

Records and Tabulation

This page is a summary of three primary responsibilities of the LMSC Top 10 Recorder. Please refer to subsequent pages for important details concerning each task as well as additional responsibilities.

1. Meet Results Upload

Top 10 Recorders will upload official results from meets that are Sanctioned or Recognized by the LMSC to the Events Results Database. Ideally this should be done *within two weeks of the meet*. Splits and relay leadoffs that have been properly requested should be included in the results database as separate events; this can be achieved using the online results processing tools. Individual swimmers and relays should be audited using the online tools at the time of upload.

2. Top 10 Reports

Top 10 Recorders will send a report consisting of all swims – individual and relays – eligible for Top 10 consideration to the *National Swims Administrator* in an appropriate electronic file format (see Appendix A) by the appropriate deadline (3rd column in table below). The files should be submitted by email attachment to the following address.

Mary Beth Windrath
National Swims Administrator
TopTen@usms.org

Only times from measured pools which meet pool length certification standards are eligible for Top 10 consideration. Top 10 Recorders are responsible for obtaining and storing the proper documentation of pool measurements, including verification of bulkhead placement when necessary. *When a pool is measured for the first time* a copy of the measurement form should be sent to the National Records Administrator (see address below).

3. USMS and FINA Record Applications

Top 10 Recorders will assist in the preparation of applications for USMS or FINA records for swims that occur in Sanctioned and Recognized meets. The deadline for submission of applications for USMS Records is 90 days after the end of the season (last column in table below). The deadline for submission of applications for FINA Records is 60 days from the day of the swim. Record applications are sent to the *National Records Administrator* to the following address:

Walt Reid
National Records Administrator
PO Box 289
Palouse, WA 99161
USMSRecords@usms.org

Submission Deadlines

The submission deadlines below will be strictly enforced. Top 10 Recorders who do not submit on time do a disservice to the swimmers who participate in their meets. The *Errata* produced for the Top 10 listings of each course is for corrections, not for entering late submissions.

Course	End of Season	Top 10 Submission Deadline	USMS Record Application Deadline
Short Course Yards	May 31	June 30	August 29
Long Course Meters	September 30	October 20	December 29
Short Course Meters	December 31	January 26	March 31

Overview of Duties and Procedures

The duties of the LMSC Top 10 Recorder and the procedures to be followed are determined by the USMS Rule Book, especially Article 105, and the policies set by the Records and Tabulation Committee. Top 10 Recorders should be familiar with the contents of the Rule Book for the current year, and thoroughly familiar with Article 105. The Rule Book is available online at

<http://www.usms.org/rules/>

The purpose of this document is to provide direction for Top 10 Recorders to perform their duties in accordance with USMS rules and policies. It is NOT an instruction manual in how to use software tools to perform those duties; such information can be found elsewhere. Online tutorials exist at

<http://www.usms.org/admin/lmschb/content/tttutorial>

Other online resources and contact information for assistance are given in Appendix C of this document.

1. Meet Results Upload: Events Results Database

Statement of Purpose: *The USMS Event Results Database (ERDB) is the repository of official results from events that are formally Sanctioned or Recognized by USMS. The ERDB is used to list a swimmer's results and may be used to generate awards and recognition data, such as seasonal top 10 lists. Data will be maintained for meets, long distance pool events, and open water events.*

The Top 10 Recorder is responsible for uploading meet results to the ERDB in a timely manner. Meet directors send the meet results to the LMSC Top 10 Recorder. Except in unusual circumstances, official results should be uploaded within two weeks of the competition. Habitual late or missing results submissions are a disservice to our members, and they likely decrease the accuracy of our Top 10 listings.

In order to upload results to the ERDB, you will need to gain access. It is highly recommended that you also obtain access to the lookup function for the registration database. Contact Anna Lea Matysek (annalea@usms.org) if you need to gain access to either of these or if you need training in uploading results. Also consult the online resources in Appendix C.

Top 10 Recorders should note that the ERDB has a purpose (i.e., results storage and display) beyond generating Top 10 reports. Not all swims in the ERDB will be eligible for Top 10 consideration; indeed, some entire meets, such as those performed in an unmeasured pool, may be deemed ineligible. But they are still official results that should be uploaded into the ERDB.

Results from the following meets should be uploaded to the ERDB by Top 10 Recorders:

- **Meets that are sanctioned by your LMSC.** Be sure that all swimmers are included, not just members of your LMSC.
- **Meets that are formally recognized by your LMSC.** Some LMSCs issue "Recognition Numbers," similar to Sanction numbers. Article 202 in the USMS Rule Book explains the difference between Sanctioned and Recognized events. One of the major differences is that Recognized meets may include non-members along with USMS members. It is recommended that results from ALL participants (members or not) be uploaded into the ERDB; during the subsequent Swimmer Audit phase you may distinguish members from non-members.
- **Select USA-S and International Meets.** Meets sanctioned by USA-Swimming or another FINA member body are automatically recognized by USMS. If a member of your LMSC competes in one of these meets and alerts you to the fact, then you should upload the swimmer's results into the ERDB. These meets typically contain a large number of non-members and only a very small number of USMS members. Generally you should only include the results of members of your LMSC into the ERDB; you should do this even if the meet did not occur within the boundaries of your LMSC. *Be sure to verify that the results are official (via the web or hardcopy) before adding them to the ERDB.*

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For USA-S and international meets, *it is the swimmer's responsibility* to alert the Top 10 Recorder of his/her LMSC about the meet and to provide the official results (or a link to them if they are published online). It is also the swimmer's job to secure whatever pool measurements are necessary for the times to be eligible for USMS Top 10 consideration (see the **Pool Measurement** section in Appendix A). However, even if the pool measurements are not obtained, the Top 10 Recorder should still load the results into the ERDB, they should just not be included in the Top 10 submission if they are ineligible. If a record is broken, then it is the swimmer's responsibility to work with the meet director to collect the material for the record application. Note that FINA masters world records cannot be set at a USA-S sanctioned meet.

There are some international meets with a large number of USMS members (e.g., FINA World Masters Championships). Sometimes the results of all USMS members in these meets are uploaded by one person outside of your LMSC, perhaps someone in the USMS National Office. In such cases you do not need to upload the results of members of your LMSC. Please contact the chair of the Records and Tabulation Committee if you are not sure if this has happened.

The Records and Tabulation Committee will assume oversight to ensure that results from the following meets are uploaded into the ERDB: FINA World Masters Championships, Pan American Masters Championships, Canadian Masters Nationals, World Masters Games, Y Masters Nationals. If you have a swimmer in one of those meets, please contact the Records and Tabulation chair.

Remember again that the ERDB is the repository for official results by USMS members, not a step in preparing Top 10 submissions. *You should still upload the results into the ERDB* even if the swims are ineligible for Top 10 consideration (eg due to missing measurements). You simply will not include those meets in your Top 10 report submitted at the end of that season.

Swims in the ERDB are accessed here: <http://www.usms.org/comp/meets/>. An individual's results – including splits, if included in the ERDB – may be displayed and sorted in a variety of ways. More and more members are coming to depend on the ERDB to log and track progress. The ERDB also feeds into the current Event Rankings (once called “Current Top Times”): <http://www.usms.org/comp/meets/toptimes.php>. The more complete the ERDB, the more accurately it will reflect the eventual Top 10 listings, bearing in mind that not all times listed in the ERDB are eligible for Top 10 consideration.

Before uploading meet results, it is recommended that the Top 10 Recorder examine the splits of all the swims in order to check the accuracy of the official times. The best way to check accuracy is to examine a set of results with the “cumulative/subtracted splits” displayed. It is common that incorrect times are discovered by such an examination, increasing the accuracy of the results database and (eventually) Top 10 submissions. Contact the meet director about any questionable swims.

a. Swimmer/Relay Audits

After uploading the meet results file, the next task is to perform the Swimmer Audit. A swimmer will not be found in the USMS Registration Database if the information in the meet results file does not match the information in the database. These swimmers will be flagged for audit. ***It is critical that a Top 10 Recorder performs the audit carefully and in accordance with USMS rules and policies.*** In many cases – but not all! – information in the Registration Database should be preferred to the information in the meet results file. Careful attention during the audit will save time and increase the accuracy of the results and the Top 10 report submission.

A few important items to keep in mind during the audit:

- In Sanctioned meets, all swimmers are required to be USMS members. However, some swimmers register at the meet itself; this is legitimate but it may take some time for the swimmers' registration information to appear in the Registration Database. In other cases, the member's registration information simply cannot be found in the Registration Database: this may occur if the swimmer's name was misspelled or if the USMS number was missing or the swimmer is foreign. In most cases, the registration lookup function built into the results tools will resolve the issue.

Check with the Registrar of the swimmer's LMSC if there are any questions of membership. *If the swimmer was not a member at the time of the competition, even if s/he became a member later in the year, s/he must be marked as a non-member.* The swimmer's results should *not* be deleted from the ERDB, but the swims will not be eligible for Top

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10 consideration. If you use the web tools to prepare the report, non-members will be automatically eliminated from the report. If a sanctioned meet has participants who are non-members, particularly if there are a large number of non-members or if it is a common occurrence at this meet, please notify the LMSC Sanctions chair and the Meet Director.

- It is worth understanding the USMS ID format. The general format is **LLYN-CCCCC**, where “LL” is the 2-digit LMSC code (eg, ‘12’ for Virginia), “Y” is the last digit of the registration year, “N” is a checksum character for error-checking, and “CCCCC” is the permanent Swimmer ID (alpha-numeric). As the name implies, the permanent ID does not change from year to year: the same swimmer should always have the same permanent ID. This ID can be used to look up registration information with the Registration Database lookup tool.
- The name of the swimmer must match the name that was in the Registration DB at the time of the competition. If there is a discrepancy, you will almost always use the name in the DB. If a swimmer changes his/her name sometime during the year, whichever name was valid at the time of the swim should be used. If there are any questions, check with the Registrar of the swimmer’s LMSC, or use the “Reg History” function in the Registration Lookup tool.
- Another common flag is when the swimmer’s listed club does not match the one in the Registration Database. “Workout groups” should not be used, they must be changed to the club abbreviation (there is a global tool to do this for the entire meet). A swimmer is allowed to declare himself or herself as “Unattached” at any time: *if the club listed is UNAT then usually it should NOT be changed to match the Club in the Registration DB but it should be changed to match the format for the Unattached Club of the LMSC. The format is UCnn where nn is the number of the LMSC.* Any other difference should be checked with the Registration history of the swimmer; there must be 60 days between representing two different clubs. Check with the LMSC Registrar if there are any questions about transfers between clubs.
- Some Sanctioned meets allow one-event registrations for swimmers to participate. A one-event registration allows swimmers who are not annual members to participate in a Sanctioned meet (note that the swimmer can compete in more than one swimming event in the meet). The results from one-event swimmers should be included in ERDB, but their times are not eligible for Top 10 consideration or USMS Records. *One-event members should be marked as non-members in the auditing process in the Top Ten Tools.* One-event participants must be distinguished from annual members and unregistered non-members. List a one-event member’s club as OEVT and his USMS ID as ONEEVENT. This is important because unregistered non-members are not allowed to participate in Sanctioned competitions (for insurance reasons), while one-event registrations are allowed. Please be careful to list the swimmer’s club as OEVT and not OVET or some other combination of letters.

Once the swimmer audit has been completed you should perform a relay audit, which checks membership status of all relay members. In addition, you might want to perform a “Relay Check” at this time. The Relay Check tool looks for problems in relays over the course of the entire season (for example, the 2012 SCY season); examples of problems would be mixed-gender relays that do not have two men and two women, or relays where all members are not registered with the same club. It is recommended to run the Relay Check after uploading each meet rather than at the end of the season when preparing the Top 10 Report.

b. Split Requests

After the swimmer audit, the next step is to process any valid “split requests” from the meet. A *split request* can be made using the following form:

http://www.usms.org/admin/lmschb/gto_rectab_split_request.pdf

Split requests are essentially requests for the meet referee to validate an initial distance of a longer event as an official time (see Article 103.18 in the USMS Rule book). Top 10 Recorders cannot designate a time as “official,” this must be done by the meet referee. For that reason, split requests for individual non-backstroke swims must be submitted to the meet referee in writing by the swimmer *before the end of the meet*. Initial distance splits from individual backstroke events and lead-off splits from relays will be considered for Top 10 if approved as an official time by the meet referee, and provided such split requests are brought to the attention, in writing, of the meet referee *before the backstroke or relay events*.

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Split requests should be included in the ERDB as separate events. The web tools associated with the ERDB can accomplish this task if they are not already included in the uploaded results. Split requests may be eligible for consideration as a Top 10 time or a USMS/FINA record if other requirements are met; please see the **Top 10 Reports** section for more details.

If there are any questions about the validity of a split time, please contact the meet referee and ask for him/her to review the split for accuracy.

2. Top 10 Reports

The Top 10 Recorder is responsible for submitting a Top 10 report for each season in the appropriate file format (see Appendix A). Send the report electronically to the National Swims Administrator (topten@usms.org) as two attached text files, one for individual swims (e.g., 2011_SCY_I_VA.txt for the 2011 SCY season for the Virginia LMSC) and one for relay swims (e.g., 2011_SCY_R_VA.txt).

If there are NO times to submit, please tell the National Swim Administrator not to expect a submission from your LMSC prior to the deadline.

The Top 10 reports should include all eligible swims that occurred during the appropriate season, and they must be submitted by the appropriate deadline; see the table on page 1 for the appropriate dates. *LMSCs that do not submit their reports on time or do not include all the eligible swims in the reports do a disservice to the swimmers who achieve these times.*

a. Creating the Top 10 Report Using the Web Tools (Preferred Method)

It is *strongly* recommended that you generate the Top 10 reports from the meet results that were uploaded during the course of the season. Begin the process here:

<https://www.usms.org/usmsadmin/meets/topten.php>

Before generating the report, you should review each meet for accuracy and remove meets as necessary (e.g., if the pool measurements are not in order). Removing a meet from the Top 10 report does NOT remove the meet results from the ERDB; it simply means that the swims from the meet will not be submitted for Top 10 consideration. Make sure that all valid splits, including relay leadoffs splits, are in the results. Follow the online instructions to preview the times that will be submitted (again, check for accuracy), check for relay errors, and then to create the two text files for the Top 10 report submission.

Only eligible swims should be included in the Top 10 report:

- The swim must be achieved in a Sanctioned or Recognized meet. Times at meets sanctioned by USA-S or a FINA member organization are automatically Recognized.
- The swims must occur in pools that meet the pool length requirement (refer to the **Pool Measurement** section for details).
- The swimmer must be a USMS member at the time of the swim; times from foreign-registered or one-event registered swimmers are not eligible. The listed name shall reflect the USMS membership information current at the time of the swim.
- Valid split requests are eligible for Top 10 consideration if all the other requirements are met.
- Only swims for events listed in Article 102.5 should be part of the report. *Swims that were entered in events labeled as "Choice" or "Open" events are NOT eligible for consideration for Top 10 or USMS Records* and should not be included in the Top 10 report. Valid splits from nonconforming events (such as "500 backstroke") are allowed if the split distance is listed as one of the events in 102.5.

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- A valid time must be measured by automatic equipment, semi-automatic equipment (two buttons), or at least two watches. One-watch times cannot be included. Times must include 2 decimal places (valid to hundredths of a second, 0.01 sec).
- For relays, all relay swimmers must be members of the same club at the time of the swim. Relays with one or more Unattached (UNAT) swimmers are not eligible for Top 10 consideration. Mixed gender relays consist of two males and two females.
- A result for which a record application has been made must also be included in the Top 10 report. Please see the **USMS and FINA Records** section for more details about the record applications.

Eligible times from all Sanctioned meets that occur in your LMSC, and if at all possible Recognized meets, should be included in the Top 10 report. Please refer to the **Meet Results Upload** section for more details about the meets that should be included in the Top 10 report.

For Sanctioned meets, include the eligible swims from *all* USMS members, not just the members of your LMSC. Include only eligible meets; just because a meet is Sanctioned (or Recognized) doesn't mean that the swims in it are automatically eligible for Top 10 consideration. If the pool measurements are not in order or if the proper timing system method was not used (minimum of two buttons/watches), it should *not* be used to generate the Top 10 report.

b. Creating the Top 10 Report Manually

If you do not use the web tools to generate the report, you will need to do the following steps (which would be done by the web tools if you had used them):

1. Combine the results from all meets held in the same type of course (SCY, SCM, or LCM) into one file for submission.
2. Remove duplicate swims by the same swimmer (same event, same age group), reporting only the fastest swim. If the same swimmer swam in two age groups, swims from both age groups are reported.
3. Check that the club names used for relays are for USMS-registered clubs, not local workout groups.
4. Tabulations should contain the 10 fastest swims for each gender, age group, and event from all the meets sanctioned or recognized by your LMSC.
5. Tabulations should contain only official ages, age groups, and events.
6. Individual events and relays must use the swimmer's full name (first name <space> last name) as listed on the swimmer's USMS registration card, and age. For SCY meets, the swimmer's age is calculated as of the last day of the meet. For SCM and LCM meets, the swimmer's age is calculated as of the last day of the calendar year in which the event was swum.
7. Relay age groups for short course yards are based on the age of the youngest swimmer. Relay age groups for both Long Course Meters and Short Course Meters relays are based upon the cumulative ages of all four swimmers.
8. Clubs can have multiple relays submitted in a single age-group/gender/event only if all swimmers in each relay are unique. The same swimmer cannot appear in two or more relays in the same age-group/gender/event. However, a swimmer can appear in multiple relays in a different age-group/gender/event.

c. Post-Submission Process

The National Swims Administrator will acknowledge receipt of your report and will also let you know if there are any problems with the report. Please respond promptly to any problems. The following table shows the approximate publication timeline of the official Top 10 lists.

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Course	For Swims Between	Top 10 Submission Deadline	Publication Date
Short Course Yards	Jun 1 & May 31	June 30	August
Long Course Meters	Oct 1 & Sep 30	October 20	December
Short Course Meters	Jan 1 & Dec 31	January 26	April

A preliminary Top 10 listing will be published in the month before final publication. This will be sent out to all Top 10 Recorders, and can also be viewed at <http://www.usms.org/comp/tt/> (marked clearly as a “preliminary” listing). You should review the listings to check for errors; there will be a 2-3 week period to submit corrections to the National Swims Administrator. It is **strongly recommended** that you publicize the existence of the preliminary lists to your LMSC (e.g., by email or via the LMSC website) since your swimmers may catch additional errors. No one is more motivated to find errors than the swimmers themselves!

Shortly after the final version is published, a formatted set of Top 10 listings will be made available on the USMS website: <http://www.usms.org/content/top10print>.

New times are never added to the Top 10 listings once they have been “officially” published, even if the time is a valid one. But some other types of corrections are made (for example, removal of times discovered to be invalid, or corrections in team affiliations); such corrections are published in the *Errata* also available at the above link. Even after the *Errata* are published, incorrect times are removed from the online Top 10 lists when such times are discovered.

Swimmers who have achieved at least one #1 ranking in any of the three courses achieve All-American status for the year. Swimmers who have achieved the most first place rankings in their age group are designated as Pool All-Stars for the age group. Both All-American and All-Star status can be achieved by the same swimmer in multiple age groups in a given year.

The National Swims Administrator will submit times for consideration for the FINA World Top 10 lists. Times from USA-S meets and other USMS Recognized meets will not be included in this submission since they are not eligible for FINA Top 10 consideration. Swims (individual or relays) involving swimmers younger than 25 years old are also not eligible for FINA Top 10 consideration.

3. USMS and FINA Records

All USMS (national) and FINA (world) record applications that occur in Sanctioned meets and Recognized meets should be sent to the USMS Records Administrator:

Walt Reid
PO Box 289
Palouse, WA 99161
USMSRecords@usms.org

The latest record application form is located at http://www.usms.org/admin/lmschb/gto_rectab_record_application.pdf.

LMSCs who do not submit their record applications on time do a disservice to the swimmers who achieved these times. World record applications must be received within 60 days of the record-breaking swim. USMS record application must be received within 90 days of the end of the season of the record-breaking swim.

- It is the responsibility of the LMSC to submit record applications for either USMS or FINA records. The Meet Director must provide the proper documentation of the record, including electronic timing printouts and an application with the signature of the meet referee, in accordance with the LMSC’s policy for submitting records.
- The Meet Director or Top 10 Recorder should complete the *Application for USMS and/or World Record* in full for each potential USMS record, and send it in immediately after the swim to the USMS Records Administrator. Note that Hy-Tek Meet Manager users (v2.0 or higher) can generate a pre-printed USMS record application form if the existing national records are loaded into the Hy-Tek program and a record is broken during the meet. A current version of the application form is always available online at the following URL:

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http://www.usms.org/admin/lmschb/gto_rectab_record_application.pdf

- FINA world records are kept for long and short course meters events only. Age groups start at 25–29 for individual events and 100+ for relays. No swimmer under age 25 may be on a World Record Relay. Records are kept for the same events as USMS, including the distance relays. Submit all record applications using the same form (at the previous link) whether the application is for a USMS record only, for a world record only, or for both a USMS and a world record.
- You should also submit applications for foreign-registered swimmers who set FINA world records.
- For a swim to be considered for a USMS or FINA Record, the primary timing system must be automatic or semi-automatic (three buttons) equipment or three watches.
- To document a record-breaking swim, the Record Application should include a copy of the electronic timing system tape or printout signed by the meet referee and something that identifies the swimmer's heat and lane assignment (heat sheet or lane assignment card). If watches were used, send a copy of the timer's card with signatures of the three timers and the meet referee.
- A printout from the timing system will be kept a minimum of 2 years for official time verification and in case record applications need to be filed. If you do not use a printer with the timing system during the meet (e.g., if the data is fed directly to a computer running Meet Manager), an electronic timing system computer printout should be made at the conclusion of the meet.
- A copy of the swimmer's birth certificate or passport is required. This must be sent only the first time a swimmer breaks a record. A driver's license is not acceptable.
- A swimmer's proper age-group for USMS or FINA records in SCM and LCM pools is determined the age as of December 31 of the year of competition. For USMS records in SCY pools, the swimmer's age on the last day of competition shall determine the proper age-group.
- FINA world records can be set in the United States *only at meets sanctioned by USMS*. Times by Masters swimmers competing at USA Swimming or other recognized meets are not eligible for world records. Some meets are dual-sanctioned by both USMS and USA-S; FINA world records may be set at these meets as long as the participant is competing as a USMS member and not as a USA-S member.

In some cases it is not possible to enter a dual-sanction meet using a USMS number/club, in which case the swimmer must declare his/her intent to do so prior to the competition using the following form:

http://www.usms.org/admin/lmschb/gto_sanctions_declaration_of_intent.pdf

- Official initial distance or lead-off splits from individual and relay events are eligible to be considered for USMS or FINA records, and these swims can be recorded with automatic or semi-automatic (three buttons) equipment or three watches.
- A pool length measurement must be submitted with a record application. Please see the **Pool Measurement** section in this document for more details.
- Each time a USMS or FINA record that is valid at the time of the swim is broken, a complete valid record application is required. If two people break the record in the same event and age group in the same meet, the meet director must submit a record application for each.
- Each person who holds a USMS record at some point during the season will receive a certificate from the National Office. Only one certificate is issued per person per season, even if the swimmer breaks multiple USMS records during the season.
- The USMS records published in the rulebook are the approved records as of November 1 of the previous year and not necessarily the latest record. More recent records may be downloaded from <http://www.usms.org/comp/recordexport.php>, or in a Meet Manager format from <http://www.usms.org/comp/recordsmm.php>. In the case of the Hy-Tek file, you may specify a date – such as the meet date – for the records. Realize, however, that record applications are not due until 90 days after the end of the season so there is the possibility that some swims will be recognized as records retroactively, as long as the complete record applications are submitted before the deadline and later validated by the USMS Records Administrator.

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- Approximately ninety days after the end of each season, the official record progression for the season will be finalized and published on the USMS website, and the listed record holders will be issued record certificates. See <http://www.usms.org/comp/usmsrecords.php>.
- At one time certificates were issued to swimmers who broke the USMS record as published in the Rule Book even if they never actually held the record (i.e., if an even faster time had been accepted after the Rule Book was published). This is no longer the case; in order to receive a certificate a swimmer must actually hold the record for a time, even if briefly, at some point during the season. The official records progression published on the USMS website will list these swimmers.

Appendix A: Pool Measurements

Each LMSC is responsible for pool measurement for the Sanctioned meets held in its area, including Zones and Nationals. Pool certification shall be reported on the USMS *Pool Length Certification Form* also be found in Appendix B of the USMS Rule Book, which should be present at any meet. The form is also located at the following URL:

http://www.usms.org/admin/lmschb/gto_rectab_pool_measurement.pdf

The second page of the online Certification Form describes the procedures to be followed in obtaining pool measurements (this page is only available online, using the link above).

Pools used in competition must comply with facility standards, including pool length, in order for times to be accepted for Top 10 and record consideration. A Pool Length Certification Form, including the identification of the specific pool for facilities with multiple pools, should be on file with the National Records Administrator or attached with the Application for Sanction. The Pool Length Certification must meet the January 1, 2004, revised standards for measurement, otherwise the pool must be re-measured and certification must be re-submitted.

Sanctions may be issued for events contested in pools that do not meet minimum USMS pool length or which have not been measured. In these cases, results cannot be considered for USMS Top 10 and records. Meet information for competitions in such pools, including meet entry forms and heat sheets, must clearly state "Times achieved at this competition will not be submitted for USMS Top 10 or record consideration." Results from such meets should be uploaded into the ERDB but should not be included in the Top 10 report submission.

Each LMSC's Top 10 Recorder is responsible for the following:

- requesting/directing/performing pool measurements for Sanctioned meets,
- filling out the appropriate pool-measurement form,
- keeping a copy on file with the LMSC,
- sending a copy of the initial pool certification measurements to the National Records Administrator, and
- checking that the pool length certification database is accurate for your LMSC. This is currently an Excel file located on the Guide to Operations page of the USMS website: <http://www.usms.org/admin/lmschb/>.

The USMS Records Administrator is responsible for the following:

- keeping a copy of the "Pool Length Certification Form" on file for record applications,
- maintaining the pool length certification database, and
- preparing the world record application form and signing the pool length form.

The USMS rulebook provides that results from events conducted in pools that do not meet the minimum pool length requirement (minus 0.00 meter) shall not be acceptable for record applications or Top 10 submissions. All competition pools shall be measured in each lane. In measuring your pool, the goal is to meet the minimum length requirement. Your pool (with touchpads in place) should not be shorter than 50.00 meters (164 feet, ½ inch) for long course; 25.00 meters (82 feet, 1/4 inch) for short course meters; and 25.00 yards (75 feet) for short course yards.

For meets sanctioned by USMS, the following measurements standards must be met for times to be eligible for consideration for USMS Top 10 or Records:

- *Permanent courses* need only be measured once, and that measurement need only be submitted once, unless structural changes (including resurfacing) have occurred since the original measurement.
- *Pools with a moveable bulkhead* should be measured as a permanent course and kept on file. Then, at the conclusion of each session of a meet at the pool, a responsible person must confirm the length by re-measuring the two outside lanes and a center lane. It is required that the length be confirmed before the competition, and it is recommended that the length also be confirmed before each session of the competition.

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Meets sanctioned by USA-S or FINA members are automatically recognized by USMS. However, for the swims to be eligible for Top 10 or Records consideration, the appropriate pool measurements must be collected. *It is the responsibility of the swimmer to collect these measurements and deliver them to the Top 10 Recorder of his/her LMSC.*

New measurement rules effective in 2013 (see page two of the online pool measurement form for more details):

- If a bulkhead is used and the initial pool length certification for all lanes is on file, the measurement rules and policies of FINA shall be the standard for events sanctioned by a FINA Masters member federation other than USMS.
- If a bulkhead is used and the initial pool length certification for all lanes is on file, the measurement rules and policies of USA Swimming shall be the standard for Top 10 eligibility for events sanctioned by USA-S. The measurement rules and policies of USMS shall apply for dual sanctioned events.

As of January 2013, FINA does not require bulkhead measurements for world records or Top 10 eligibility, while USA-S requires bulkhead measurements only for national records.

Appendix B: Top 10 Report Electronic File Format

You will submit your Top 10 report in two files: one containing eligible swims from individuals, the other containing eligible swims from relays. Refer to the procedures in the **Top 10 Reports** section for more details. The files will be submitted to the National Swims Administrator at topten@usms.org.

The preferred electronic format is the *Walt Reid file format*, described below in detail. This is the format produced if you assemble your Top 10 report using the results in the ERDB using the online tools; you can cut and paste the report produced by the tools into a text editor such as Notepad (Windows) or TextEdit (Mac) for saving onto your computer.

The SDIF format may also be used for submissions; the HyTek software can export data in this format. It is described here:

<http://www.usms.org/admin/sdifv3f.txt>

It is strongly recommended that the full USMS ID be used in report submissions; again, this is done automatically if the ERDB is used to generate the reports.

The Walt Reid file specifications are:

- Each data field is separated by a comma (comma delimited) and each data line ends with a carriage return and line feed. Gender code and event codes are listed below.

- Individual Data is represented as:

Gender code, event code, name (name is “first name <space> or + last name”), age, time, LMSC number or Swimmer ID, last day of meet.

For example:

1,1, JEAN JONES, 24,25.46,21 *or also* 1,1,Jean+Jones,24,25.46,216K-12345,03/21/2008

where “21” is the LMSC number. Or use the swimmer’s USMS registration number, if known. Otherwise it can be omitted. The date should be MM/DD/YYYY

- Relay Data (*one line per relay*) is represented as:

Gender code, event code, club, relay age group (optional), four times (swimmer’s name, age,) time, LMSC number OR preferably the four IDs, last date of meet.

Example 1:

1,19,NEM,35,Anne Feldmann,46,Barb B Handler,40,Connie Hallett,39,Jennifer Luker,41,1:44.70,02, , , ,04/09/2008

where “35” is the relay age group and 02 is the LMSC number (optional) and the date is MM/DD/YYYY.

Example 2 (preferred):

1,19,NEM, ,ANNE+FELDMAN,46,BARB B+HANDLER,40,CONNIE+HALLETT,39,
JENNIFER+LUKER,41,1:44.70,026J-12345,026A-23456,026N-34567,026P-45678,04/09/2008

The age group can be left blank because it will always be computed from the swimmers’ ages. A + sign can be used to separate first and last name. The USMS registration numbers for the four swimmers are placed at the end to maintain compatibility with the past.

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- Code conventions:

Gender 1 = Women, 2 = Men, 3 = Mixed

Event	1 = 50 Free	7 = 50 Back	13 = 50 Fly
	2 = 100 Free	8 = 100 Back	14 = 100 Fly
	3 = 200 Free	9 = 200 Back	15 = 200 Fly
	4 = 400/500 Free	10 = 50 Breast	16 = 100 IM
	5 = 800/1000 Free	11 = 100 Breast	17 = 200 IM
	6 = 1500/1650 Free	12 = 200 Breast	18 = 400 IM
	19 = 200 Free Relay	21 = 400 Free Relay	23 = 800 Free Relay
	20 = 200 Medley Relay	22 = 400 Medley Relay	

Appendix C: Contact Info and Useful Online Resources

- Chair of Records and Tabulation, recordsandtabulation@usms.org: for general questions about rules and policies relating to the USMS Events Results Database (ERDB), Top 10 listings and USMS Records.
- National Swims Administrator, topten@usms.org: for seasonal Top 10 report submissions and questions about them.
- National Records Administrator, usmsrecords@usms.org: for submissions of USMS/FINA record applications and initial pool measurements and questions about them. The current mailing address is

Walt Reid
PO Box 289
Palouse, WA 99161

- Anna Lea Matysek, USMS Membership Director, annalea@usms.org: for technical assistance, training and tutorials in uploading results into the ERDB and generating Top 10 reports.

Top 10 Recorders might also find the following online resources helpful. Keep in mind that online resources continually evolve; this list was last checked January 2014. To get to one of the links in the list, click on the main link.

Tutorials and Instructions

<http://www.usms.org/admin/lmschb/content/tttutorial>

- *Submitting Meet Results to the USMS Database*
 - Setting up your login ID
 - Create a CL2 file from a Hy-Tek meet results file
 - Using the Registration Lookup tool
 - Form to request database access
 - Upload meet results to the USMS Database
 - Editing an incorrect time for a swim
 - Adding a split request
 - Manually adding a swimmer's times (or an entire meet)
 - Adding a swimmer name to a relay
- *Creating a Top Top Tabulation Report*
 - Create a Top Ten report - Individuals
 - Create a Top Ten report - Relays
 - Top Ten report checklist
- *Hy-Tek Tutorials for Meet Directors*
 - Setting up a Masters Meet in Hy-Tek
 - Importing an RE1 file into Hy-Tek
 - Running a Meets Using Alternative Team Names
 - Exporting Meet Results
 - Excluding Specific Events from a Results Export File
 - Exporting the Masters Only From a Mixed Meet
- *Using Mary Beth's Tools*
 - Process flow
 - Detailed user documentation
- *Miscellaneous*
 - Create an RE1 file for a meet director (to import into Hy-Tek software)
 - Older Top15 and Conv15 tools
 - Explanation of USMS ID format

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Guide to Operations

<http://www.usms.org/admin/lmschb/>

- General information document (this document): information that a Top 10 Recorder needs to perform his/her duties according to USMS rules and policies.
- Revision history of the general information document (this document), beginning in 2011
- LMSC Officer Job Descriptions (including Top 10 Recorder)
- **Record application form**
- **Pool length certification form and procedures**
- **Pool length certification database** (an Excel document); this is sortable/filterable
- Swimmer's declaration of intent form for USA-S/USMS dual-sanction meets (under *Sanctions*)
- **Split notification form** (under *Sanctions*)
- A primer on how to get your times counted for records and Top 10 tabulation
- SDIF specifications document
- Top 10 Knowledge Center

Top 10 Knowledge Center

<http://www.usms.org/~rectabs/>

Many of the links on this site, which may be defunct soon, duplicate those found in other sections on this page; at present, the following resources are unique to the Knowledge Center

- Link to USMS Registration lookup (need to request access from VP of Local Ops)
- Directions for LMSC-specific list of swimmers, with registration date (from Club Assistant's website)
- Links to a software page. Three applications are listed on that page but only the old DOS programs have working links (no links to Mary Beth's or Pieter Cath's applications).

General USMS.org Resources

- USMS Rule Book: <http://www.usms.org/rules/>
- Top 10 Recorders Q&A thread: <http://forums.usms.org/showthread.php?t=18014>. Meant to support the efforts of Top 10 Recorders.
- Top 10 FAQ: http://www.usms.org/comp/tt/top10_faq.php
- Committee meeting minutes <http://www.usms.org/admin/minutes/>. These can be filtered so that only the Recs-Tab minutes can be displayed.
- Listing of meets in the Event Results Database (ERDB): <http://www.usms.org/comp/meets/>
- Search for individual results in the ERDB <http://www.usms.org/comp/meets/resultstrack.php>
- Current event rankings from the ERDB <http://www.usms.org/comp/meets/toptimes.php>
- Links to meet results (these are NOT necessarily in the ERDB!!) <http://www.usms.org/comp/resultsnet.php>
- Top 10 page <http://www.usms.org/comp/tt/>
- Ordering information for Top 10 patches: http://www.usms.org/content/tt_patches
- Formatted Top 10 listings (as downloadable PDF files), with *Errata*: <http://www.usms.org/content/top10print>
- USMS pool records <http://www.usms.org/comp/usmsrecords.php>
- All-American listings <http://www.usms.org/comp/aa/>
- All-Star listings <http://www.usms.org/comp/as/>
- Calendar of events page <http://www.usms.org/comp/events.php>

Records and Tabulation Committee Resource *(only available to committee members)*

- Committee Forum <http://forums.usms.org/forumdisplay.php?f=61>