

How to get your times to count for Records and Top10 Tabulation

Transcribed from a workshop given by Walt Reid (USMS Records Administrator), September 27, 2008

Updated by Emmett Hines, 10/6/2009

Records & Top10 considerations and submissions for these types of meets:

- [USMS Sanctioned Meets](#)
- [USA Swimming Sanctioned Meets](#)
- [Other Meets within the Jurisdiction of USMS](#)
- [FINA Member Sanctioned Masters Meet](#)
- [Other Meets outside USA not Sanctioned by a Member Federation](#)
- [USA Swimming – USMS Dual Sanctioned Meet](#)
- [“Third Party” Meets](#)

Discussion Items: (for each meet type)

- Pre-Meet Administrative Requirements
- Pool Length Certification
- Top 10 Requirements
- USMS Record Requirements
- FINA Masters World Record Requirements

(If you are viewing the PDF version of this document, you'll find all sections bookmarked if you open the bookmark pane to the left.)

USMS Sanctioned Meets

Pre-Meet Administrative Requirements

- Request for Sanction — To be filled out by the organization requesting to host the meet. Form is available in the LMSC Handbook. (USMS Web Site)
- This is the first opportunity to identify the pool and check on the status of the pool length measurement. Has it been measured? Who has the pool measurement? Does it meet the minimum length standard? Any recent pool modifications that affect the length? Will the meet have automatic timing? How many touch pads will be used for the meet? Is it a bulkhead pool?
- Assignment of Sanction — To be filled out and approved by the LMSC Sanctions Chairman. Form is available in the LMSC Handbook. (USMS Web Site) This is the time to identify any pool length issues and put it in writing back to the meet host.

Pool Length Certification

- One-time measurement of all lanes — Required for Top 10 and Records.
- Bulkhead Pool measurement before meet (recommended) and after each session - each day of the meet – (required).
- List of measured pools resides with the LMSC
- USMS Records Administrator has a list of some measured pools posted on R&T web site.

- A data base of measured pools can be found on the Records and Tabulation Knowledge Data Base <http://www.njmasters.org/RecordsandTabDB/recordstabdb.html>.

Top 10 Requirements (Short Course Yards, Short & Long Course Meters)

- Pool Length Certification (see above)
- Primary timing system requirement of at least 2 watches or better.
- Responsibility of the Meet Host to submit times to the LMSC Top10 person for all USMS-registered swimmers who entered the meet with their USMS registration numbers.

USMS Record Requirements (Short Course Yards, Short & Long Course Meters)

- USMS Records are allowed.
- Pool Length Certification is required (see above).
- Primary timing system requirement of fully automatic, semi-automatic with 3 buttons or 3 watches are required.
- Record Documentation includes a:
 - USMS Record Application properly filled out and signed by Meet Referee or Admin. Referee.
 - Copy of the Timing System tape or sheet (meet results with splits is not an acceptable replacement for this requirement).
 - Copy of the heat sheet or Timers Lane Sheet showing swimmer's name with Event#, Heat# and Lane assignment.
 - Copy of Pool Length Measurement- All Lanes (if not already on file with the USMS Records Administrator).
 - Copy of Bulkhead Measurement done after completion of the session in which the record swim occurred (if the course the record was swum in has a moveable bulkhead).
 - Copy of swimmers passport or birth certificate as proof of age. This is a one-time requirement.
- Additional information:
 - It is the responsibility of the Meet Host to fill out and submit the USMS Record Application and provide all supporting documentation for each swim that meets or exceeds the November 1 published record for all USMS-registered swimmers who entered the meet with their USMS registration numbers. Check with your LMSC as to whether you are to submit your records to the LMSC Records & Top 10 person or to the USMS Records Administrator directly.
 - There is no time limit on submitting this Record Application to the USMS Records Administrator.
 - The Records, published November 1, in the USMS Rule Book are the official records that all swims are measured against. All properly documented USMS records that meet or exceed this published record will receive a USMS Record Certificate. These certificates are distributed at the end of each season.
 - Where to get a copy of the USMS Records — Rule Book, USMS Web site.
 - Hy-tek Meet Manager program will flag USMS Records if you have the current records database loaded— get required files for downloading from the USMS Web site.

FINA Masters World Record Requirements (Short & Long Course Meters)

- World Records are allowed (except for "third party" meets).
- Each May 1 and November 1 the records are officially published. All properly documented record breakers will receive a FINA Masters World Record Certificate. These certificates are distributed each month.

- Where to get a copy of the FINA Masters Records — FINA Masters Web site.
- Hy-tek Meet Manager program will flag FINA Masters World Records if you have the current records database loaded — get required files for downloading from the FINA Masters Web site.
- Record documentation requirements are the same as for USMS Records. You may use the same Record Application form as for USMS Records.
- Some FINA Masters World Records are slower than the USMS Record. So do not assume that a swim that does not break the USMS Record must not be a World Record.
- Responsibility of the Meet Host to fill out and submit the Record Application and provide all supporting documentation for each swim that meets or exceeds the May 1 or November 1 published record. This holds true for all USMS swimmers and swimmers entered from other FINA Member Federations. Check with your LMSC as to whether you are to submit your records to the LMSC Records & Top 10 person or to the USMS Records Administrator directly.
- This Record Application must be received by the USMS Records Administrator within 60 days from the end of the event.

USA Swimming Sanctioned Meets

Pre-Meet Administrative Requirements

- This category of meets is considered a USMS Recognized Meet.
- These meets are automatically given a USMS Recognized status and no special forms need be filled out prior to the meet.
- Although you will be required to enter the meet with your USA Registration #, your times will count for USMS official purposes if you are a registered USMS member.

Pool Length Certification

- Same requirements as a USMS Sanctioned Meet.
- Swimmer should check with appropriate LMSC or USMS “List of Pool Measurements” to see if it has been measured and meets the length standard.
- Do not expect the meet host to know if the pool has been measured.
- Do not expect the meet host to have the ability to do the measurement.
- You (the swimmer) are responsible for seeing that all measurements are done, including bulkhead measurements, and that the forms are filled out and properly submitted.

Top 10 Requirements

- Same requirements as a USMS Sanctioned Meet.
- You (the swimmer) are responsible for seeing that your times are submitted to your LMSC Top10 person.

USMS Record Requirements

- USMS Records are allowed.
- Same requirements as a USMS Sanctioned Meet.
- Do not expect the meet host to know what the Masters Records are
- Do not expect the meet host to have a USMS Record Application form

- You (the swimmer) are responsible for knowing the records, what documentation is required and make sure you leave the meet with all the necessary documentation. This documentation may be submitted to your LMSC Top10 person or the USMS Records Administrator.

FINA Masters World Record Requirements

- World Records are not allowed

Other Meets within the Jurisdiction of USMS

(Examples: State Senior Games, YMCA Nationals, Huntsman Senior Games, IGLA Championships, etc.)

Pre-Meet Administrative Requirements

- This category of meets is considered a *USMS Recognized Meet*.
- Request for Recognition — To be filled out by the organization requesting recognition. Form is available in the LMSC Handbook (USMS Web Site) or from your LMSC Sanction Chair or LMSC web site.
- Assignment of Recognition — To be filled out and approved by the LMSC Sanctions Chairman. Form is available in the LMSC Handbook. (USMS Web Site) This is the time to identify any pool length issues and put it in writing back to the meet host.
- The LMSC is responsible for identifying an “Official Observer” whose job it is to make sure that the appropriate USMS Rules are followed. A written report must be submitted to the LMSC.
- Often the meet information will contain a statement that “This meet is a Recognized USMS meet”. However, if you are not sure of its status then you should contact the LMSC or the Meet Host with questions about it being recognized and about pool measurements.
- Although you may be required to enter the meet with some other membership identification, your times will count for USMS official purposes if you are a registered USMS member.

Pool Length Certification

- Same requirements as a USMS Sanctioned Meet.
- Swimmer should check with appropriate LMSC or USMS “List of Pool Measurements” to see if it has been measured and meets the length standard.
- Do not expect the meet host to know if the pool has been measured.
- Do not expect the meet host to have the ability to do the measurement.
- You (the swimmer) are responsible for seeing that the measurement is done.

Top 10 Requirements

- Same requirements as a USMS Sanctioned Meet.
- According to the USMS Rule Book you (the swimmer) are responsible for seeing that your times are submitted to the LMSC Top10 person. However, for many of these larger meets, the results are forwarded to the USMS National Swims Administrator for inclusion into the USMS Top10 Tabulation.

USMS Record Requirements

- USMS Records are allowed
- Same requirements as a USMS Sanctioned Meet.
- According to the USMS Rule Book you (the swimmer) are responsible for seeing that your Record Applications are submitted to the LMSC Records person. However, for many of these larger meets, the meet host takes on this responsibility.

- Just to make sure, as a swimmer, I would take the responsibility for knowing the records, what documentation is required and make sure you leave the meet with all the necessary documentation. This documentation may be submitted to the LMSC Records person or the USMS Records Administrator.

FINA Masters World Record Requirements

- World Records are not allowed

FINA Member Sanctioned Masters Meets

Pre-Meet Administrative Requirements

- This category of meets is considered a *USMS Recognized Meet*.
- These meets are automatically given a USMS Recognized status and no special forms need be filled out prior to the meet.
- You must enter the meet with your USMS Identification number for your times to count for USMS official purposes.

Pool Length Certification

- Required.
- However rather than following the specific rules for measuring a USMS pool, it is acceptable if the pool is measured to that federation's standard.
- Check with the FINA Masters Recorder or the Meet Host for pool measurement information.

Top10 Requirements

- Same requirements as a USMS Sanctioned Meet.
- You (the swimmer) are responsible for seeing that your times are submitted to your LMSC Top10 person.

USMS Record Requirements

- USMS Records are allowed.
- Same requirements as a USMS Sanctioned Meet.
- Do not expect the meet host to know what the USMS Masters Records are
- Do not expect the meet host to have a USMS Record Application form
- You (the swimmer) are responsible for knowing the records, what documentation is required and make sure you leave the meet with all the necessary documentation. This documentation may be submitted to your LMSC Records person or the USMS Records Administrator.

FINA Masters World Record Requirements

- World Records are allowed (except for "third party" meets).
- Same requirements as a USMS Sanctioned Meet.
- The meet host is responsible for submitting the required documentation.

Other Meets Outside USA not Sanctioned by a Member Federation

Examples: World Masters Games, University Games, Police and Fireman Games, IGLA Champs, etc.

Pre-Meet Administrative Requirements

- This category of meets is considered a USMS Recognized Meet.
- Request for Recognition — The swimmer must contact the USMS Executive Committee and request a Recognition for the meet. The form is available in the LMSC Handbook. (USMS Web Site).
- Assignment of Recognition — To be filled out and approved by the USMS Executive Committee. The form is available in the LMSC Handbook (USMS Web Site).
- The USMS Executive Committee is responsible for identifying an “Official Observer” whose job it is to make sure that the appropriate USMS Rules are followed. A written report must be submitted by the observer after the event to the Executive Committee.
- You must enter the meet with your USMS Identification number for your times to count for USMS official purposes.

Pool Length Certification

- Required.
- However rather than following the specific rules for measuring a USMS pool, it is acceptable if the pool is measured to that federation’s standard.
- Check with the FINA Masters Recorder or the Meet Host for pool measurement information.

Top10 Requirements

- Same requirements as a USMS Sanctioned Meet.
- You (the swimmer) are responsible for seeing that your times are submitted to your LMSC Top10 person.

USMS Record Requirements

- USMS Records are allowed.
- Same requirements as a USMS Sanctioned Meet.
- Do not expect the meet host to know what the USMS Masters Records are
- Do not expect the meet host to have a USMS Record Application form
- You (the swimmer) are responsible for knowing the records, what documentation is required and make sure you leave the meet with all the necessary documentation. This documentation may be submitted to your LMSC Records person or the USMS Records Administrator.

FINA Masters World Record Requirements

- World Records are not allowed

USA Swimming - USMS Dual Sanctioned Meets

This is a new category of meets. It is assumed that all competitors are a member of either USA Swimming or USMS or both. Those that are members of both must select one organization with which to compete for the entire meet. Automatic recognition of times achieved by a USMS swimmer competing in the USA-S portion is still available.

Seeding Options:

- *Combined*– Normal seeding of each event with swimmers (USA/USMS) intermixed based on time and not on affiliation. *USA Swimming Rules apply.*
- *Parallel*– Assignment of lanes in each heat to a specific organization. Each organization’s rules would apply to their members.

- *Interwoven*– Alternate the heats based on organization. Each organization’s rules would apply to their members.

Pre-Meet Administrative Requirements

- The Host Organization must request a Sanction from both USA Swimming and USMS.
- Both Sanctions must be held by the host organization.

Pool Length Certification

- Same requirements as a USMS Sanctioned Meet.

Top10 Requirements

- Same requirements as a USMS Sanctioned Meet.

USMS Record Requirements

- USMS Records are allowed.
- Same requirements as a USMS Sanctioned Meet.

FINA Masters World Record Requirements

- World Records are allowed
- Same requirements as a USMS Sanctioned Meet.

Third Party Meets

From a USMS standpoint these meets can be classified into one of the following categories:

- USMS Sanctioned Meets
- Other Meets within the Jurisdiction of USMS
- FINA Member Sanctioned Meet
- Other Meets outside USA

From a FINA Masters World standpoint these meets are not recognized for records.

- “FINA Masters Swimming World Records applications will be accepted only from sanctioned FINA Masters events such as the FINA World Masters Championships, FINA recognized Continental Masters Championships, and any Masters Swimming event conducted by a FINA Member or its subsidiary, for its registered swimmers and may include swimmers registered with another FINA Federation.
- MastersSwimming competitions conducted for a third party such as World Masters Games, which may or may not include registered swimmers, are not eligible for the setting of FINA World Masters Records.”
- This was approved at the Bureau Meeting in Madrid in September, 2006 - item 15.1

Questions? Contact Walt Reid - walt.reid@comcast.net