

Handling Dual Meet Results and League Record-Breaking Time Cards
2009 CCSL Clerk of Course Training

From page 55 of 2009 CCSL Handbook

Rule 3 — Responsibility of Host Pool

It shall be the responsibility of the host pool to submit a signed official copy of the meet results, including mini-meets, to the Records and Time Standards chairperson listed in the front of this handbook. These results shall be signed by the meet referee and the head meet clerk. They may be emailed or mailed. If emailed (**results must be in PDF format**), the host team must retain the signed original, **indicate in the email who signed the original copy, and copy the visiting clerk on the email.**

The original entry card of any event in which a record is believed to be broken must be signed by the head referee and the original mailed to the Records and Time Standards chairperson at the address listed in the front of this handbook. The host team shall make a copy for their records before sending in the original.

All meet results and record-breaking entry cards must be submitted within one week after completion of the meet. If the league opts, a computer disk of the meet record may be submitted.

CCSL Records and Time Standards Chairperson

Glenn Jue

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- Official meet results must be signed (at a minimum) by the meet referee and the head meet clerk. Both must have completed required CCSL training in 2009.
- If a CCSL record is believed to be broken, the original entry card on which the time was recorded must be signed by the head referee.
- Meet results may be emailed or mailed. **Time card / sheet for new CCSL records must be mailed, but may be emailed as well.**
- Please make sure that meet results and record-breaking entry cards are submitted within one week of the meet.
- Dual meet scores and new CCSL records will not be posted to the CCSL website until I receive the official copy of your meet results and/or time card.
- If meet results are not received within one week, email reminders will be initiated to the home team's trained clerks and league reps. If circumstances delay timely submission of results, let me know.