



INSTRUCTIONS
FOR
UPPER AGE GROUP
RESULTS PROGRAM
UK YOUTH
DEVELOPMENT
LEAGUE
2018

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These instructions are for use with Microsoft Windows.
If you are using a MAC please contact the YDL Results Coordinator
immediately alan@ukydl.org 07920 056324

1. Match Recorder:

- I. Ensure you are registered on your club's Team Managers' Portal as the Match Recorder.

2. Contact all Clubs in Your Division:

Your club's YDL named contact has been sent details of all clubs within your division.

- I. Remind team managers to use the 'Team Managers' Portal' to declare their team and give them the email address of your appointed match recorder.
- II. The match recorder **must** inform visiting teams of the deadline for updating the portal. League Rules state that teams **MUST** be declared at least 24 hours prior to the match.
- III. Remind visiting teams that they **must bring a hard copy** of their team declaration which should be handed to the results coordinator on arrival at the stadium.

3. Download the Results Software:

- I. LAG Results Software from the YDL website 'Documents' page. www.ukydl.org.uk

League Handbook / Programme (Combined)	Pdf	<table border="1"> <tr> <th colspan="2">COMPUTERISED RESULTS PROGRAM</th> </tr> <tr> <td>Team Managers Portal.....</td> <td>Link</td> </tr> <tr> <td>Team Managers Portal Instructions Guide.....</td> <td>Download</td> </tr> <tr> <th colspan="2">LOWER AGE GROUP</th> </tr> <tr> <td>LAG Results Software.....</td> <td>Lower Age Group (LV2018_1.1)</td> </tr> <tr> <td>LAG Results Software Operator Instructions.....</td> <td>Download</td> </tr> <tr> <th colspan="2">UPPER AGE GROUP</th> </tr> <tr> <td>UAG Results Software.....</td> <td>Upper Age Group (UV2018_1.1)</td> </tr> <tr> <td>UAG Results Software Operator Instructions.....</td> <td>Download</td> </tr> </table>	COMPUTERISED RESULTS PROGRAM		Team Managers Portal.....	Link	Team Managers Portal Instructions Guide.....	Download	LOWER AGE GROUP		LAG Results Software.....	Lower Age Group (LV2018_1.1)	LAG Results Software Operator Instructions.....	Download	UPPER AGE GROUP		UAG Results Software.....	Upper Age Group (UV2018_1.1)	UAG Results Software Operator Instructions.....	Download
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Guide to Hosting a League Meeting	Pdf																			
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Competing Clubs	Pdf																			
Composite Teams	Pdf																			
HEALTH & SAFETY																				
Accident Guidance Notes	Download Here																			
Accident Report Form	Online																			

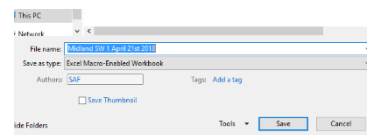
4. Using the Software:

- I. Click on **Enable Editing** then **Enable Contents**.
- II. Open the '**Match Day**' [red] tab.
- III. Use the drop-down menu to select the correct data for your match.

- i. **Select Your Region**
 - a. **Midland, North, South/Scotland**
- ii. **Select Your Division**
- iii. **Select P/Finish - YES or No**
- iv. Check that the correct date, venue and host club are correct.
- v. Competing clubs are listed

d. **Save The File to Your Computer Desktop:**

- i. **File Name:** -
- ii. e.g. LAG YDL 18 Midland Premier SW
- iii. **Save as Type:**
- iv. Excel Macro-Enabled Workbook.



e. Keep the **Match Day** tab open

1. Click on the refresh icon,
[this will automatically import the athlete's names declared by team managers using the portal when you enter results.]

2. Click on the Download icon
 You only need to use this once prior to the start. It downloads League Records and Current Standings. These are not going to change during your match

Remember to Save Every Time You Enter Data or Make a Change

5. **Team Changes during the Match:**

- I. If an internet connection is available at the venue use the refresh icon, throughout the day, as this will automatically import changes made by team managers using the portal.
- II. **Recording Changes:** If an internet connection is not available changes may be made as listed below.
 - a. Open the yellow **LAG Girls/Boys** tabs:

1	75 / 100	75 / 100 NS	150 / 200	300 / 400	800	800 NS	1200 / 1500	Sprint Hurdles	Discus	Hammer	Javelin	Shot	Lead	High Jump	Pole Vault	4x100 Relay	4x400 (300)	2	75 / 100	75 / 100 NS
U15 GIRLS																		U15 GIRLS		
SURNAME Firstname																		SURNAME Firstname		

- i. These tabs are used to **record changes** to the original declarations as well as adding athletes that were not previously declared.
- ii. Type the athlete's name. It is vital that you use the correct format e.g. TOMALA Joyce [surname first **capitalised** followed by given name **sentence case**]. **Please note all names added on these tabs must be in this format.**
- iii. Use the club's team number for each declared athlete.
- iv. For athletes declared as the A competitor use e.g. 1,2, 3 etc.
- v. For the B competitor e.g. 11,22,33.
- vi. The program will highlight cells if:
 1. The athlete has entered too many events- ask the team manager to check the events.

2. The athlete has been entered for the 800m and 1500m (or 1200m), which is against League rules. - ask the team manger to check the events.
3. Too many athletes, per team, have been entered for an event -ask the team manager to check the events.

vii. Non Scoring:

1. Non-scoring athletes will need to be issued with a different number.
2. **Do not use 1,11,2,22,3,33,4,44,5,55,6,66,7,77,8,88 for the non-scoring events,**
3. You will need to keep a record of the athlete's number and club on a separate sheet. {please see the sheet sent to you by the League Administrator} You can then transfer the information directly onto the non-scoring results page.
4. When entering the non- scoring results, enter the number allocated to each athlete as shown in the example.
5. In the Lower Age Group, two U13 and two U15 athletes per gender per team will be allowed in the non-scoring 800m and 75m/100m events.

Posn	No.	Athlete	Club	Perf	AAA	Posn	No.	Athlete	Club	Perf	AAA
1	891					1	231				
2	256					2	247				
3						3					
4						4					
5						5					
6						6					
7						7					
8						8					

These are examples of the numbers issued to the athletes in non-scoring events. They MUST wear these numbers when competing in non-scoring events

Remember to Save Every Time You Enter Data or Make a Change

- xi. When declaring relays do not use club numbers. Athletes are declared as per the leg they run. 1,2,3,4. See the examples below**

	75 / 100	75 / 100 NS	150 / 200	300 / 400	800	800 NS	1200 / 1500	Sprint Hurdles	Hammer	Javelin	Shot	Long Jump	High Jump	Pole Vault	4x100 Relay	4x400 (300)
1																
2																
3																
4																
5																
6																
7																
8																
9																
10																
11																
12																
13																
14																
15																
16																

- xii. When Team Managers make changes during the day they **MUST** use the 'Declaration Change Slip'.**

1. Please do not tear the slips, every team should be allocated a sheet each which **should be retained by the recorder at all times.**

- Team Managers should be reminded to ensure they identify the age group of the athlete and their club.

Remember to Save Every Time You Enter Data or Make a Change

6. Printing Field Cards and Start lists:

- Open **Dashboard** tab
- To print all field cards, click on:
- ALL (Distance)**
- ALL Height**
- If you wish to print amended field cards use the icon next to the relevant field event

- To print all start lists, click on:
- Printer icon **ALL TRACK EVENTS**
- If you wish to print amended start lists use the printer icon next to the relevant series of events.

Remember to Save Every Time You Enter Data or Make a Change

7. Entering Results:

- Format for Entering Track Results:

N.B. Only use the tabs indicated below, you shouldn't try to use the other tabs

- Open **Track 1** tab to enter results for all track events up to and including 800m, except relays.

**i. Format for Entering Track Results Up to and Including 800m:
Up to 800m.**

- a. Type in the performance to 2 decimal places if Photofinish is used. E.g. **12.87**
- b. Type in the performance to 1 decimal place if Photofinish is not used. E.g. 12.8
- c. If a wind gauge is used,
 - i. please ensure wind speeds are recorded for each individual race.
 - ii. Enter negative wind speeds using the – key
- d. For 300m & 400m type in the performance as a two-digit number with one or two decimal places. E.g. **67.43**
- e. **800m.**
 - i. Type in the performance as indicated below. e.g. **2.2181** [2.2180 if hand times are used] (*no colon and no decimal point between the seconds*)
 - ii. this will automatically adjust for the printed results.

ii. Enter Non-scoring results on Track One Tab.

2. Type in the number allocated to the athlete, next to the athlete's name, then enter the performance.
3. **If they have not been declared on line**, type in the number allocated to the athlete followed by the athlete's name {use the same format as previously. Capitalise surname, lower case given name} and their event, then enter the performance.
4. Enter the athlete's performance [and wind speed if recorded] using the formats above.

Remember to Save Every Time You Enter Data or Make a Change

III. Open Middle D tab to enter results for all track events over 800m.

viii. Format for Entering Track Results over 800m:

1. Type in the performance as indicated below. e.g. **5.2181** [5.2180 if hand times are used] (*no colon and no decimal point between the seconds*)
2. this will automatically adjust for the printed results.

1					
2	1	2		SBE Wales	4.5144
3	2	33		Swin	4.5200
4	3	5		Wye	4.5323
5	4	23		SBE Wales	4.5401
6	5	11		Card Arc	5.2181
7	6	1		Card Arc	5.4567
8	7	55		Wye	6.1011
9	8				
10	9				
11	10				
12	11				
13	12				
14	13				
15	14				
16	15				
17	16				

Remember to Save Every Time You Enter Data or Make a Change

Open Relays tab to enter results for all relays.

Format for Entering Relay Results: 4 x 100m

- i. Type in the performance to 2 decimal places if Photofinish is used. E.g. **45.83**
- ii. Type in the performance to 1 decimal place if Photofinish is not used. E.g. **45.8**

4x 300m/4x400m

- iii. Type in the performance as indicated below. e.g. **3.0751** [3.075 if hand times are used] (*no colon and no decimal point between the seconds*)
- iv. this will automatically adjust for the printed results.

Remember to Save Every Time You Enter Data or Make a Change

b. Open Distance Input to enter results for all throws and long jump.

- I. Enter the **best performance** from the field card for the athletes listed.
- III. If two or more cells are highlighted in red this indicates equal performances.
- IV. From the field card add .001 to the better performance e.g.
 - i. If there are more than two equal performances add .002, 001 etc
 - ii. E.g. three equal performances 5.23- the best of the three as indicated on the field card record as 5.233, the second-best record as 5.232 and the third record as 5.231
- V. Enter **X** in case of no jump or no throw

Order	Bib	Athlete	Club	Perf	enter
1	4			5.23	5.233
2	6			5.23	5.231
3	5				
4	1				
5	3			5.23	5.232
6	2				

Remember to Save Every Time You Enter Data or Make a Change

c. Open Height Input to enter results for all high jumps and pole vaults.

- i. Enter the **best performance** from the field card for the athletes listed.
- ii. For the height cards you will also need to enter the athletes finishing position 1 to 12, 1 to 14 or 1 to 16 depending on the number of teams in your division.

Order	Posn	No.	Athlete	Club	Perf	Order	Posn	No.	Athlete	Club	Perf	Order	Posn	No.	Athlete
4	1	1	2		3.20	1	1.1	B			3.00	1	1	6	
5	2	5				2		E				2	2	4	
6	3	3				3		C				3	3	2	
7	4	2	4		3.10	4	1.2	D			3.00	4	4	5	
8	5	6				5		F				5	5	1	
9	6	3	1		3.00	6	1.3	A			3.00	6	6	3	
10	7	-	-			7	-	-				7	-	-	
11	8	-	-			8	-	-				8	-	-	
12	9	22				9		BB				9	9	66	
13	10	55				10		EE				10	10	44	
14	11	33				11		CC				11	11	22	
15	12	44				12		DD				12	12	55	
16	13	66				13		FF				13	13	11	
17	14	11				14		AA				14	14	33	
18	15	--	--			15	--	--				15	--	--	
19	16	--	--			16	--	--				16	--	--	

- iii. In the case of a tie, as indicated on the field card, [which will have the performances highlighted in red] you will need to enter the positions 1.1, 1.2 for athletes who tie in first place. 3.1,3.2,3.3 for athletes who tie in third place.
- iv. Enter X in case of no jump

WHEN THE FIELD JUDGES COMPLETE THE FIELD CARDS, THEY ONLY NEED TO RANK THE PERFORMANCES 1 TO 12, 1 TO 14 OR 1 TO 16 DEPENDING ON THE NUMBER OF TEAMS IN YOUR DIVISION. THEY SHOULD NOT SPLIT THE A AND B ATHLETES.

Remember to Save Every Time You Enter Data or Make a Change

8. Allocating Officials Points:

- a. Ask the announcer to ensure all officials have signed in.
- b. **If officials have not signed in do not allocate points**
- c. Points should be allocated as indicated in the example:
- d. **Open the Match Day tab**

1	Abbey Harriers	1	1	25	y	55	
2	Ancaster	1	1	25	y	55	Club didn't produce full set of officials therefore no bonus points
3	Blackwood	1	1	25	y	55	
4	Caerphilly	1	1	25	y	55	
5	Cwm Runners	1	1	25	Y	55	Only 2 officials but no level 2 therefore 5 points deducted
6	Melksham	1	1	25	y	55	Club didn't produce full set of officials therefore no bonus points
7	Warwick AC	1	1	25	Y	55	Only 4 officials but no level 2 therefore 5 points deducted
8	Tredegar	0	0	25	Y	25	

- i. Total points awarded for each club's officials should be entered as below.

Bib	Team Name	Abrev.	Officials
1	Abbey Harriers	Abb	55
2	Ancaster	Anc	55
3	Blackwood	BLA	55
4	Caerphilly	CAE	55
5	Cwm Runners	CWM	55
6	Melksham	Mel	55
7	Warwick AC	War	55
8	Tredegar	Tre	25

- ii. The total points awarded to each team are automatically calculated.

Remember to Save Every Time You Enter Data or Make a Change

9. Printing Results:

Team Declarations	LAG Boys	LAG Girls	LOWER	PRINT Field Cards & Track Start Lists	LOWER	RESULTS PACKS	TIMETABLE	BY AGE GROUP		
Bristol & West AC with Mendip AC €	X	X	ALL	Distance		Track1	1/26	U15B	0/17	
Forest of Dean AC	X	X		Height	ALL	Page 1	0/4			
Hereford & County AC	X	X		U15 Boys HAMMER		Page 2	0/4	U15G	0/17	
Heath Harriers	X	X		U15 Girls HAMMER		Page 3	0/4			
Newport Harriers	X	X		U13 Boys LONG JUMP		Page 4	1/4	U13B	0/12	
North Somerset AC	X	X		U15 Girls HIGH JUMP		Page 5	0/4			
Rhymney Valley AC	X	X		U13 Girls SHOT		Page 6	0/4	U13G	1/12	
				U15 Boys DISCUS		Page 7	0/2			
				U15 Girls LONG JUMP		Track2	0/4			
				U13 Boys HIGH JUMP		Page 1	0/4	ALL	1/12	
				U13 Girls HIGH JUMP		Relays	0/6			

- In all cases when a page is complete, a printer will display against the option.
- Each of the options show how many events have been completed out of the number on the page.
- If you hover over the timetable column, the cursor changes to a hand which means you can print that sheet off after less than the designated number of events on the page. [The idea is that rather than simply displaying every event as it finishes, you display a page as it is completed].
- E.g., the first page of track results would print after the 4 hurdles races (A and B). Note the results don't print off automatically, you have to select to print.

Remember to Save Every Time You Enter Data or Make a Change

10. On the Evening of the Match:

- Print a copy of the results for each team. *{this will allow team managers the opportunity to check results immediately after the match}*
- Email the provisional results to all teams in your division, the YDL webmaster stuart@ukydl.org.uk and your **Regional Coordinator**.
 - Midland Joyce Tomala joyce@ukydl.org.uk
 - North Alan Johnson alan@ukydl.org.uk
 - South Lorraine Vidler lorraine@ukydl.org.uk
 - Scotland Leslie Roy leslie@ukydl.org.uk
- Ask all team managers to check the results and notify you by lunch time of the next day of any errors.
- Amend the provisional results if errors have been highlighted by the **team managers**.

Remember to Save Every Time You Enter Data or Make a Change

11. By 09:00 the Tuesday After the Match:

- Send the whole [amended] results program file to:
 - Power of Ten admin@thepowerof10.info
 - Athletics Weekly results@athleticsweekly.com
 - The YDL League Administrator marian@ukydl.org.uk
 - The YDL Results Coordinator alan@ukydl.org
- Once the results have been sent to Power of 10 and the League Administrator, please refer all further changes to the League Administrator so that the paperwork can be checked to verify the changes.

12. Within Two Days of the Match:

- a. **SEND ALL PAPERWORK to the League Administrator in the grey envelope provided.**
{*This has been sent to your club's YDL contact*} **including;**
 - i. **Hard copies of all declaration sheets, including non-scoring declarations.**
 - ii. **All relay declarations,**
 - iii. **All change slips,**
 - iv. **All field cards,**
 - v. **All track/Photofinish slips,**
 - vi. **All officials signing in sheets**
 - vii. **All photography permission slips**
- b. **Please Note:** It is **vital** that all paperwork is sent to the League Administrator in order to verify results.

13. If you have any problems with the results on match day,

please use the telephone helpline - 07920 056324

On behalf of the Youth Development League thank you for your help in producing accurate results. This is very much appreciated.