

# *Records & Tabulation*

## Revisions to the Guide to Operations

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This document describes the major changes in the general Guide to Operations document for Top 10 Recorders, beginning in 2011. Only significant revisions are included, usually those relating to changes in rules, policies and duties.

### Revisions for 2013

- Appendix A was modified to highlight rule changes in bulkhead measurements at USA-S and international meets. Initially pool length certification is still required, but rules regarding confirmation of bulkhead placement confirmation have changed. At international meets sanctioned by a FINA member federation, the measurement standards of FINA shall determine eligibility of swims for consideration for USMS Records and Top 10. At USA-S meets, as long as the pool is on the USMS list of certified pools, the measurement standards of USA-S shall be used to determine eligibility of times for Top 10 consideration. USMS measurement standards apply for record applications and for Top 10 eligibility of swimmer performed at dual-sanctioned meets.
- A recommendation was added that Top 10 Recorders review subtractive splits when uploading meet results to the Event Results Database.
- Top 10 Recorders are now expected to send pool certification measurements to the National Records Administrator for all pools whether or not a record was broken at the facility.
- The Records and Tabulation Committee assumes oversight for ensuring that the following Recognized meets are uploaded into the Event Results Database and that eligible times are submitted for Top 10 consideration: FINA World Championships, Pan American Masters Championships, Canadian Masters Nationals, World Masters Games, and Y Masters Nationals. If a Top 10 Recorder has an LMSC member who participates in one of these meets s/he should notify the Chair of the Records and Tabulation Committee but does not necessarily need to secure results to upload or submit for Top 10 consideration unless directed to do so by the Chair.
- After uploading the results of a meet, Top 10 Recorders should use the “relay check” tool to determine eligibility of the relay for Top 10 consideration.
- Informational: added reference to the new web tools to generate records that are current at a user-specified date, and clarified the policy of issuing certificates for record-breaking swims.
- Minor: clarified that one-event swimmers are allowed to participate in more than one swimming event in a particular Sanctioned meet.

### Revisions for 2012

*The Guide to Operations was completely reorganized for 2012. Many sections were added or extensively rewritten, and some sections were removed. Some of the major changes:*

- Greater emphasis on uploading meet results to the Event Results Database (ERDB). This reflects the changing nature of the position of Top 10 Recorder as the End-to-End-Event-Management (E2EEM) system approaches complete implementation.
- Greater emphasis on using the ERDB web-based tools for generation of seasonal Top 10 reports.
- Generally less emphasis on process (deferring to online tutorials/instructions) and more on rules, policies and expected duties.
- The following forms were removed: Record Application, Pool Length Certification, Split Notification, Official Relay Cards. These forms are already provided in the GTO section of the USMS website; the URLs of these forms are provided in the general GTO document.
- For Top 10 reports, only the Walt Reid format is described in detail (and this is moved to the Appendix). A link is provided for the SDIF format, which is also acceptable. No other file formats are mentioned or described.

## Revisions for 2011

There were some important rule changes approved at the 2010 USMS Convention that impacts submissions for Top 10 and Record Applications. These changes have resulted in updates to the Guide to Operations General Top 10/Records Information document ([http://www.usms.org/admin/lmschb/gto\\_rectab\\_general.pdf](http://www.usms.org/admin/lmschb/gto_rectab_general.pdf)).

- Split times may now be recorded with a minimum of two watches or buttons for Top 10 purposes; previously automatic timing was required for splits. The split notification form ([http://www.usms.org/admin/lmschb/gto\\_rectab\\_split\\_request.pdf](http://www.usms.org/admin/lmschb/gto_rectab_split_request.pdf)) has been updated with this information. As before, however, a minimum of 3 watches is required for new USMS/World Records.
- There is now a deadline for applications for USMS Records: 90 days after the end of the appropriate season, which is May 31 for SCY, Sept 30 for LCM and Dec 31 for SCM. The record application form ([http://www.usms.org/admin/lmschb/gto\\_rectab\\_record\\_application.pdf](http://www.usms.org/admin/lmschb/gto_rectab_record_application.pdf)) has been updated accordingly. FINA World Records still have a deadline of 60 days after the day of the swim.
- For pools with movable bulkheads, it is now *required* that the bulkhead placement be confirmed by measuring the pool length before the start of the meet; previously this had only been recommended. Since some bulkheads can move over the course of a multi-day meet, it is still recommended that you confirm bulkhead placement prior to each session of the meet. The pool length measurement form ([http://www.usms.org/admin/lmschb/gto\\_rectab\\_pool\\_measurement.pdf](http://www.usms.org/admin/lmschb/gto_rectab_pool_measurement.pdf)) has been updated with this information.