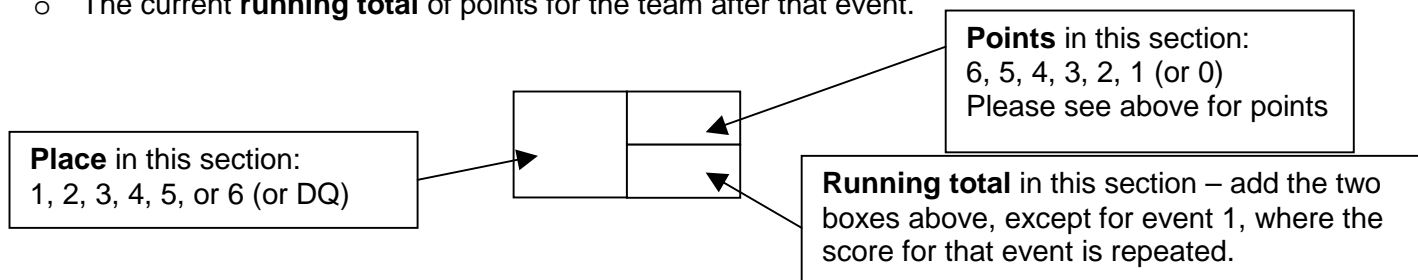


Cornwall & West Devon League

Recording Results at the gala

1 Manual or Paper Recording

- A pdf file of the paperwork required for collating results at the gala is available on the league website, www.cwdl.org.uk - select the paperwork for the number of teams competing – each document is 4 pages.
- You will need to print off enough copies of this before the gala: one for each competing team, to be given to team managers after the gala, and one to be forwarded to the League Secretary. Carbon paper can be used, inserted between copies for recording.
- After a lane draw has been made, enter the club names in the relevant lane on each of the 4 pages.
- After each event, 3 pieces of information are required **for each team**
 - **Place –**
 - 4 team gala: 1st, 2nd, 3rd, 4th, or DQ
 - 5 team gala: 1st, 2nd, 3rd, 4th, 5th, or DQ
 - 6 team gala: 1st, 2nd, 3rd, 4th, 5th, 6th, or DQ
 - **Points for the event**
 - 4 team gala: 4 (for 1st place), 3 (for 2nd), 2 (for 3rd), 1 (for 4th) or 0 (for DQ)
 - 5 team gala: 5 (for 1st place), 4 (for 2nd), 3 (for 3rd), 2 (for 4th), 1 (for 5th) or 0 (for DQ)
 - 6 team gala: 6 (for 1st place), 5 (for 2nd), 4 (for 3rd), 3 (for 4th), 2 (for 5th), 1 (for 6th) or 0 (for DQ)
 - The current **running total** of points for the team after that event.

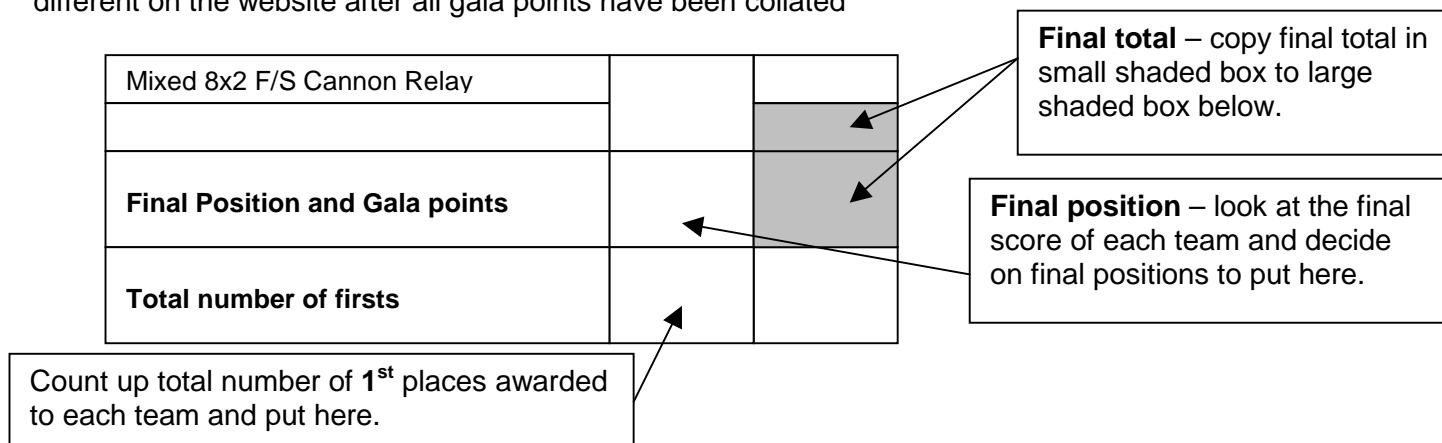


NB – Because the same numbers are being used for both position and place (and possibly lane number as well!!) it is wise to have at least two people recording results to check on each other that results are recorded correctly, as it is incredibly easy to get things the wrong way round!

(In the case of a dead heat, the points awarded for each team are the points for that place - ie both teams earn 3 points if they are tied for 2nd place in a 4 team gala.)

- At the end of each page, transfer the current running total for each team to the “Brought Forward” row on the next page.
- At the end of the gala, transfer the final total for each team to the shaded box below, and decide on final gala positions.
- For each club, count up the number of 1st places that they have been awarded.

NB - Points will be adjusted by the League Secretary where galas have uneven teams competing. Please allocate points according to the number of teams competing, but be aware that your final totals may appear different on the website after all gala points have been collated



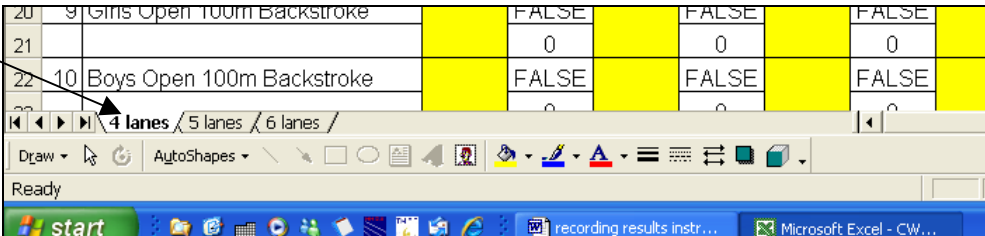
Cornwall & West Devon League

Recording Results at the gala

2 Computer Recording

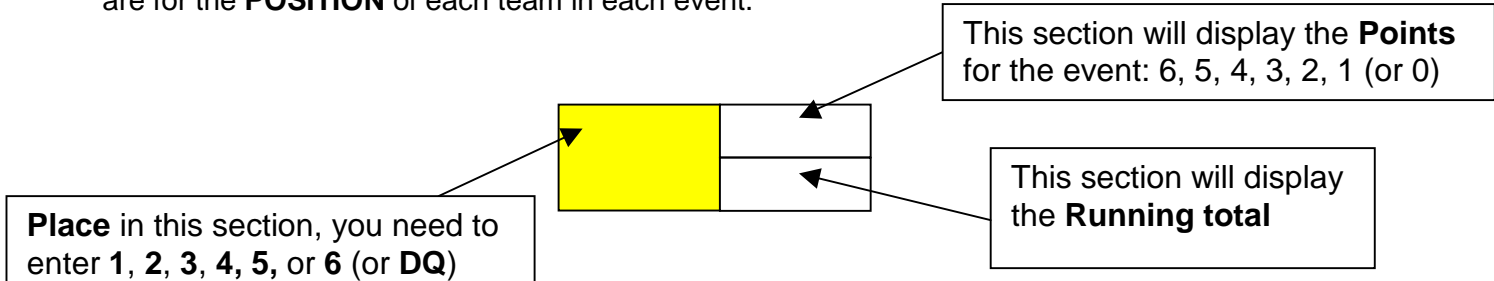
- The excel file for recording results at the gala on a lap top at poolside is available on the league website, www.cwdl.org.uk There are 3 worksheets to choose from, depending on how many teams are competing at your gala. Please select the correct worksheet, by selecting the tab at the bottom on the page:

Select tab labelled:
4 lanes for a 4 team gala,
5 lanes for a 5 team gala and
6 lanes for a 6 team gala.



20	9	Girls Open 100m Backstroke		FALSE		FALSE		FALSE	
21				0		0		0	
22	10	Boys Open 100m Backstroke		FALSE		FALSE		FALSE	

- After a lane draw has been made, enter the club names in the green cells on row three of the spreadsheet under the relevant lane number.
- The spreadsheet has formulae in, which will work out scores and running totals. These cells are all protected, and cannot be changed. Apart from entering the names of the clubs taking part in your gala in the green cells, the only other cells you will need to enter data into are the cells which are yellow, and these are for the **POSITION** of each team in each event.



Place in this section, you need to enter **1, 2, 3, 4, 5, or 6 (or DQ)**

This section will display the **Points** for the event: 6, 5, 4, 3, 2, 1 (or 0)

This section will display the **Running total**

NB – Because the same numbers could be used for both for position and lane number, especially in a 4 team gala, it is wise to have at least two people involved in recording results to check on each other that results are entered correctly, as it is incredibly easy to get things the wrong way round!

(In the case of a dead heat, the points awarded for each team are the points for that place - ie both teams earn 3 points if they are tied for 2nd place in a 4 team gala.)

- If any of the cells still display the word “FALSE” after you have entered the position, it is likely that you have entered the result incorrectly. Only the numbers 1, 2, 3 and 4 will be accepted on a 4 team gala, or DQ for a disqualification, plus 5 for a 5 team gala etc.
- It should be possible to use the tab key to go from cell to cell to enter the results. If you start with cell C4, and enter the place of the team swimming in lane 1, tab to E4 to enter the position of the club in lane 2, tab for lane 3, tab for lane 4, (etc for 5 team and 6 team galas) and then tab should bring you to the next event.
- Please **save your file regularly during the course of the gala!!** Please give the file a name that includes the round number and the venue. If you are scoring round 2 by computer at Carn Brea, the file name should include both 2 and Carn Brea, eg, cwdl2carn brea.xls
- At the end of the gala, your spreadsheet will display the final points and positions in row 112.
- Please print off 4 copies of the results to give to the team manager of each team competing, or arrange with the team manager to e-mail the file to him or her. Please also e-mail the file to the League Secretary at philip@philipgordon.org
- If by any chance, there is a team that doesn't turn up to your gala, please continue to use the file as it is. The final positions from your gala will be unaffected, but the points awarded will be amended according to the league rules, before they are published on the website.

NB - Points will be adjusted by the League Secretary where galas have uneven teams competing. Points will be allocated according to the number of teams competing, but be aware that your final totals may appear different on the website after all gala points have been collated.