

## ACDirect Results Management System

Beginning in 2008 all results will be centralized through the ACDirect Results Management Systems. The attached document is a draft of how the system will work and what the procedures will be. This is not a final document but will give Meet Directors an idea of how results will be handled.

With this system a national result program will be developed assisting greatly in provincial and national rankings, archiving results etc.

There will be more information available in the near future and this information will be circulated as soon as the BC Athletics office receives it.

Once you have had a chance to look the draft document over please get back to the BC Athletics office with any comments you may have on the procedures.

If you have any comments or questions please contact:

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# RESULTS MANAGEMENT SYSTEM

## Procedures for managing meet entries and results to be sent to Athletics Canada

### MEET ENTRIES

#### Procedure for creating the meet file :

Meet directors will have three basic options to create their meet entries with complete information from the membership in order to have their results accepted for upload into AC:Direct.

These three options are based on the level of competition and the flexibility to allow members and non-members to take part in the event.

1. It is proposed that the Provincial Branch uses the meet on-line registration system (the same one used for National Junior and Senior Championships) to enter the athletes into their Hy-tek Team Manager file.  
The advantage of the system is that is already built and has proved to be reliable and useful; it can be combined with the possibility of doing on-line payment through credit card. In order to use this feature the branch will have to create a merchant account that is linked to Beanstream. Other option is to allow AC to receive all payment; this will be then forwarded to the branch.  
Only current members with the Branch can use this system. The Branch will need to provide AC the list of events to be included into the meet to create the template. All the entry fees will go directly to the Branch account if this has been already set up or to AC and then AC will forward all the entries money to the branch.
2. At a club level, meet organizers will be able to download a csv (comma separated value) file from AC:Direct. This file will contain information of the provincial membership including AC number, full name (as per registration), job, club and province. The roster will help to populate the meet file and entries. This can be downloaded for Meet Manager and from there exported to Team Manager.  
The club will be able to access other Branches files when necessary (for example for dual meets or open meets) and registrations can be also entered manually following up the same format.
3. The meet organizer will be able to create its own file manually. It will be key element to include membership numbers from all participants or the results will not be displayed on the performances lists and rankings. This method will be mostly used by one-day event competitions where participants are allowed to register minutes before their event.

In all cases is important to understand that results will be managed by the system and entered into the national lists of performances and rankings only if the

information is complete. Participants who are not members of a Provincial Branch won't be included into these lists.

## RESULTS

### Procedure for creating and sending Results files to AC:Direct

In order to have results entered into AC:Direct, meet organizers will have to submit the information using Hy-Tek. Full meet results received in any other file form (i.e. word or excel sheets) will not be accepted.

### To create the Hy-Tek Backup :

1. Meet directors will send the Hy-Tek Backup upon completion of the meet to their respective branch. See Annex 1 for complete list of Provincial Branch contacts.
2. The branch will revise the Hy-Tek Backup and meet information in order to determine if the meet was sanctioned and if the results are official and accepted (for example, knowing the meet took place with all the technical requirements like wing reading, curbs etc).
3. The branch will verify the file to ensure that all the required information is present. The branch reserves the rights to return the file to the meet organizer if this does not comply with all the technical requirements.

### In order for the file to be valid is it crucial that the information is complete in the file. These are the items that should be included on the meet database in the Athletes Menu (Meet Manager)

- Location of the meet (**town, province and country**) in the meet setup menu, date of event and stadium
- Full name as per membership – (Please check procedure for creating MEET files on the first page of this document) including athlete's first and last name
- Gender
- Birth Date
- Branch (where it says State)
- Team/Club/School Name
- Athlete's AC Membership number

To add the registration number, go to Set-Up, Athlete / Relay Preference and check the **Enter registration number** box



**Athlete Edit**

Barber	Melisa		<input type="radio"/> Male
<b>Last Name</b>	<b>First Name</b>	<b>MI</b>	<input checked="" type="radio"/> Female
USC	South Carolina	//	<b>Gender</b>
<b>Team Abbr</b>		<b>Birth Date</b>	<b>Age</b>
SR		Normal	
<b>Class YR</b>	<b>Reg ID#</b>	<b>Status</b>	
	282		
<b>Citizen of</b>	<b>Comoetitor#</b>	<b>City</b>	<b>State</b>



**Note:** If the athlete belongs to another branch or his/her name is not on the database file provided by the branch, it will be needed to enter the name of the athlete as per the membership registration on AC:Direct.

This information can be obtained directly from Athletics Canada or the Provincial Branch where the athlete belongs.

If an athlete is not a member with any branch, it can also be added manually.

The performance will appear on the results but won't be entered on the rankings system.

Results with no membership numbers associated will be considered as not members and therefore won't be included on the rankings system.

### Particular specifications

Ensure to enter weight of implement, hurdles height and spacing in the **EVENT**

**NOTE, Sprint Hurdles and Throwing Events.**

To enter the event comments, click on **Events** from the Main Menu Bar and **then pick an event** and click on the **Event Comments** button on the left panel. TFWin-MM will display 4 lines of comments for you to use for your information for that particular event. To add or edit comments for Multi-Event sub-events click **Events / Multi-Events / Comments** and you can enter two lines for comments. Whatever you enter for Comments Line 1 will be prefixed by the word "Sponsor:" unless you check the **Suppress Sponsor Prefix** check box. Information for Comments Lines 2-4 will always be printed as is.

**Event Comments**

Comments for: Event 24 - Women 60 Meter Hurdles

**Comment 1 :** Three heats. Winner plus next 5 fastest advance to Final.

Add the word "Sponsor:" in front of Comment 1

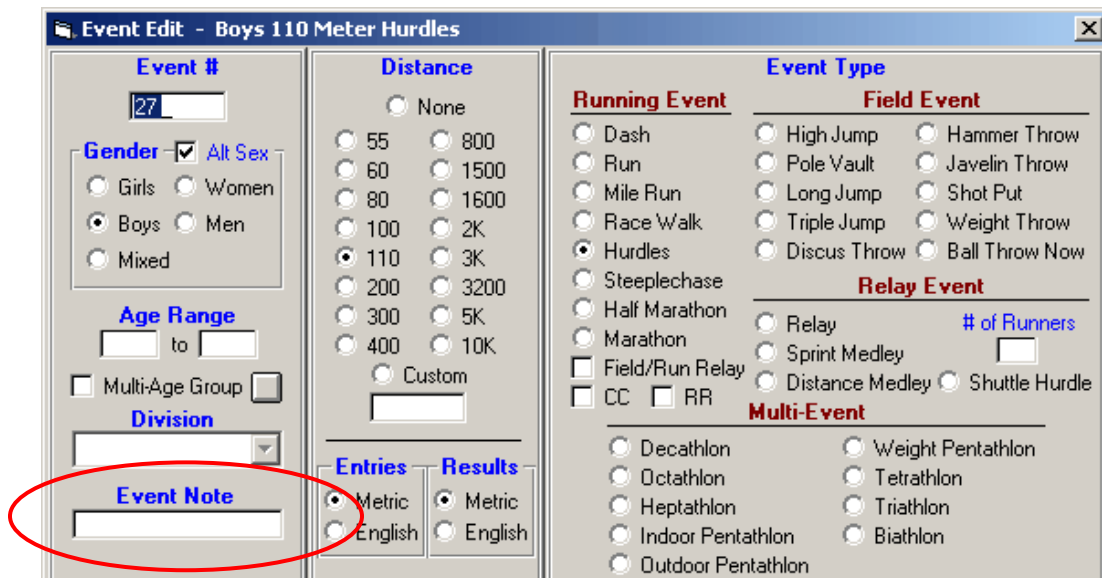
**Comment 2 :**

**Comment 3 :**

**Comment 4 :**

OK Cancel

It is also important that when you are building your meet database and creating the events for the meet, that you put the implement weight and the hurdle height in the **Event Note** box - for example **Event 11 110m - Senior Men Hurdles 99cm**.

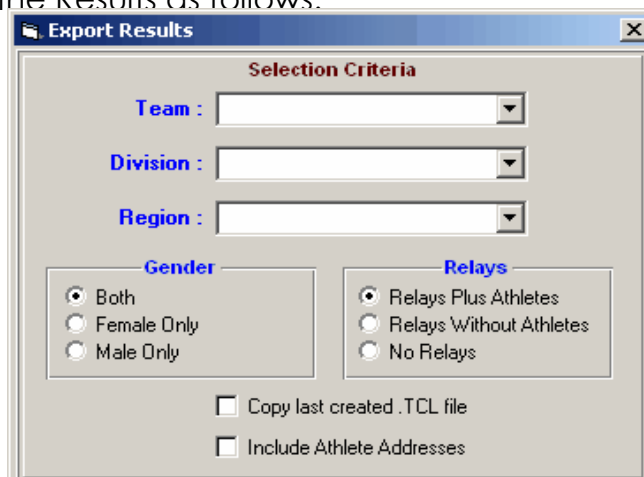


Please refer to the standardized IAAF technical specifications used by AC (Annex 2).

### Exporting and Sending the TCL file

Recommendations on how to export the TCL results file  
 After reviewing the file and ensuring that all the necessary information is included it will be needed prepare it to be submitted as a tcl file. This fill will be sent to the branch for approval and to be imported into hy-tek **TEAM MANAGER** for upload into the rankings system.

Click on **File** from the [Main Menu Bar](#) , click on **Export**. Pick **Results for Team Manager**. **Meet Manager** will then display the Export Results screen to be customized and/or to filter the Results as follows.



To filter the results please check the following boxes

Under **Selection Criteria**

Team: All

Gender : Both

Relays: Relay Plus Athletes

Then simply click the "OK"

A new screen will appear, simply press the "OK" button and save your file in the assigned folder (C:tfmeets)

Upon completion go to the Tfmeets folder and rename the TCL file by the Meet name.

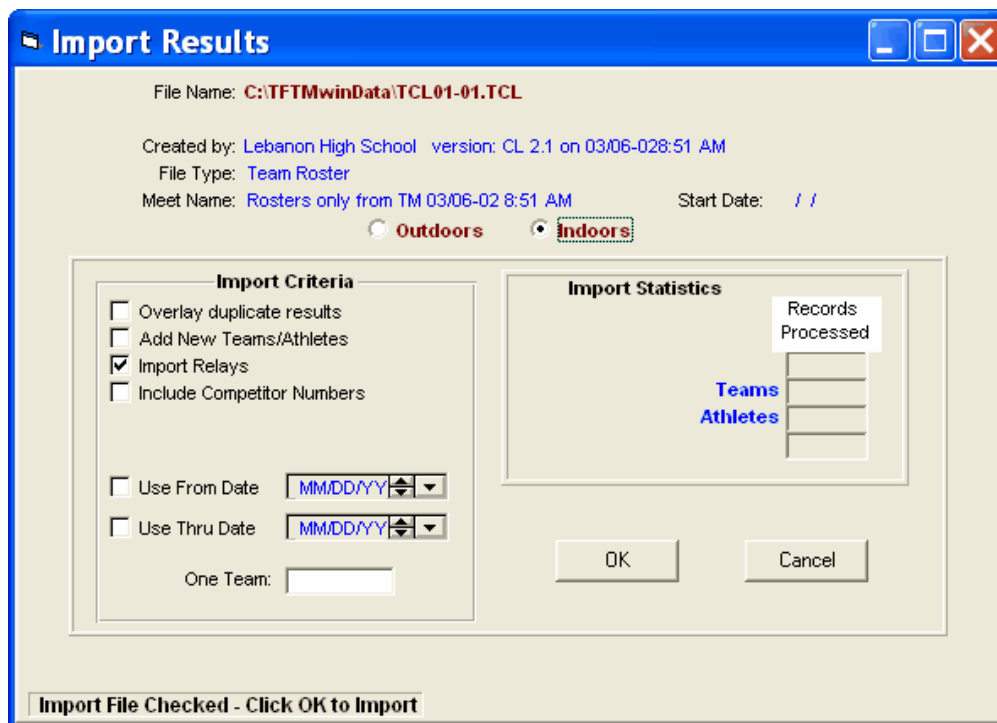
Example: For Provincial Track and Field Championship 2007, change the filename (zTCL001) by right-clicking the file and then clicking Rename: zTCL 001 to ProvTFC07

The TCL file (ProvTFC07) will be then sent to the branch. If the meet is sanctioned and was run following all rules, it will be forwarded to Athletics Canada for upload into the rankings system.

## **Results file sent from the Branch to AC**

### **Importing the TCL in Hy-Tek Team Manager**

From the T & F TEAM MANAGER Main Menu Bar, click on **File** then **Import** then **Meet Results**.



TFTM will first ask to select the Drive, Directory, and File Name of the file to be imported. If the meet results file is on a disk or CD, place this into the drive and select it from the Windows Open dialog box. TFTM will select all the files with the following file extensions - **TCL** and **ZIP**. Pick the one to be imported and click on **OK**.

If the selected item is a ZIP file, TFTM will unzip that file into a temporary directory named **ZipTemp** and then will ask to choose from the list of files that were extracted.

### Check the Data

After it has been selected the file to be imported, TFTM will read the file and make various **integrity checks**. At the conclusion of this process, TFTM will display information about the file that was selected including who created the file, when it was created, and the name and date of the meet.

### Ready To Import

At this point in the process, TFTM is ready to import the results from this meet and integrate those results into the TFTM Database. Here's the time to customize how data will be imported.

In general, Hy-Tek recommends to click on **OK** and accept the defaults. But if the database is empty (**empty database**, no athletes have been entered), click on the **Add New Teams/Athletes** check box and TFTM will populate the database with the team and athletes included on the Meet Results file. It is **NOT** recommend checking this box because it may introduce **duplicate athlete names**. For example, if the athlete in the TFTM Database is named "William Bates" and he was

entered as "Bill Bates" in the Meet Manager Database, TFTM will not find a match and will add him if the selected option is the Add New Teams/Athletes check box. The file will have now duplicate records for essentially the same athlete.

### **Venue**

If the Import file does not contain information designating either an **Outdoor** or **Indoor** venue, it must be selected.

It can be requested that TFTM filter the meet results for a specific team but in general, if it is not selected the option **Add New Teams/Athletes** check box; it will automatically get only the team's meet results. If this is a Best Marks or specific Meet Results file built by another TFTM Database, it can also filter the import by date.

To import Competitor Numbers, click the check box **Include Competitor Numbers**.

### **How TFTM matches Athletes**

When importing Meet Results, TFTM goes through the following process to find a correct match for each athlete being imported into the Database.

TFTM looks for a match of Last Name, First name, Gender, and Team. If all of these match, then TFTM imports the data for that athlete. If not, then TFTM checks the "Add New Athlete Box". If it is checked, then a new athlete is added. If it is not checked, this record is not imported and is put on the Exception Report list. <sup>1</sup>

<sup>1</sup> [http://www.hy-tek ltd.com/User\\_Guides\\_HTML/TFTM2/HTML/index.html](http://www.hy-tek ltd.com/User_Guides_HTML/TFTM2/HTML/index.html)

## **Annex 1 Provincial Branches contacts for meet entries and sending results files**

Alberta	Marek Glowacki <a href="mailto:marekglowacki@athleticsalberta.com">marekglowacki@athleticsalberta.com</a> Ph: (780) 427-8792
British Columbia	Sam Collier <a href="mailto:sam.collier@bcathletics.org">sam.collier@bcathletics.org</a> Ph: (604) 737-3170
Manitoba	Donna Bell <a href="mailto:dbell_athleticsmb@shaw.ca">dbell_athleticsmb@shaw.ca</a> Ph: (204) 925-5743
New Brunswick	Richard Chadwick <a href="mailto:anb@nbnet.nb.ca">anb@nbnet.nb.ca</a> Ph: (506) 849-4940
New Foundland	George Stanoev <a href="mailto:athletics@nlqa.ca">athletics@nlqa.ca</a> Ph: (709) 576-1303
Nova Scotia	Peter Lord <a href="mailto:athletics@sportnovascotia.ca">athletics@sportnovascotia.ca</a> Ph: (902) 425-5450
Ontario	Anthony Biggar <a href="mailto:ontrack@eol.ca">ontrack@eol.ca</a> Ph: (416) 426-7215
Prince Edward Island	Kelsie McIntosh <a href="mailto:kmcintosh@sportpei.ca">kmcintosh@sportpei.ca</a> Ph : (902) 368-4208
Quebec	Serge Thibaudeau <a href="mailto:sthibaudeau@athletisme.qc.ca">sthibaudeau@athletisme.qc.ca</a> Ph: (514) 252-3041 ext 3484
Saskatchewan	Bob Reindl <a href="mailto:athletics@sasktel.net">athletics@sasktel.net</a> Ph: (306) 664-6744

## Annex 2 IAAF Approved Technical Specifications for Outdoor events

Meets conducted with different specifications are accepted, but the information will have to be clearly displayed on the results file.

For detailed information on event specifications, please check the IAAF's Competitions Rules Book.

		HURDLES		THROWS				
		110mH	400mH	Shot	Discus	Hammer	Javelin	Other
<b>MEN</b>	SENIOR	1.067m - 9.14m	0.914m - 35m	7.26kg	2kg	7.26kg	800g	
	JUNIOR	0.99m - 9.14m	0.914m - 35m	6kg	1.75kg	6kg	800g	
	YOUTH	0.914m - 9.14m	0.84m - 35m	5kg	1.5kg	5kg	700g	
		<b>100mH</b>	<b>300mH</b>					
	MIDGET	0.84m - 8.5m	0.762m - 35m	4kg	1kg	3kg	600g	
		<b>80mH</b>						
	BANTAM	0.762m - 7.5m	x	2.73kg	1kg	x	600g	
	PEWEE	x	x	2.73kg	1kg	x	x	Ball Throw
<b>WOMEN</b>		<b>100mH</b>	<b>400mH</b>					
	SENIOR	0.84m - 8.5m	0.762m - 35m	4kg	1kg	4kg	600g	
	JUNIOR	0.84m - 8.5m	0.762m - 35m	4kg	1kg	4kg	600g	
	YOUTH	0.762m - 8.5m	0.762m - 35m	4kg	1kg	4kg	600g	
		<b>80mH</b>	<b>300mH</b>					
	MIDGET	0.762m - 8.0m	0.762m - 35m	3kg	1kg	3kg	600g	
		BANTAM	0.762m - 7.0m	x	2.73kg	1kg	x	600g
	PEWEE	x	x	2.73kg	1kg	x	x	Ball Throw

Note: distances, heights and weights should be done using the metric system and with no space between the number and the letter 'm', 'g' or 'kg' (meters/centimeters, kilos/grams).

### Annex 3 List of events that will be included for rankings and records

Please note that this list is still under revision. While we understand that there may be many more events being conducted through the branches, these are the ones that are of interest in terms of standardization with IAAF, use for team selection purposes, or indicators of performance and trends for developmental athletes.

#### INDOOR EVENTS

(Regardless of gender)

GROUP	EVENT	SPECIFICATIONS
Sprints	50m	
	60m	
	200m	
	300m	
	400m	
Mid. Distance	600m	
	800m	
	1000m	
	1500m	
	One Mile	
Dist.	3000m	
	5000m	
Hrdl	50mH	1.067m, 0.990m, 0.914m, 0.840m, 0.762m
	60mH	1.067m, 0.990m, 0.914m, 0.840m, 0.762m
Walks	3000mRW	
	5000mRW	
Relays	4x200m	
	4x400m	
	4x800m	
Jumps	High jump	
	Pole vault	
	Long jump	
	Triple jump	
Thw	Shot put	6kg, 7.26kg
	Weight	
	Throw	35 lb (15.87kg) / 20 lb (9.07kg)
CE	Heptathlon	(60m, LJ, SP, HJ, 60mH, PV, 1000m)
	Pentathlon	(60m, HJ, SP, LJ, 800m)
	Tetrathlon	(60mH, HJ, SP, 200m)

# OUTDOOR EVENTS

(Regardless of gender)

GROUP	EVENT	SPECIFICATIONS
Sprints	100m	
	200m	
	400m	
Mid.Distance	800m	
	1000m	
	1500m	
	One Mile	
Distance	2000m	
	3000m	
	5000m	
	10,000m	
	10 km	
Mar /Half	Half Marathon	
	Marathon	
Hurdles	80mH	0.914m, 0.840m, 0.762m 1.067m, 0.990m, 0.914m, 0.840m, 0.762m
	100m/110mH	0.840m, 0.762m
	150mH	0.840m, 0.762m
	300mH	0.840m, 0.762m
	400mH	0.914m, 0.840m, 0.762m
	1500msc	0.914m, 0.762m
	2000msc	0.914m, 0.762m
3000msc	0.914m, 0.762m	
Walks	3000m RW	
	5000m RW	
	10,000m RW	
	5 km RW	
	10 km RW	
	20 km RW	
	50 km RW	
Relays	4x100m	
	4x200m	
	4x400m	
	4x800m	
	4x1500m	
	Medley Relay	(400m, 300m, 200m, 100m)

GROUP	EVENT	SPECIFICATIONS
Jumps	High jump	
	Pole vault	
	Long jump	
	Triple jump	
Throws	Shot put	3kg, 4kg, 5kg, 5.43kg, 6kg, 7.26kg 750g, 1kg, 1.5kg, 1.613kg, 1.75kg, 2kg
	Discus	
	Hammer	3kg, 4kg, 5kg, 5.43kg, 6kg, 7.26kg
	Javelin	500g, 600g, 700g, 800g
CE	Decathlon	(100m, LJ, SP, HJ, 400m, 110mH, DT, JT, 1500m)
	Heptathlon	(100m, HJ, SP, 200m, LJ, JT, 800m)
	Octathlon	(100m, LJ, SP, 400m, 110mH, HJ, JT, 1000m)
	Pentathlon	(100m, HJ, SP, LJ, 800m)