

Top10 Recorders – Getting Started

Thank you for volunteering to serve as your LMSC’s Top10 Recorder! This document is designed to help you get familiar with the resources on the usms.org website, both for you and for your members. Please don’t be overwhelmed – it looks like a lot but it goes quickly and much of it involves “playing” with the various search tools that are available to our members. Let’s get started!

1) The USMS Guide to Local Operations

This is the handbook for all LMSC officers, for how to run an LMSC. It is organized by sections.



The image shows a dark blue sidebar menu titled "Volunteers". The menu items are: Volunteer Central, COVID-19 Volunteer Hub, Guide to Local Operations (circled in yellow), Policy and Governance, Rule Book, LMSC Resources, Officials, BOD and Committees, Meeting Minutes, Annual Meeting, Elections, and Awards. A yellow callout box on the right contains the text: "usms.org >> Large Footer >> Volunteers >> Guide to Local Operations" and the URL "https://www.usms.org/volunteer-central/guide-to-local-operations". A yellow arrow points from the callout box to the "Guide to Local Operations" link in the menu.

Guide to Local Operations

The Guide to Local Operations contains useful information for our LMSC Officers, local volunteers, and event directors covering all aspects of running local events and LMSC operations. If you have further questions about local operations, contact Volunteer Services at the National Office via [email](#) or phone at 941-256-8767.



This section includes:

- COVID-19 Event Resources
- Records
- Pool Meet Management
- Open Water Event Management
- Long Distance Administration
- Officials
- Marketing and Communications
- Insurance
- One Event Memberships (OEVs)

This section includes:

- Role Descriptions
- Standards and Resources
- Membership Coordinators
- Sanctions Chairs
- Treasurers
- Top Ten Recorders

Top 10 / Records and Tabulations section.

Read through each of these links:

Top Ten Recorders

Getting Started

- **Your USMS Admin Tools Account** - Please contact Volunteer Services for instructions on how to set up your login access.
- Overview for New Top 10 Recorders
- General Top 10 / Records Information
- **TUTORIALS:** Top 10 Recorder Tutorials
- Common Questions for Top Ten Processing
- Revisions and Major Changes for Top 10 Recorders

See more on this topic
on next page



Records

- How to get your times to count for Top 10 and Records
- Application for USMS and/or World Record
 - Letter to request proof of age
- Relay All-American patch and certificate request form

Meet Management

- Pool Length Form and Measurement Procedures
 - When to Measure Pools
 - Measurement form: PDF, Word versions
 - List of measured pools by state
- Meet Observer Report Form
- USA Swimming Standard Data Interchange Format (SDIF) specification document

Under the "[Top Ten Tutorials](#)," look through all of the links shown in the below illustration. Don't worry about remembering everything; just skim through to get an idea of the information available so that you'll be able to reference it later.

Top 10 Tutorials

Submitting Meet Results to the USMS Database

- Create an HY3 or 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 10 Tabulation Report

- Create a Top 10 report - Individuals
- Create a Top 10 report - Relays
- Top 10 report checklist

ACTIVE Hy-Tek Tutorials for Meet Directors

- Setting up a Masters Meet
- Importing an RE1 file
- Importing USMS national records
- Running a Meet Using Alternate Team Names
- Exporting Meet Results
 - Excluding Specific Events from a Results Export File
 - Exporting the Masters Only From a Mixed Meet
 - Restore a full ACTIVE Hy-Tek Meet Backup and Create a Results Export File

Miscellaneous

- Explanation of USMS ID format
- Create an RE1 file for a meet director (to import into Hy-Tek software)
- Older Top15 and Conv15 Tools
- Using Mary Beth's Tools (historical documentation; not needed if using the USMS tools)
 - Process flow (2004)
 - Detailed user documentation (2005)

Next, go back to the main page of the [Guide to Local Operations](#) and read the "[Overview and General Sanction Information document](#)" link in the [Sanctions section](#). Again, don't worry about remembering everything; again, you may just need to reference this document someday.

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Sanction Chairs section.

Sanction Chairs

Getting Started

We have written an [Overview and General Sanction Information](#) document for LMSC sanctions chairs that contains good information to ensure a well-run and properly reported competition takes place, as sanctioning and recognizing events are a crucial function of USMS.

- [Dual-Sanctioning a USA Swimming Meet](#)
 - [Official Rules Interpretation - Dual-Sanctioned Meets](#)
- [USMS Rule Book](#)
 - [Part 1](#)
 - [Part 2](#)
 - [Part 3](#)
 - [Appendix B](#)

Sanction Fees

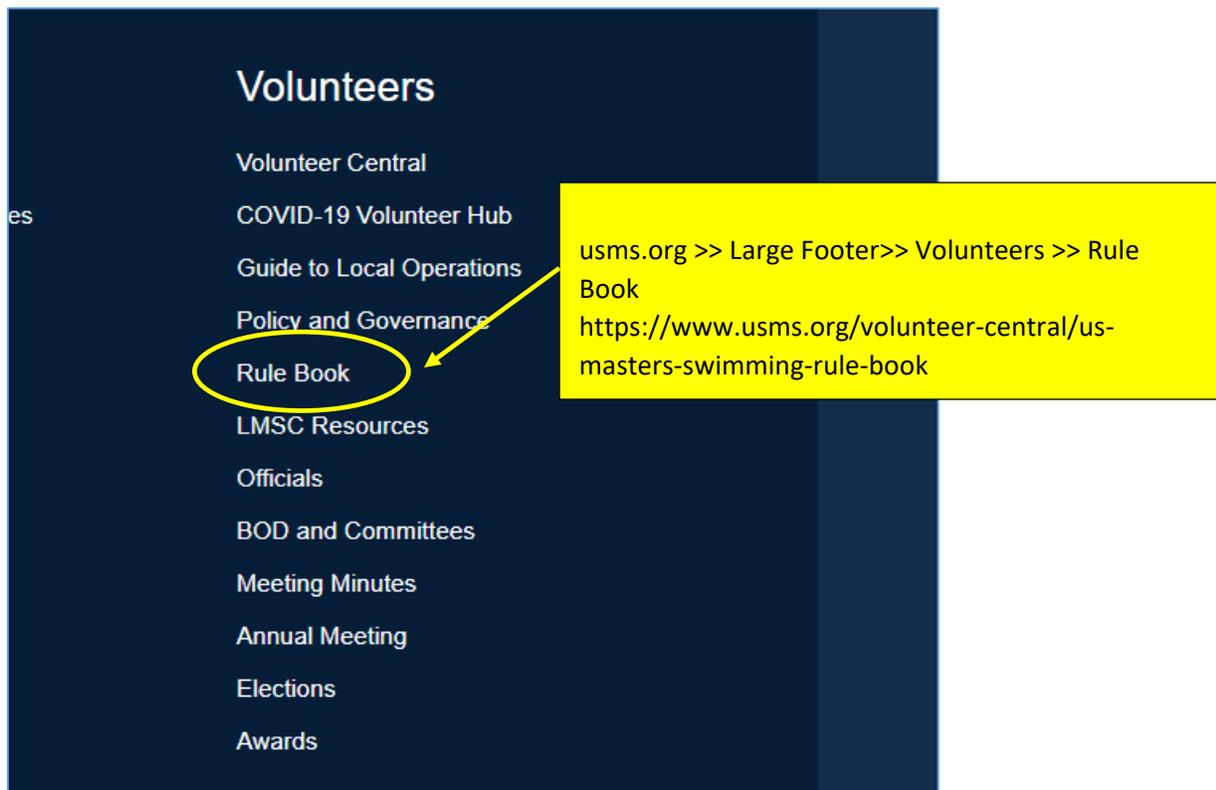
Refer to the [Sanction Fee Grid](#) for more information. If applicable, contact the event director about any local fees associated with hosting a meet within your LMSC.

- [Sanction Fee Memo with FAQ](#)
- [Sanction Fee Rebate Program](#)

Online Sanction Application Process

- Sanctions Chairs:
 - [TUTORIAL](#) for Sanctions Chairs
 - [Marking a meet as canceled](#)

2) The USMS Rule Book



The image shows a dark blue sidebar menu for the 'Volunteers' section of the USMS website. The menu items are listed vertically in white text. The 'Rule Book' item is circled in yellow, and a yellow arrow points from a yellow callout box to it. The callout box contains the following text:

usms.org >> Large Footer >> Volunteers >> Rule Book
<https://www.usms.org/volunteer-central/us-masters-swimming-rule-book>

The menu items in the sidebar are:

- Volunteer Central
- COVID-19 Volunteer Hub
- Guide to Local Operations
- Policy and Governance
- Rule Book
- LMSC Resources
- Officials
- BOD and Committees
- Meeting Minutes
- Annual Meeting
- Elections
- Awards

[The Rule Book](#) is broken up into sections for easier viewing on the web.
At a minimum, read the following sections:

U.S. Masters Swimming Rule Book

Here are the USMS rules for 2021

USMS Code of Regulations and Rules of Competition

This is an online version of the official Rule Book. If there are any discrepancies between this online version and the printed publication, the online version of the [Full Rule Book](#) and/or the "Mini" Rule Book.

These are the individual sections of the official Rule Book:

- Cover
- [Dedication, change summary, table of contents, glossary](#)
- **Part 1: Swimming Rules**
- **Part 2: Administrative Regulations of Competition**
- Part 3: Open Water and Long Distance Swimming Rules
- Part 4: Participation, Conduct, Hearings and Appeals
- Part 5: United States Masters Swimming, Inc. Bylaws
- Part 6: Amendment Procedures
- [Appendix A: Records](#)
- **Appendix B: Information for Meet Directors and Officials**
- [Appendix C: National and International Masters Swimming Schedule](#)
- Appendix D: Zone and LMSC Boundaries
- Appendix E: U.S. Masters Swimming Rules of Competition
- Appendix F: U.S. Masters Swimming Rules of Competition
- Index

** Section updated since original printed publication*



Article 102: Swimming Competition
Article 105: Records, Top10 Times, and All-American Recognition

Article 201: Membership and Representation
Article 202: Sanction/Recognition of pool events

3) The USMS event results database



usms.org >> Large Footer>> Pool and Open Water Events>> Event Results

<https://www.usms.org/events/event-results-database>

Event Results Database

See where you stand against swim

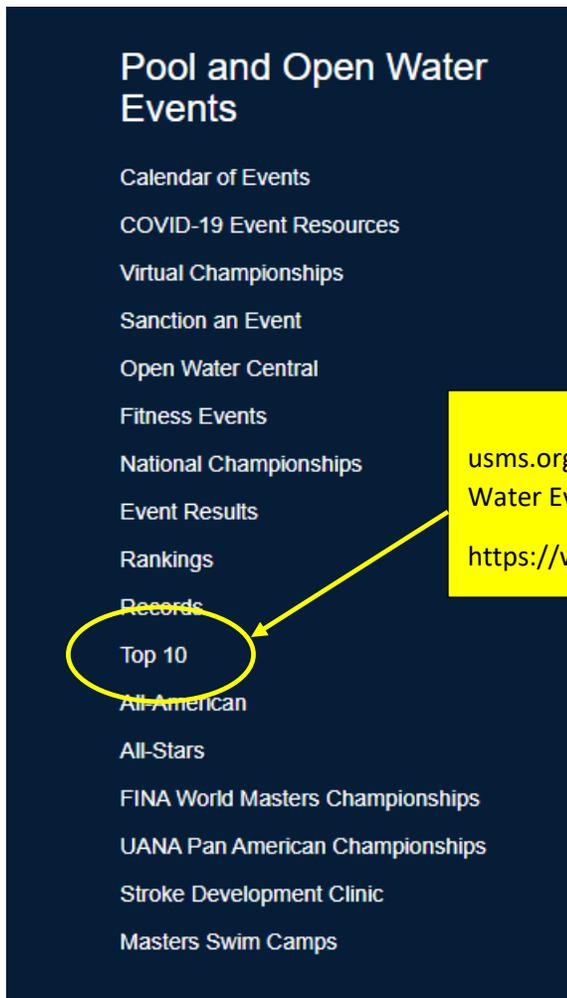
Once you're there, play with these two links:



Check out our [Meet Information Database](#) for statistics and historical results.

When a Top10 recorder uploads meet results, they become part of this database and visible through the above links. Try searching on various names for the individual events, and on various age groups for the event rankings.

4) The USMS Top Ten listings



usms.org >> Large Footer>> Pool and Open Water Events>> Top 10

<https://www.usms.org/comp/tt/>

Get familiar with the different ways that a member can view our Top10 listings and can create their own customized LMSC or club listings. Play around with all of these functions:

View the Top Ten Listings:

- Top Ten listings by age group / year / course: [Individual](#) | [Relay](#) events
- [Search](#) for all Top Ten listings for any swimmer
- LMSC / Zone / Club listings:
[LMSC Top Ten Summary](#) for all years
[Individual](#) | [Relay](#) listings by year / course
- [Create your own zone, LMSC or club Top Ten list](#) from swims found in the event results database

Also on that page, read these links:

More details on the Top Ten process:

- [Procedures for Top Ten Submissions](#)
- [Top Ten FAQ](#)
- [publication schedule](#)

5) The USMS Calendar of Events

You can use this to see all the meets that have been sanctioned and/or recognized for any given time period (including past events).

The image shows a screenshot of the USMS website. At the top, the navigation menu includes 'Training', 'Events', 'Club Finder', 'Articles', and 'About USMS'. The 'Events' link is circled in yellow. Below the navigation, a yellow box contains the text: 'usms.org >> Events >> Event Results' and the URL 'http://www.usms.org/comp/meets/'. To the left, a sidebar menu lists 'Events', 'Calendar of Events', 'Fitness Events', and 'Last One Fast One Virtual Event'. Below this, there is a banner for 'The Community' with a 'JOIN NOW' button. To the right, there is a 'Calendar of Events' image and a speech bubble that says 'PRERACE MEAL SUGGESTIONS?'.

The image shows a screenshot of the 'Calendar of Swimming Events' page. The header is blue with the text 'Calendar of Swimming Events' and 'Find an swim event near you'. Below the header, there is a 'Filter by' section. A red circle highlights the 'Filters' dropdown menu. To the right of the dropdown is a search bar with the text 'Search USMS' and a magnifying glass icon. Further right is a field for 'Select city & state or zip' with a location pin icon, a red 'GO' button, and a red 'SHOW ALL' button. Below these elements is a map showing a location with a red pin.

Click on the filters option.

Calendar of Swimming Events

Find an swim event near you

Filter by

Select the date range you wish to view; and any other criteria you wish to search on.

Calendar of Swimming Events

Find an swim event near you

Filter by

The list of events is going to default to a specific mile radius of your current location. You have the option to search entering a city & state or zip, or by selecting show all, which will default to show all event by date.