

NATIONAL TIMES DATABASE (SWIMS)

Sanctioned Meets

Results from all Wisconsin Swimming sanctioned meets will be electronically loaded into SWIMS, the National Times Database for USA Swimming. Meet Directors should send the Meet Manager Database Back-up file to Carol Graham (cagraham@wi.rr.com) within seven days of the completion of the meet. Before submitting the electronic file, please insure that the results contained are credible. Please note the following:

- Insure that all times submitted for loading into SWIMS comply with minimum standards from the USA Swimming Rule Book Article 102.16 and requirements for official time.
- If possible, Meet Recon should be completed Carol Graham prior to or after the meet and corrections made before submitting the results to SWIMS.
- Check all timing exceptions to insure that the official times reported are valid.
- Relays without all four names will not be loaded into SWIMS.
- Relay lead-off times should be checked for integrity. If a long course meet is not using far end pads, relay lead-off times for 200 meter relay events should not be included in results.
- Intermediate times will not be automatically loaded from meet results and must be individually requested from Dave Joyce.

Meet results will be loaded into the system and should be available for public viewing on the USA Swimming web site within twenty days of the last day of the meet. If a time is missing from the database, please contact Carol Graham.

Approved Meets

Before a meet can be authorized as an Approved Meet, criteria established by the LSC must be met. Results from Wisconsin Swimming approved meets will also be electronically loaded into SWIMS. An approved meet is one where not all the athletes are members of USA Swimming, but USA Swimming technical rules will govern the meet. Procedures outlined for sanctioned meets (above) should also be followed for approved meets. Times for those athletes who are USA Swimming members and whose ID numbers or registered names and birthdates are included in the meet results will be loaded into the database and be available for public viewing.

Observed Meets

Before a meet can be authorized for observation, certain criteria must be met. Policy and forms for requesting approval of observation and submission of results are included. Forms (A or B) must be submitted to Dave Joyce at least ten days in advance of the meet (fax to 262-244-0088 attn: Dave Joyce). A meet is observed when not all of the swimmers are members of USA Swimming and when another association's technical rules are governing the meet (YMCA, YWCA, NCHSAA, NCAA). High school dual

meets may not be observed. All of the previously listed criteria for meet results should be met for observed meets, except as follows:

- A SDIF or .cl2 file of the meet results should be sent electronically to Dave Joyce for uploading into SWIMS.
- Times for those athletes with ID numbers or registered names and birthdates in the meet results will be electronically loaded into the database.
- Coaches may submit a form (C or D) to Dave Joyce requesting manual data entry into the database for those athletes whose ID numbers or registered names and birthdates are not in the meet file. If possible, please put this data into the results' file before creating the SDIF or .cl2 file for export to SWIMS.
- Relay team times must be requested from NCAA and HS meets as it is not often that all four members of a relay are members of the same club team. Lead off times should be included in results and these will be loaded into the system for member athletes.

RECORDS AND TOP 16

Records that have been achieved in Wisconsin Swimming and other meets will be updated and posted on the Wisconsin Swimming web site according to the LSC policy. Times will come directly from the SWIMS database. If you find a possible error, please contact Dave Joyce, LSC Records Chairman (djoyce@oconymca.org).

Top times for all USA Swimming member athletes are posted and updated continuously throughout the year on the USA Swimming website (Times/Time Standards). Until the close of the Top 16 year (August 31, 2006) and the Top 16 deadline has passed, the list of top times is not considered official. A time that appears on this list in the early part of the swim season may be a time that does not meet the Top 16 standard. The final and official list of Top 16 times will be posted on the USA website no later than November 1, 2006. If you find a potential error or omission, please contact (djoyce@oconymca.org). Top 16 times will come directly from the SWIMS database and are filtered for membership at the time of the swim.

Any questions regarding the SWIMS database should be directed to Dave Joyce (djoyce@oconymca.org), Suzanne Heath (suzanneheath@cox.net), National Times Coordinator or Terry Randolph (randtb@msn.com), National Top 16 Tabulator.

OBSERVED SWIMS

NTV (Verification of Time from Observed Swims)

The original intent of observing swims was to provide an opportunity for high school, YMCA/YWCA, and NCAA swimmers who could not compete in LSC sanctioned meets during their association season to achieve times that could be used to enter USA Swimming national championship level meets.

With the advent of the SWIMS database, it became possible to enter all times for swims from observed meets that were in compliance with USA Swimming technical rules and not just those that were National Reportable Times. It has also become common practice to observe all swims in a meet rather than only the specific swims requested by the athletes. (It is important to understand that USA Swimming observers are guests on the host association pool deck.) Observation is for the specific purpose of ensuring that swims performed by USA Swimming members are in compliance with Article 101 and that times reported are in compliance with Article 102.16.4 in the USA Swimming Rules and Regulations. The meet referee (whether USA-S certified or not) shall have no jurisdiction over the USA Swimming observers at the meet.

Minimum Criteria for Observed Meets

Following are the minimum criteria that must be applied to all high school, collegiate, masters, and YMCA/YWCA Observed Meets. Each LSC has the right to enforce stricter guidelines to fit local situations. The NTV officer for each LSC has the responsibility of verifying compliance.

- There shall be **two or more teams** competing in the meet, however **high school dual meets are not eligible for observation or time certification.**
- Properly functioning electronic timing must be in use.
- There shall be a **minimum of two (2) observers on the pool deck** who shall act as stroke and turn judges. The observers, appointed by the host LSC, must be certified USA Swimming officials.
- Association meet officials (high school, NCAA, YMCA/YWCA) shall include a referee, a starter, and a minimum of two stroke and/or turn officials. **If two of the association meet officials are dually certified (also USA Swimming officials) and are stationed at both ends of the pool, it is not necessary to have two additional observers on deck.**
- The meet shall be on the published calendar of the appropriate, school, league, conference, etc. An NCAA dual meet schedule may be approved for observation at one time, providing the observed meet criteria will be met for each meet.
- There shall be a minimum of one (1) trained watch person on each lane.
- A time trial held in conjunction with a season-ending championship may also be observed if the time trial will be officiated to the same standard as the

championship meet. Time trials at other observed meets (non-championship) shall not be observed for verification.

DISQUALIFICATIONS

- **USA Swimming disqualifications should be recorded on heat sheets and compiled by a USA-S NTV official in the host LSC. The NTV official will either turn over properly amended electronic results to the SWIMS data loader or manually enter times for USA Swimming registered athletes within two weeks of the competition. The LSC is encouraged to provide a list of valid observed swims posted on the LSC website within two weeks of the competition; or if complete results have been posted elsewhere, a link to the results and a listing of those swims that were NOT in compliance with USA Swimming rules. Annotated heat sheets or compiled disqualifications should be kept by the NTV official for a period of one year.**
- Swimmers may not be notified at the meet of any disqualification for USA-S technical rule violations. A swimmer may ask the senior observation official the status of a swum event for USA Swimming recognition.

PROCEDURES

- Requests for USA Swimming observers for certification of times must be made to the LSC NTV official at least ten (10) days (See Request for Observation - Form B in the appendix) prior to the meet for all meets leading directly up to season-culminating High School, YMCA/YWCA, or collegiate championships. For meets (such as invitationals) not in the qualifying progression for the season culminating meet a minimum ten (10) day advance notice to USA Swimming is also required (see Request for observation - Form A). Requests must be made to the LSC NTV official on Form A and submitted to the National Times Coordinator for approval. The National Times Coordinator will return the approved form to the LSC NTV official; a copy should be sent to the meet director or meet host.
- The LSC is responsible for determining whether observation can be properly conducted (sufficient properly certified officials will be present) and will determine which meets in a championship progression shall be observed.
- Times may only be entered into SWIMS by an LSC NTV official upon receipt of the following within two weeks of the competition:
 1. Complete and legible verification requests (if non-electronic results are utilized).
 2. Official electronic meet results or printed final results with notations indicating those swims not in compliance with USA Swimming Rules. The senior USA Swimming certified official present must attest to the LSC NTV official that the meet was run in accordance with the

minimum criteria listed above. The LSC NTV official may determine that all times for athletes with full legal names and birth dates or USA-S ID numbers will be loaded into the SWIMS database without a specific request.

- The time for a relay achieved in a collegiate, high school or YWCA/YMCA meet may be entered into SWIMS for a USA Swimming club provided all four relay swimmers represent the same USA-S club at the time of the swim. **All four names must be listed and a specific request made for this manual data entry into SWIMS.**
- **If a meet is receiving blanket observation (all swims observed) individual verification requests may be made after the meet if it is not being uploaded electronically into SWIMS. The LSC may choose to load all times into SWIMS. In this case, the coach can help the process by making sure their swimmers are entered into the meet using their full legal names and that the DOB's are provided.**
- **It should be noted that if a swim is in compliance with USA Swimming technical rules and the meet has received blanket observation the swim is a valid time whether the coach or swimmer requests data entry or not. Any athlete or his/her representative may ask that a time be entered into SWIMS for any swim in compliance with USA Swimming technical rules. The LSC may establish a fee for entry of observed swim times.**
- **USA Swimming observers shall call all infractions of the USA-S technical rules that they observe. Where the rules are the same, failure of the high school, college or YMCA/YWCA officials to make the same call(s) shall have no bearing on the validity of the USA Swimming observer's call(s).**
- **Observers shall remain on the pool deck during the entire meet if blanket observation is being used.**