
MEMO OF UNDERSTANDING

TO: William White, Charles Haverstick, Jason Prine, and Bob Cummins
FROM: Elaine Burr
SUBJECT: Criteria for High Point Awards – Tri-State Swim Conference
DATE 7/3/2011 (UPDATED 7/14/2013 TO INCLUDE SCREEN SHOTS)

Background

Head Official Bob Cummins requested an on-deck meeting with Tri-State Swim Conference (Tri-State) officers on 6/19/2011 to clarify criteria for awarding the High Point trophies. Bill White and Elaine Burr represented Tri-State at this meeting with the Head Official.

It is agreed that the practice of Tri-State is to award High-Point based upon earned “A” points only in an “A/C” meet; also referred to as a “**Time Standards**” meet. Swimmers earn “A” points or “C” points for their team *based upon their seed time*. For a “**Time Standards**” meet, HyTek Meet Manager preferences are configured as follows:

- “Set-Up” -> “Meet Set-Up”->“Meet Type: Time Standards”

“Set-Up”-> “Entry Scoring Preferences”->“Time Standards Meet” -> Select “Points awarded on Seed Time.” Note that options for “Points and Awards for Over Achievers” and “Points and Awards for Under Achievers” *should be selected*. As Rowland Geddie correctly explains: If a swimmer is in the A division and swims a B time and still manages to place, he or she is awarded A division points. Similarly, a swimmer who earns an A time swimming in the B division also receives B division points if he or she places. If you do not check these boxes, these swimmers will not receive points in any division. If the boxes are checked, the swimmer will receive points in the division in which he or she was seeded.

☒ Points awarded based on Seed Time

☐ Points awarded based on Finals Time

☒ Points and awards given to Over achievers

☒ Points and awards given to Under achievers

- “Events” menu->select “Standards” In the lower left hand corner, for *Time Standards*, A and B need to be checked. For *Entry Qualifications*, A and C need to be checked. For *Scoring*, A and C need to be checked.

Qual with 1 Tag : <input checked="" type="radio"/> Equal to or faster				
Tag	Time Stds	Entry Qual	Scoring	Description
A	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
B	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Issue

A question has arisen as to the scoring criteria for achieving the “high-point” award for swimmers who earn points (“A” points if a “Time Standards” meet) outside of their actual age group. For example, if a 7 year old swimmer earns points in an 8 and under event, as well as points in a 10 and under event. Through discussion and review of past precedents with the Head Official it was agreed that only points earned within the swimmer’s actual event age count towards earning the high point award.

Resolution

Tri-State Conference teams should ensure Meet Manager high-point award reports are properly configured so that only events within the swimmer’s “Event Age” are used to determine high-point winners. In a “Time Standards” meet, only “A” points earned within the swimmer’s age bracket count towards

high point. The “Events Age” report should be scrutinized to ensure that an underage swimmer (*i.e.*, an 8 year old) is not awarded high-point outside of his or her age bracket (*i.e.*, 10 & U).

Within the HyTek Meet Manager set-up, the following configurations should be in place.

REPORTS

- Select “**Scores**” menu ->**Format: Report Type: “Individual”**->Select gender, and “**Use Event Age**” option under the “Athlete Criteria” tab.
- If conducting a Time Standard meet:
 - Under the “**Grouping Option**” tab, select “**Time Standard.**” You must re-select “Time Standard” as it reverts to “Normal” each time report parameters are toggled from team to individual.
- Under the “**Grouping Option**” tab,
 - To limit the length of the high point report insert a number (3 to 5 recommended for review, 1 to 3 recommended for announcing) in the box beside “**List Top How Many.**”
 - Select the “**Option: Include point break-out for Individual High Point**” to include points earned by event for additional detail.
- It is recommended that High Point award reports be reviewed by the Head Official prior to issuance. A sample report is included in this document.

This summary memo is issued to all Tri-State teams after review and validation of this understanding by the full Tri-State officers, the Tri-State Head Official, and former President Rowland.