed Time

Finals Time

DQ
Exh

7R

Delay of meet - Misc

75

Entered water without permission - Misc

Wildcat Ridge Tigersharks-MH

33.25

32.54

LI
60T

Interfered with another swimmer - Misc

Clarke Farms Tsunamis-MH

33.00

33.63

LI

Smoky Hill
Sharks-MH

33.09

33.82

Sharks-MH

33.30

34.55

33.63

33.61

33.72

33.82

34.72

34.55

33.69

33.82 2 **14**

34.49 3 16
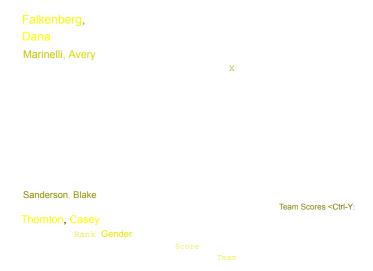
AdjStat

List: Ctrl-L

Score: Ctrl-S

4. After selecting the appropriate DQ code, move **away** to a different cell **(so** the **program**

recognizes a code **was** entered) and then **go back and** right-**click on** the **"DQ code" field to open** the "Select Official" **dialogue box**.

Select Official

Official Making DQ

Official's Name:

- Unknown

Falkenberg, Dana

Marinelli, Avery

X

Sanderson, Blake

Team Scores <Ctrl-Y:

Thornton, Casey

Rank Gender

Score

Team

5. Select **the official who** made the DQ call **from the drop-down list**.

6. **Click "OK"** to **save** the changes and assign the **DQ** to **the** chosen **official**. 7. For multiple DQs on one **slip, pick the first** DQ code listed.

Step 3: Generating a DQ by DQ Code Report (After the Meet):

1. **After** completing the meet, **click "**Reports" in the **top** menu.

2. Select **"Meet** Summary**" from** the **drop-down list**.

3. **Choose the** "DQ by DQ **Code"** option **in** the **Report** Type section.

4. Click "**Create Report"** to **generate** the DQ by DQ **Codereport**.

5. The **report will display** the list of DQs **sorted** by the infraction **code,** along **with** details

such as **the swimmer's name**, **event**, **heat**, **and** the **official** who **made** the **call**.

6. **Save** the **report** as a **PDF**.

7. Include the DQ by DQ **Code** report **with** the other **reports** distributed at the end **of** the **meet**.

8. Send a **copy of** the DQ by DQ **Code report to** both **of** the coaches and **to the MHSL** Officials Chair at **officials@mhsl.org**

Additional Notes:

1. As **an alternative** to manually **adding** each **official**, **you** can import **a CSV file containing** **the** list of all Officials **using the "**Import" **function on** the **Officials setup**

screen.