

## Records and Tabulation

### Top Ten

All Top Ten tabulations, including those for relays should be sent to:

**Mary Beth Windrath**  
**20 Gardner Place Apt 80**  
**Oneonta, NY 13820**  
**TopTen@usms.org**

**Submission deadlines:** *The deadlines below will be strictly enforced.* LMSC Top Ten Recorders who do not submit their tabulations on time do a disservice to the swimmers who participate in their meets. The errata produced for each course is for corrections, not for entering late submissions.

<b>Course:</b>	<b>Times Performed By:</b>	<b>Tabulations Received By:</b>
<b>Short Course Yards</b>	<b>May 31st</b>	<b>June 30th</b>
<b>Long Course Meters</b>	<b>September 30th</b>	<b>October 20th</b>
<b>Short Course Meters</b>	<b>December 31st</b>	<b>January 26th</b>

### Top Ten Process:

Each LMSC is responsible for the meets held in its area, including Zone meets.

Meet directors send meet results to the LMSC Top Ten Recorder. The meet director also submits applications for USMS/World records to the USMS Records Administrator. See the **Records** section.

Swimmers are responsible for submitting their times from FINA meets outside the U.S., and from USA swim meets to their LMSC Top Ten Recorder along with documentation if necessary. Refer to the **USA Swimming and Foreign Meets** section for additional information.

### LMSC Top Ten Recorder Responsibilities and Checklist:

- Verify times are eligible:
  - Verify that times submitted were achieved in pools that meet the length requirement. See **Pool Measurement** section.
  - Tabulations must include all the USMS-registered swimmers participating in your LMSC's meets, including swimmers registered outside your LMSC. Remove the times from foreign-registered, unregistered, and one-event registered swimmers.
  - 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).
  - Lead-off (initial distance) splits from individual events (except backstroke) will be considered for Top Ten if recorded by automatic equipment and provided such splits are brought to the attention, in writing, of the meet referee before the end of the meet. Initial distance splits from individual backstroke events and lead-off splits from relays will be considered for Top Ten if recorded by automatic equipment and provided such split requests are brought to the attention, in writing, of the meet referee before the backstroke or relay events (103.13.1.B.2, 105.3.7) If such a split qualifies, just include it in your tabulation of the appropriate individual event. See also article 103.13.1 in the USMS rule book.
  - Times submitted by swimmers from meets outside the LMSC, or from USA meets must have been verified by official results printed via the web or hardcopy.

## *United States Masters Swimming*

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- Combine the results from all meets held in the same type of course (SCY, SCM, or LCM) into one file for submission.
- Remove duplicate swims by the same swimmer (same event, same age group). If the same swimmer swam in two age groups, both swims are reported.
- For each relay event/age group, a club may be listed more than once provided that each relay team is composed of four different swimmers on each team (i.e. club XYZ swimmers 1-4, & club XYZ swimmers 5-8). If the same swimmer is listed in the same relay event and age group more than once for a club, the swimmer's fastest relay will be included and the other relay(s) must be dropped.
- Check that the club names used for relays are for USMS-registered clubs, not local workout groups.
- Tabulations should contain the 10 fastest swims for each gender, age group, and event from all the meets sanctioned or recognized by your LMSC.
- Tabulations should contain only official ages, age groups, and events.
- 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.
- 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.
- A result for which a record application has been made must also be included in the Top Ten submission.
- Tabulations should be submitted in one of the acceptable formats. See **Acceptable Top Ten Formats** section.

### **USA Swimming and Foreign Meets**

The results achieved by USMS swimmers participating in USA Swimming or FINA foreign meets are eligible for Top Ten and records without the need for an official observer to testify that the meet was conducted according to USMS rules, as was the case in the past. Masters World Records cannot be established in USA Swimming Meets.

For times to be eligible for USMS Top Ten and records, the swimmer must have a current USMS registration/membership. When swimming in a FINA meet, the swimmer must represent USMS in that meet.

It is the responsibility of the swimmer to bring back the results and documentation and to request that the Top Ten Recorder in his or her local LMSC submit the times.

### **Records**

All USMS and world record applications should be sent to the USMS Records Administrator:

**Walt Reid**  
**11114 111th St. SW**  
**Tacoma, WA 98498**  
**USMSRecords@usms.org**

**Submission deadlines:** 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 records:**

- It is the responsibility of the LMSC to submit record applications. 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.

## *United States Masters Swimming*

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- For this reason, it is recommended that a printout from the timing system be kept 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), such a printout can be made at the conclusion of the meet.
- Complete the “Application for USMS and/or World Record” (at the end of this section of the handbook) 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.
- To document a swim, send 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), or if watches were used, send a copy of the timer’s card with signatures of the three timers.
- Records must be timed using automatic or semi-automatic (three buttons) equipment or three watches.
- Official initial distance or lead-off splits from individual events and relays will be considered for USMS records if recorded by automatic equipment or three watches and provided such splits are brought to the attention, in writing, to the meet referee.
- 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 pool length measurement must be submitted with a record application if the measurement is not already on file with the LMSC or if the pool subsequently has been modified or resurfaced. For facilities with multiple pools at a single location, the specific pool used for the competition must be described and named. See the “Pool Length Certification Form” (at the end of this section of the handbook and in the USMS Rule Book, Appendix B) for details. Courses using a bulkhead must be recertified at the end of the session in which the record was broken and in order for times to be submitted for top ten.

### **Record certificates:**

- Each person who breaks a record published in the rule book during the year will receive a certificate from the National Office.
- The records published in the rule book are the records on file as of November 1 of the previous year and not necessarily the latest record.
- Each time a record published in the rule book 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 both.
- The records as of November 1 will be published on the USMS website in addition to the current records, which will be updated every few months. See <http://www.usms.org/comp/usmsrecords.php>.

### **FINA Masters World records:**

- 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 set or hold a world record. The records for individual events are the same as for USMS, but for relays, only 200 meter records are maintained.
- Submit all record applications using the “Application for USMS and/or World Record,” whether the application is for a USMS record only, for a world record only, or for both a USMS and a world record.
- A swimmer’s age for world records is determined as of December 31 of the year of competition.
- 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 pool length measurement must be submitted with a record application if the measurement is not already on file with the LMSC or on file with USA Swimming or if the pool subsequently has been modified or resurfaced. See the “Pool Length Certification Form” (at the end of this section of the handbook and in the USMS Rule Book, Appendix B) for details. Courses using a bulkhead must be recertified at the end of the session in which the record was broken.

- All world record applications must be received within 60 days of the record-breaking swim.
- Records must be timed using automatic or semi-automatic (three buttons) equipment or three watches.
- Official initial distance or lead-off splits from individual and relay events are eligible to be considered for records, and these swims can be recorded with automatic or semi-automatic (three buttons) equipment or three watches.
- Submit applications for foreign swimmers who set world records.
- According to FINA rules, Masters world records can be set in the United States only at meets sanctioned by USMS. Times by Masters swimmers from USA Swimming or other recognized meets are not eligible for world records.

### **POOL MEASUREMENT**

#### **Organization/responsibilities:**

- Each LMSC is responsible for the meets held in its area, including Zones and Nationals.
- Pools used in competition must comply with facility standards, including pool length, in order for times to be accepted for USMS Top Ten 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 USMS Records Administrator or the LMSC 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. However, 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 Ten 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 Ten or record consideration.**"
- Each LMSC's Top Ten Recorder is responsible for the following:
  - requesting/directing/performing pool measurements
  - filling out the appropriate pool-measurement form
  - keeping a copy on file with the LMSC
  - sending a copy to the USMS Records Administrator with record applications.
- The USMS Records Administrator is responsible for the following:
  - keeping a copy of the "Pool Length Certification Form" on file for record applications
  - compiling a list of all measured pools
  - preparing the world record application form and signing the pool length form.

#### **Types of courses:**

- 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, a responsible person must confirm the length by re-measuring the two outside lanes and a center lane. It is recommended that the length also be confirmed *before* each session of competition.

#### **Guidelines for pool measurement:**

- The USMS rule book 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 Ten 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 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. Pool certification shall be reported on the USMS "Pool Length Certification Form." The form can be found in the back of the LMSC

Handbook or in Appendix B of the USMS Rule Book. The form need only be filed once unless structural changes have occurred since original certification. If your pool has a moveable bulkhead, you must have an initial pool certification on file **for each lane**. In addition, for pools with moveable bulkheads, course measurement of the **two outside lanes and a middle lane** must be confirmed at the conclusion of each session (each day of the meet).

### **How to comply:**

- First check with your LMSC or the USA Swimming LSC to find out if a pool certification is already on file. If so, check that the measurement was done with a steel tape or electronic distance measuring device (i.e., laser). Fiberglass tape is not acceptable. Also check to see that **each lane** was measured.
- Electronic measurements are superior to tape measuring techniques. The services of a professional land surveyor may be your best choice. Check with the civil engineering department of your local university. They may be willing to measure your pool as a project for surveying students. Some community colleges also offer surveying classes. Each state has a state professional land surveyors association, which may be able to provide free or inexpensive services to your non-profit organization. Perhaps you have such equipment already on hand and know how to use it properly. If so, you need to be aware of the tolerance levels of your equipment over the distances required. It must be accurate to 1/100<sup>th</sup> of a meter (1 centimeter). To achieve this accuracy, the markings on the tape must be to the millimeter, thousandth of a foot, or eighth of an inch. There are handheld laser devices available, priced around \$500 that can measure over these distances with accuracy to the millimeter.
- If you must measure with a tape, use a steel tape longer than the distance to be measured. Typically, this would be a 200-foot tape for 50 meter pools and 100-foot tape for 25 yard or 25 meter pools. Be attentive to the markings of the tape. Some are marked in tenths of a foot, others in feet and inches, and others in meters. Fiberglass tapes are not permitted.
- The tape should be supported at the same elevation every 20 feet to prevent sag. This can be accomplished using kickboards, support poles, or by threading the tape through pull-buoys. Thus, for a 50 meter pool you should have at least nine kickboards. Be sure that your tape is taut. Unsupported tape over 50 meters will require about 44 pounds of tension to eliminate sag, and 30 pounds over 25 yards/meters. The tension can be determined using a tension handle attachment to the tape.
- Measure your pool with touchpads in place if they are generally used in competition. Have touchpads at each end of the pool if that is your usual configuration. Note on the certification form whether touchpads were in place for the measurement and how many were present per lane. Most touchpads have a thickness of 8 millimeters (0.008 meters) but could extend out farther in the pool if they are not flush with the wall.
- If a visual inspection indicates irregularities in the wall of the pool, you can use a waterproof vertical level of the appropriate length (80 centimeters, minimum) to make sure the wall is vertical. If the level cannot be submerged, fasten a yardstick or other device to the level in order to reach the required depth. Only if the walls bow inward toward the pool would an actual measurement be necessary.

### **Acceptable Top Ten Formats**

- Getting data in electronic form is more important than the exact format used.
- Software is available to help you put the data in one of the acceptable formats. See the Software section.
- The formats are:
  - Walt Reid format (detailed below).
    - Created by Notepad, or a Word Processor (saved as text), or Excel (saved as text or .csv), or other software.
  - Word Processor or Spreadsheet format (detailed below).
  - SDIF as defined by USA Swimming.
    - Hy-Tek software uses this format. See the Software section for cautions and how to combine meets.

## *United States Masters Swimming*

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- USMS uses a permanent swimmer ID and we are moving toward including the ID in the Top Ten submissions. For the time being, please include the complete USMS registration number in your Top Ten submission. The correct position for this number (optional) is shown below.

### **Walt Reid's format—This is the preferred format**

- Please separate each data field with a comma (comma delimited) and end each data line with a carriage return and line feed. Gender code and event codes are listed below.

- Individual Data

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

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

where “21” is the LMSC number. Or use the swimmer's USMS registration number, if known. Otherwise it can be omitted.

- Relay Data (one line per relay)

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

Example 1:

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

where “35” is the relay age group and 02 is the LMSC number (optional).

Example 2:

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.

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

### **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	

## **Word Processor and Spreadsheet Formats**

This format is easy to create manually or can be put into a spreadsheet such as Excel. When saving, use “SAVE AS ...” to save to a DOS text file or a comma-delimited (\*.CSV) file. Again, registration numbers are optional, but encouraged.

### **Example Individual data**

WOMEN  
50 Free

## *United States Masters Swimming*

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Julie Hardy 24 25.46 123W-45678  
100 Free  
Julie Hardy 24 100.46 123W-45678  
Etc.

MEN  
50 Free  
DAVE SMITH 25 23.45  
Etc.

### **Example Relay data**

WOMEN  
200 FREE RELAY  
OLYMPIC CLUB 141.73  
SHARON PATRICK 26  
DANIELLE OGIER 45  
JOAN SCHRIGER 33  
JESSICA TONG 23  
MICH 143.50  
REBECCA FRAYNE 26  
LESLIE BLACKBURN 27  
JESSICA SANTO 24  
JULIE MOODY 29

MEN  
200 FREE RELAY  
MIXED  
200 FREE RELAY etc.

### **Rules for this format:**

- Capitals are not required. Proper case is preferred.
- The position of data on the line is not fixed.
- GENDER is determined by looking for WOMEN, MEN, or MIX, which should be stated at least once at the start of each section, and is on a separate line.
- Stroke is determined by looking for FR, BA, BR, FL, I, and for relays, REL, MED and FR, and is on a separate line with the distance.
- Name is first and last and must be followed by age.
- Relay member names are each on a separate line.
- Relay clubs plus the time are on a separate line.
- All times can be entered with or without the ":".
- All times must have 2 digits after the decimal.
- Data can be separated by spaces, commas, or tabs.
- Age groups are calculated from the swimmers' ages.
- The data must be in a single column.

## **SOFTWARE**

- **For your information, here are some things you need to be aware of:**

- Top Ten processing uses a numeric format for times. So, in every submission times are converted from 1:23.45 into 123.45. This eliminates sorting problems created by “34.56” and “:34.56” with and without the colon.
- For relays, the relay age group as submitted by the Top Ten Recorders is not used, but calculated based on the ages of the four swimmers in the relay.
- For our purposes, data does not need to be sorted. Sorting is for your own convenience to make checking easier.
- It is recommended that only the ten fastest times from your LMSC be submitted.
- The following **DOS programs** are available on request from the Chair of the Records and Tabulation Committee:
  - Top15.exe, written by Walt Reid, is an extensive program that allows manual data entry, and some import from other programs. It can sort and output data for Top Ten submission and printout. It has no provisions for submitting registration numbers. Output is the Walt Reid format.
    - If you are using this program, please remember to generate the output file called OUT10.ALL.
  - Conv15.exe, written by Walt Reid, will convert the SDIF output file (cfile01.cl2) from Meet Manager into Walt Reid’s format (see Acceptable Top Ten Formats earlier in this section).
  - Extractr.exe, written by Pieter Cath, has been replaced by Readcl2.exe. It will convert the output file from Commlink into Walt Reid’s format (see Acceptable Top Ten Formats earlier in this section). It removes the colons (:) from time values, determines the correct gender category for relays, and includes the USMS registration numbers if they are in the Hy-Tek data file. Output is Walt Reid format.
- The **Windows Master Swim software**, available on request from the Chair of the Records and Tabulation Committee. This allows manual data entry and/or import from Hy-Tek. It also eliminates duplicate swims and only outputs the top ten swims. It allows using the Registration table for IDs, and allows entry of IDs. Output is the Walt Reid format.
- **Hy-Tek** has the following programs available in Windows: Meet Manager and Team Manager. The output of these programs are acceptable, as long as there is only one meet, or else the meets are combined and just the top ten is sent with the data meeting the Top Ten Recorder Responsibilities and Checklist listed earlier. **Caution:** An option in Team Manager will automatically include relay lead-off splits as individual times. Please do **not** use that option.
  - **To Export data from Hy-Tek’s Meet Manager for use in Top Ten**, use the File menu option, then Export, then Results for Team Manager. This creates a file called MeetResults-xxx.CL2 where xxx is the meet name, or CFILE01.CL2 (older version). Make sure splits are **NOT** included. The MeetResults-xxx.CL2 is usually put into a .zip file by the same name. Hy-Tek also has an option to pull files from the zip, in order to take out the .CL2.
  - Hy-Tek users reporting a single meet can export the data from the Meet Manager program which contains all meet information and can be submitted directly by email or on disk. This is a text file conforming to the SDIF format (USA Swimming Standard Data Interchange Format). Programs are available to convert this file into Walt Reid’s format (see Acceptable Top Ten Formats), which considerably shrinks its size.
  - Hy-Tek users combining data from several meets have a more difficult problem.
    - One option is to use Hy-Tek’s Team Manager. However be careful that splits are not automatically included. Only splits requested in writing at the meet may be included. This is also a problem for valid club names, if local workout groups are used. Ages are also often incorrect. Relays use the age as of the date of the swim rather than the setting of the first or last date of swim, which could make an incorrect age group.
    - Another option - the Windows Master Swim software which can import the Hy-Tek .CL2 files. (see above)
    - Another option - use Excel to combine the individual CL2 files as follows:
      - Rename each of the CL2 files to a simple 8 character name such as Mymeet1.CL2.
      - Use the DOS program Readcl2.exe (or Extractr.exe), or Conv15.exe (see above) to convert each file to Walt Reid’s comma-delimited format (i.e. Mymeet1.CSV, Mymeet2.CSV, etc.). “CSV” is the file extension used by MS Excel for comma-delimited formats.

- Open one of the .CSV files in Excel (usually the biggest one).
- Copy each of the other .CSV files on to the end of the original one in Excel, to get one large file.
- Sort (ex. by Sex/Name/Event/Time) to put duplicate swims together in order to remove duplicates (slower times by the same person).
- Clean the data – correct spellings, add missing IDs, fix relay clubs, etc. See the Checklist (pg. 1)
- Add splits, or times from USA meets, or FINA meets, etc.
- Format the time (See the Warning for Excel users below).
- Save as a CSV file.
- If you use a Hy-Tek printer format (i.e., if you save printer output to a file), use a single-column format and use the Word Processor format.

### **Warning for Excel users:**

- If you import data into an Excel spreadsheet, you may have problems with time values such as 1:23.45. If you instruct the Wizard to treat all data as TEXT, then you have no problem, except that you will not be able to sort. In all other cases, Excel does some very funny things with numbers that contain a colon. For that reason we suggest that you get rid of all colons, which you can do with a “search-replace” facility in MS Word. If you do that, a time like 1:23.45 becomes a number 123.45 and Excel has no problems with that. Make sure that the column in the spreadsheet that contains the time value is formatted as numeric with 2 decimal places. Otherwise, you lose the trailing zeros.

### **Submission by email:**

- Submissions may be sent by email to [TopTen@usms.org](mailto:TopTen@usms.org). We suggest that the submission be sent as an email attachment. All submissions will be confirmed so you can be sure they were received.
- Some service providers do not allow attachments. In those cases, rename the file to “.TXT” (e.g., “results.txt”) and include it in the message itself.

## **CURRENT TOP TIMES/Current Swim Times Tracker and INDIVIDUAL RESULTS on the USMS Website**

The Current Top Times is a compilation of meet results submitted voluntarily to [meetresults@usms.org](mailto:meetresults@usms.org) by LMSCs and Meet Hosts. It can be found under the Competition tab on the USMS website home page ([www.usms.org](http://www.usms.org)). These times are not tied to the USMS Top Ten and are considered unofficial. The times must be submitted separately to the LMSC Top Ten Recorder in order to be included in the official USMS Top Ten.

Current Top Times is basically one big virtual meet. The database is an unedited composite of all meet results submitted. The results are best explained as a guideline or yardstick that swimmers can use to gauge progress compared to other competitors of the same age group.

Meet hosts and Top Ten Recorders are encouraged to e-mail meet results to [meetresults@usms.org](mailto:meetresults@usms.org) as soon as meet results become available. The database has a time value for swimmers and is most useful if it is continually updated as the season progresses.

The only means for inserting individual swims into the database is via the upload of meet results of entire meets. There is no provision for entering individual results.

Displays of Current Top Times on the USMS Web Site show the best time of a swimmer in an event. It may appear on the display that the same swimmer is listed multiple times in Current Times, but any variation in the combination of name, club, age and LMSC will cause the individual to be listed as a different swimmer.

Individual Results comes from the same database of times, and shows the history of submitted swims for the requested individual.

## *United States Masters Swimming*

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The files submitted for Current Times upload must be zipped, should contain splits of individual events (if available in the meet results) and must be one of the following formats:

1. SDIF (created via most meet management software)
2. Hy-Tek Exported meet results, format .CL2 (zipped by Hy-Tek during Export)
3. Hy-Tek Backup (zipped by Hy-Tek during Backup)

If a meet does not have electronic meet management software, please e-mail [meetresults@usms.org](mailto:meetresults@usms.org) to advise of the format that is available for the subject meet results. It may be possible that a converter utility exists for the format.

# Application for USMS and/or World Record

1. Course \_\_\_\_SCY \_\_\_\_ SCM \_\_\_\_LCM 2. Distance 50-100-200-400-500-800-1000-1500-1650 3. Stroke free-back-breast-fly-IM-FR-MR

4. Official time \_\_\_\_:\_\_\_\_:\_\_\_\_  
mins: secs. hundredths

5a. Primary timing for this performance (check one below)

Electronic \_\_\_\_\_ 5b. Non-electronic times: \_\_\_\_:\_\_\_\_:\_\_\_\_  
Semi-automatic (three buttons) \_\_\_\_\_ :\_\_\_\_:\_\_\_\_  
Three stopwatches \_\_\_\_\_ :\_\_\_\_:\_\_\_\_

6. For individual events: Age group \_\_\_\_\_

Last name of swimmer First name of swimmer Gender Birth date (mm/dd/yy) Age USMS number

7. For relay events: Club name \_\_\_\_\_ Age group \_\_\_\_\_  
(List names in order of competing)

Last name of swimmer First name of swimmer Gender Birthdate (mm/dd/yy) Age USMS number

8. Pool name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Last day of meet \_\_\_\_\_ Sanction or recognition # \_\_\_\_\_ LMSC \_\_\_\_\_

9. Select one: \_\_\_\_\_ USMS Sanctioned \_\_\_\_\_ USMS Recognized \_\_\_\_\_ USA-S Meet

10. Is the swimmer's birth certificate (or passport) attached or on file with the USMS Records Administrator? \_\_\_\_\_ Yes \_\_\_\_\_ No

11. Is the pool length certification attached or on file with the USMS Records Administrator? \_\_\_\_\_ Yes \_\_\_\_\_ No

12. Have structural changes, including resurfacing, been made to the pool since the last pool length certification? \_\_\_\_\_ Yes \_\_\_\_\_ No

13. Is the racing course fixed by a moveable bulkhead? \_\_\_\_\_ Yes \_\_\_\_\_ No  
(If yes, course measurement must be confirmed at the conclusion of the session during which the record time was achieved.)

14. If the primary timing system is electronic, how many touchpads were in each lane? \_\_\_\_\_ 1 \_\_\_\_\_ 2

15. REFEREE: I certify that the required number of personnel officiated during the above performance and were properly qualified officials, and the described performance complied with the rules of United States Masters Swimming.

Name \_\_\_\_\_

Signature \_\_\_\_\_

16. Record application submitted by:

Name \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

Instructions: Complete the above form in its entirety. (World records are due within 60 days of the swim.)

- Attach the printout showing event number, heat number, splits, backup from the electronic timing system and/or time card with the signatures of all three timers. Meet results are not a substitute for the timing system printout.
- Attach a copy of the heat sheet showing swimmer's name, event number, heat number, and lane number assignment.
- If a moveable bulkhead, attach a copy of the Pool Length Certification form showing the measurements from the session of the record swim.
- Swims done at recognized or USA-S meets do not qualify for world records.
- Swimmer's age is as of December 31 of the year of competition for LCM and SCM courses, and as of the last day of the meet for SCY courses.

Send all information to: Walt Reid, 11114 111th St. SW, Tacoma, WA 98498, USMSRecords@usms.org

## Pool Length Certification Form

1. Pool name \_\_\_\_\_ LMSC \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Note: For facilities with multiple pools, please identify the specific pool being measured either by unique pool name within the facility or the pool location in relation to other pools within the entire facility.

2. Measurement parameters (circle answer)

- a. Nominal pool length:                      25 yards      25 meters      50 meters  
b. Moveable bulkhead:                      Yes              No              Placement confirmation \_\_\_\_\_  
c. Measuring device (see below):              Steel tape      Laser              Other \_\_\_\_\_  
d. Number of touchpads per lane at time of measurement:              None              One              Two  
(In some cases, two touchpads may be used, one at each end of the pool.)

3. Measurements: (Minimum distances measured)

Distances measured in (circle one):              feet/inches or              meters/centimeters

If these measurements are a confirmation of bulkhead placement, only the outermost lanes and a center lane must be measured.

Lane 1 \_\_\_\_\_ Lane 2 \_\_\_\_\_ Lane 3 \_\_\_\_\_ Lane 4 \_\_\_\_\_

Lane 5 \_\_\_\_\_ Lane 6 \_\_\_\_\_ Lane 7 \_\_\_\_\_ Lane 8 \_\_\_\_\_

Lane 9 \_\_\_\_\_ Lane 10 \_\_\_\_\_ Lane 11 \_\_\_\_\_ Lane 12 \_\_\_\_\_

4. Measured by:

Name \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ ZIP \_\_\_\_\_

Date \_\_\_\_\_

Submitted by:

Name \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ ZIP \_\_\_\_\_

Date \_\_\_\_\_

**Maintaining pool length certification forms is an LMSC responsibility. Completed forms should be sent to the Top Ten Recorder of the LMSC. Attach a copy of this form to record applications if the form is not already on file with the USMS Records Administrator. If a bulkhead is used, a copy of this form for each session must be included with meet results sent to the LMSC Top Ten Recorder, in order to verify bulkhead placement. For a record application, the bulkhead measurement on this form should be attached to and submitted with the Record Application form.**


**Additional information can be found in the Records and Tabulation section of the LMSC Handbook, which can be found on the USMS website or obtained from your LMSC Top Ten Recorder.**


Measurement procedures for completing this form are found on the reverse side. Please review them before measuring your pool and submitting this form. Only this side needs to be submitted for your pool certification.
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## **Measurement Procedures**


- Note that existing certification forms may be used if on file with the pool, the LMSC, USA Swimming, or USMS, as long as all lanes have been measured.
- A 25 meter pool measures 82 feet 0.25 inch. A 50 meter pool measures 164 feet 0.50 inch.
- Measurements must be conducted using a measuring device with a minimum measuring quality of a steel tape, at least  $\pm 0.005$  m ( $\pm 0.20$  inch or 0.016 foot), over the nominal distance. A laser measuring device may be used, but it must be as accurate as required for steel tapes.
- Tapes may not be combined to perform the measurements.
- Measurements may be reported in either the English system (feet/inches) or the metric system (meters/centimeters).
- For initial certification, one measurement must be conducted for each lane of competition. For bulkhead confirmation, only the outermost lanes and a center lane must be measured.
- Inspect each end of the pool. In general, if a protrusion would have an adverse impact on the length of the course in the area where a touchpad would be placed (to 0.80 meter below the surface of the water), the protrusion must be used as a measurement point. Otherwise, measurements must be taken in the center of each lane at water level.
- Measurements may be conducted with or without touchpads in place. If no touchpads are in place at the time of measurement and will be used for competition, the LMSC Top Ten Recorder will apply a correction of 1 centimeter (or 0.25 inches) per lane per pad.
- Permanent courses need only be measured once unless structural changes, including resurfacing, have occurred since original measurement.
- For a pool with a moveable bulkhead, course measurement of the two outside lanes and a middle lane must be confirmed by a responsible person at the conclusion of the session. It is recommended that the bulkhead placement be confirmed prior to the start of the meet.

# United States Masters Swimming

 <b>United States Masters Swimming SPLIT NOTIFICATION FORM</b>		
Event		
Event #	Heat #	Lane #
Split Event	Time	
Swimmer's Name		
Sex	Age	
Meet	Date	
Approved by:		
<p>Initial split times from an individual or relay event will be accepted as an individual performance and will be considered for a World Record/USMS Record/Top 10 if recorded by an automatic timing system. In addition, split times for World Records will be accepted if recorded by 3 watches or three semi-automatic buttons.</p> <p>The swimmer must notify the Meet Referee of the intent to record an initial split time prior to the conclusion of the meet. The request for relay leadoff split times and initial backstroke distance times in individual backstroke events must be made prior to the swim.</p>		

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# United States Masters Swimming

## UNITED STATES MASTERS SWIMMING OFFICIAL RELAY CARD

EVENT #	AGE GROUP	EVENT (DISTANCE/RELAY TYPE)	SUBMITTED SEED TIME		HEAT	LANE
TEAM NAME		TEAM ABBR.	EVENT/DATE	MEET LOCATION / TITLE		
MEN <input type="checkbox"/> 200 <input type="checkbox"/>	WOMEN <input type="checkbox"/> 400 <input type="checkbox"/>	MIXED <input type="checkbox"/> 800 <input type="checkbox"/>	COURSE LENGTH <input type="checkbox"/> 25Y <input type="checkbox"/> 25M <input type="checkbox"/> 50M		THIS CARD MUST BE FILLED OUT COMPLETELY	
FREESTYLE RELAY		MEDLEY RELAY		TIMED FINALS	TIMER'S INITIALS	
SEX & _____FULL NAME_____ AGE		SEX & _____FULL NAME_____ AGE		Watch / Backup		
1. _____		BACK		A _____ : _____ . _____		
2. _____		BREAST		Watch / Backup		
3. _____		FLY		B _____ : _____ . _____		
4. _____		FREE		Watch / Backup		
				C _____ : _____ . _____		
				Official / Automatic Time	FIN. PLACE	
				_____ : _____ . _____		

## UNITED STATES MASTERS SWIMMING OFFICIAL RELAY CARD

EVENT #	AGE GROUP	EVENT (DISTANCE/RELAY TYPE)	SUBMITTED SEED TIME		HEAT	LANE
TEAM NAME		TEAM ABBR.	EVENT/DATE	MEET LOCATION / TITLE		
MEN <input type="checkbox"/> 200 <input type="checkbox"/>	WOMEN <input type="checkbox"/> 400 <input type="checkbox"/>	MIXED <input type="checkbox"/> 800 <input type="checkbox"/>	COURSE LENGTH <input type="checkbox"/> 25Y <input type="checkbox"/> 25M <input type="checkbox"/> 50M		THIS CARD MUST BE FILLED OUT COMPLETELY	
FREESTYLE RELAY		MEDLEY RELAY		TIMED FINALS	TIMER'S INITIALS	
SEX & _____FULL NAME_____ AGE		SEX & _____FULL NAME_____ AGE		Watch / Backup		
1. _____		BACK		A _____ : _____ . _____		
2. _____		BREAST		Watch / Backup		
3. _____		FLY		B _____ : _____ . _____		
4. _____		FREE		Watch / Backup		
				C _____ : _____ . _____		
				Official / Automatic Time	FIN. PLACE	
				_____ : _____ . _____		

## UNITED STATES MASTERS SWIMMING OFFICIAL RELAY CARD

EVENT #	AGE GROUP	EVENT (DISTANCE/RELAY TYPE)	SUBMITTED SEED TIME		HEAT	LANE
TEAM NAME		TEAM ABBR.	EVENT/DATE	MEET LOCATION / TITLE		
MEN <input type="checkbox"/> 200 <input type="checkbox"/>	WOMEN <input type="checkbox"/> 400 <input type="checkbox"/>	MIXED <input type="checkbox"/> 800 <input type="checkbox"/>	COURSE LENGTH <input type="checkbox"/> 25Y <input type="checkbox"/> 25M <input type="checkbox"/> 50M		THIS CARD MUST BE FILLED OUT COMPLETELY	
FREESTYLE RELAY		MEDLEY RELAY		TIMED FINALS	TIMER'S INITIALS	
SEX & _____FULL NAME_____ AGE		SEX & _____FULL NAME_____ AGE		Watch / Backup		
1. _____		BACK		A _____ : _____ . _____		
2. _____		BREAST		Watch / Backup		
3. _____		FLY		B _____ : _____ . _____		
4. _____		FREE		Watch / Backup		
				C _____ : _____ . _____		
				Official / Automatic Time	FIN. PLACE	
				_____ : _____ . _____		