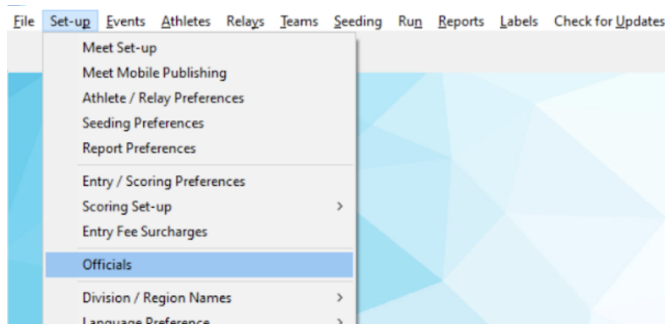


Procedure for DQ Logging and Reporting in Meet Manager

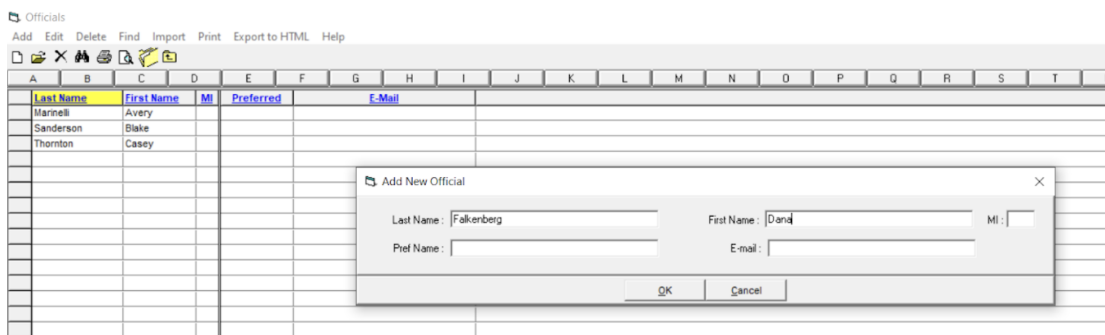
Purpose: This procedure clearly outlines the steps required to log and report disqualifications (DQs) by officials in Meet Manager v8.0, per the new process adopted by the MHSB Board starting in the 2023 season. Following the steps in this supplemental procedure will enable efficient logging and reporting 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."



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).



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.

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

The screenshot shows a software interface for a swimming meet. At the top, there are several rows of data, including "eter Backstroke" with values 0 and 3. Below this is a table with columns for "Team", "Seed Time", "Finals Time", "DQ", and "Exh". The table lists four teams: Wildcat Ridge Tigersharks-MH (Seed: 33.25, Finals: 32.54), Clarke Farms Tsunamis-MH (Seed: 33.00, Finals: 33.63), Smoky Hill Sharks-MH (Seed: 33.09, Finals: 33.82), and Sharks-MH (Seed: 33.30, Finals: 34.55). A dropdown menu is open, showing a list of DQ codes and their descriptions, such as "4C Resubmerged - free", "4K No touch at turn - free", "4N Head did not break the surface by 15 meters - free", "7O False start - Misc", "7P Declared false start - Misc", "7Q Did not finish - Misc", "7R Delay of meet - Misc", "7S Entered water without permission - Misc", and "7T Interfered with another swimmer - Misc".

- 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.

The screenshot shows a dialog box titled "Select Official" with a close button (X) in the top right corner. The main heading is "Official Making DQ". Below this, there is a label "Official's Name:" followed by a dropdown menu. The dropdown menu is open, showing a list of officials: "- Unknown", "Falkenberg, Dana", "Marinelli, Avery" (which is highlighted in blue), "Sanderson, Blake", and "Thornton, Casey". In the background, a table with columns "Rank", "Gender", "Score", and "Team" is visible.

- Select the official who made the DQ call from the drop-down list.
- Click "OK" to save the changes and assign the DQ to the chosen official.
- For multiple DQs on one slip, pick the first DQ code listed.

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

- After completing the meet, click "Reports" in the top menu.
- Select "Meet Summary" from the drop-down list.
- Choose the "DQ by Official" option in the Report Type section.
- Click "Create Report" to generate the DQ by Official report.

Report Type / Format / Options		More Options / Splits	
Report Type <input type="radio"/> Detailed Journal <input type="radio"/> Summary Totals <input type="radio"/> 1st Round Scratches <input type="radio"/> Record Breakers <input type="radio"/> Time Std Over Achievers <input type="radio"/> Improved Times Over Seed Time <input type="radio"/> Slower than Seed Time <input type="radio"/> 1 Athlete : <input type="text"/>		Format <input checked="" type="radio"/> By Team <input type="radio"/> By Athlete	
<input type="radio"/> DQ Summary <input checked="" type="radio"/> DQ by Official <input type="radio"/> DQ by DQ Code		Options <input checked="" type="radio"/> Athletes + Relays <input type="radio"/> Athletes Only <input type="radio"/> Relays Only	

5. The report will display the list of DQs sorted by the official who made the call, along with details such as the swimmer's name, event, heat, and DQ code.
6. Save the report as a PDF.
7. Include the DQ by Official report with the other reports distributed at the end of the meet.
8. Send a copy of the DQ by Official 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.