



## **TIMES MODULE**

# **POLICY AND GUIDELINES**

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## **Attachments**

National Times Leadership Team Listing  
Recommended LSC Schedule for Times Module

*Form A* – Observation of Non-Season Culminating Championship Meets

*Form B* – Observation of Season-Culminating Championship Meets

*Form C* – Data Sheet for High School Athletes

*Form D* – Data Sheet for NCAA Athletes

*Form E* – Request for Authorization of Times from Foreign Meets

# SWIMS TIMES MODULE

## 1.0 OVERVIEW

In June 2003 USA Swimming launched a browser based database system that consolidated 30 different types of databases utilized by volunteers and staff to serve its 300,000 athlete and non-athlete members. With membership data and times data linked for the first time, SWIMS (**S**wimming **W**eb-based **I**nteractive **M**embership **S**ystem) is a comprehensive and inclusive database. SWIMS is a composite of membership data and history and a databank of times swum for nearly every athlete member since June 2003. It is expected that LSC SWIMS officers will submit all eligible times from LSC sanctioned competitions into SWIMS to provide USA Swimming with complete data for meet entry, athlete tracking and research. In 2004, 4.9 million times were entered into SWIMS.

## 2.0 PURPOSE

- 2.1 The purpose of this manual is to provide general guidance to the swimmers, coaches and volunteers who will be providing or using the times data in the SWIMS system. The guidelines describing the functions of the Times Module of SWIMS are meant as a handbook for the LSC Times Volunteers who use SWIMS.
- 2.2 Times for USA Swimming members that have been entered into SWIMS are visible on the look up feature on the USA Swimming website.
- 2.3 The primary purpose of the Times module in SWIMS is to provide a database of all official times that conform with the requirements of Article 102.16.4 & .5 in the USA Swimming Rules and Regulations.

## 3.0 RESPONSIBILITIES

- 3.1 Each LSC is responsible for data entry of times within its geographical boundaries. There may be exceptions as agreed upon by specific LSCs.
- 3.2 Times from the following meets will be entered into SWIMS by the host LSC:
  - A. Sanctioned and approved LSC Meets.
  - B. YM/YWCA National Championships.
  - C. Other swims that have been authorized for observation.

**NOTE:** Times from observed swims and approved meets will be entered into SWIMS by the LSC for USA Swimming member athletes with USA Swimming ID numbers or full legal names and birth dates provided in the electronic meet results or separately on paper.

- 3.3 The following meets do not fall under the LSC responsibility for data entry:
  - A. USA Swimming Trials, USA Spring Championships, ConocoPhillips National Swimming Championships, including time trials.
  - B. US Open Swimming Championships, including time trials.
  - C. USA Swimming Junior National Championships, including time trials.
  - D. World Cup, World Championships (short and long course), Olympic Games, World University Games, Pan American Games, Pan Pacifics, Junior Pan Pacifics, including time trials (Inclusion of times from these meets will be done for American athletes only). Foreign athletes who wish to use these times to compete in USA Swimming meets should present results to the National Times Coordinator for inclusion in SWIMS.).
  - E. Grand Prix meets, including time trials unless the LSC is specifically requested to enter the meet into SWIMS.
  - F. Certain International competitions at which a USA Swimming National Team competes.

- G. NCAA Division I Championships. Observers will be assigned by the LSC.
- H. Foreign meets authorized by a FINA member that are attended by USA Swimming registered swimmers (See description of foreign meets in 4.4 and Form E.).

## **4.0 TYPES OF MEETS INCLUDED**

This summary is intended to help clarify the key differences about the various types of swims generating “official” USA Swimming times. More detailed information and definitive regulations are available in USA Swimming Rules and Regulations (Article 202) in which requirements and conditions for sanction, approved competitions and observed swims are defined.

### **4.1 SANCTIONED MEET**

- A. All participants must be members of USA Swimming (including meet host, meet director, safety director, marshals, coaches, officials, athletes, and participating clubs).
- B. Meet must be conducted under USA Swimming technical and administrative rules.
- C. All times achieved will be recognized by USA Swimming.

### **4.2 APPROVED MEET**

- A. There are no requirements for USA Swimming athlete membership for meet participation.
- B. Meet must be conducted under USA Swimming technical rules, including time resolution.
- C. All times achieved may be recognized by USA Swimming; times of USA Swimming members are eligible for inclusion in the SWIMS database.

### **4.3 MEETS WHERE SWIMS ARE OBSERVED**

- A. There are no requirements for USA Swimming athlete membership for meet participation.
- B. Meet is conducted under technical rules other than USA Swimming (e.g., high school, NCAA, YM/YWCA, Masters, IPC).
- C. A request for observation must be made to the LSC at least ten (10) days prior to the meet. Policies and procedures may vary between LSCs.
- D. Times from swim(s) observed and approved by USA Swimming appointed and certified officials acting as observers are recognized by USA Swimming. Times of USA Swimming members are eligible for inclusion in the SWIMS database.

### **4.4 FOREIGN MEET**

- A. For times from a foreign meet sanctioned by another FINA member to be included in SWIMS, the meet must comply with the minimum standards for an official time from a USA Swimming meet according to Article 102.16.4 & .5 in the USA Swimming Rules and Regulations and be approved in advance by the National Times Coordinator.
- B. This category of foreign meet does not include international competitions at which the USA Swimming National Team is competing. Times submission from such International meets are the responsibility of USA Swimming staff to submit.
- C. The USA Swimming member must be representing his/her club or swimming unattached for a time to be included in SWIMS. If a USA Swimming member is also a foreign federation athlete, the swimmer may represent his/her foreign club in a foreign meet.

### **4.5 TIME TRIALS**

- A. Time trials conducted at meets other than the competitions defined in 3.3 must conform to the following:

- (1) Time trials must be sanctioned by the LSC and conducted in accordance with all USA Swimming Technical Rules (Section 202.2, USA Swimming Rules and Regulations) and LSC requirements.
- (2) Time trials must be authorized in accordance with established LSC procedures.
- (3) If a time trial is conducted in conjunction with a high school, YM/YWCA, collegiate meet or other meet authorized for USA Swimming observation and it is officiated to the same standard as the authorized meet, times may be entered into SWIMS.
- (4) All time trials meeting the above specifications should be uploaded into SWIMS.
- (5) Electronic results (SDIF, .cl2, XDIF, HY3) of the time trials may be loaded into SWIMS as part of an accompanying swim meet or separately. The preferred method is separate results files. All results must be entered into the proper event description in the meet file.

## **5.0 SWIMMING RECORDS**

World Records and USA Swimming Records (including American and United States Open Records, National Age Group Records, Zone Age Group Records, and LSC Records) must comply with the requirements of Article 104 in the USA Swimming Rules and Regulations.

## **6.0 TOP 16 POLICIES**

- 6.1 It is the responsibility of the National Top 16 Coordinator to establish the time standards for the Top 16 Awards Program. These will be reviewed at least every four years. The National Top 16 Coordinator may consider and make changes prior to the start of a new awards period in accordance with Article 205.8 in the USA Swimming Rules and Regulations.
- 6.2 All times must be reported no later than **October 1st** of the current year for the previous 12 month period (September 1-August 31). The final list will be posted to the website no later than November 15<sup>th</sup>.
- 6.3 A time that would have made a Top 16 list if correctly submitted prior to the deadline may be awarded a certificate of performance at the discretion of the National Top 16 Coordinator. A supplemental list may be published after the list has been declared final; however, no previously recognized authentic time will be removed from the final listing.
- 6.4 The National Top 16 Coordinator has the authority to resolve issues that may arise. Corrections and additions are the duties of the LSC tabulators. It is the LSC tabulator's responsibility to screen the lists posted throughout the year for discrepancies and omissions. Questions should be addressed to their LSC tabulators.
- 6.5 Each LSC shall appoint a Top 16 tabulator to lead these responsibilities. A list of all LSC tabulators will be available on the web site.
- 6.6 Until the Top 16 data is final, lists of current age group top times achieved and retrieved from the USA Swimming web site are drafts and may contain errors.

## **7.0 TIME VERIFICATION PROCESS - OBSERVED SWIMS**

- 7.0.1 It is recommended, by the National Times Coordinator, that the role and function of National Time Verification for an LSC be filled by a certified USA Swimming Referee.

- 7.0.2 The intent of observing swims is to provide an opportunity for high school, YM/YWCA, and NCAA swimmers who can not compete in LSC sanctioned meets during their association season to achieve times that may be used to enter USA Swimming meets.
- 7.0.3 It is important to understand that USA Swimming observers are guests on the host association pool deck. Observation is for the specific purpose of ensuring that swims performed by USA Swimming members are in compliance with Article 101 and that times reported are in compliance with Article 102.16.4. The meet referee (whether USA Swimming certified or not) does not have jurisdiction over the work of the USA Swimming observers at the meet in determining acceptable times. Observers are asked to remain on the pool deck during the entire meet.
- 7.1 Following are certain minimum criteria that must be applied to all high school, collegiate, Masters, YM/YWCA and any other meets authorized to have swims observed. Each LSC has the right to enforce stricter guidelines to fit local situations. The LSC NTV officer has the responsibility of verifying compliance.
- A. Timing must comply with USA Swimming Rules and Regulations Article 102.16.
  - B. There shall be a minimum of two observers on the pool deck who shall act as stroke and turn judges. The observers, appointed by the host LSC, must be certified USA Swimming officials. At least one official must be stationed at each end of the pool.
  - C. The number of host Association meet officials (high school, NCAA, etc.) must meet the minimum requirements as provided in Article 102.12 of the USA Swimming Rules and Regulations. If all host Association stroke and turn officials have dual certification (are also USA Swimming officials) and agree to report USA Swimming violations, it is not necessary to have additional observers on deck.
  - D. The meet shall be on the published calendar of the appropriate, school, league, conference, etc.
  - E. A time trial held in conjunction with a meet whose swims are authorized for observation may also be observed if the time trial will be officiated to the same standard as the authorized meet.
- 7.2 Observed swims not in compliance with USA Swimming rules should be recorded and compiled by a USA Swimming NTV official in the host LSC. Within two weeks of the competition, the NTV official should either turn over properly amended electronic results to the SWIMS data officer or provide results to the LSC data officer to manually enter times for USA Swimming members.
- A. The LSC is encouraged to provide a list of valid observed swims posted on the LSC website within two weeks of the competition; or if complete results have been posted elsewhere, a link to the results and a listing of those swims that were NOT in compliance with USA Swimming rules. A record of swims not accepted should be kept by the LSC NTV official for a period of one year.
  - B. Upon request, and although not a rules requirement, notification of any swims not accepted due to USA Swimming technical rule violations should be provided to swimmers involved.
- 7.3 To have a meet authorized for observation of swims, a request must be made to the designated LSC official at least ten days prior to the meet in accordance with LSC rules.
- A. For meets other than a season-culminating Championship, use Form A. Should Form A be approved by the LSC it must then be forwarded to the National Times Coordinator for approval by Program Operations (Article 202.5.1). The request must include a reason and explanation for the request and approval will be granted only in limited circumstances.
  - B. For all meets leading directly to a season-culminating championship, use Form B. Form B may be approved by the LSV NTV Officer. (The LSC is responsible for

determining whether observation can be properly conducted and will determine which meets will be authorized for observation of swims.)

- C. Approved times should be entered within two weeks of the competition into SWIMS by an LSC NTV official or LSC SWIMS officer upon receipt of the following:
  - (1) Complete and legible verification requests (if non-electronic results are utilized).
  - (2) Official electronic meet results or printed final results with notations indicating those swims not in compliance with USA Swimming Rules. The designated USA Swimming certified official present must attest to the LSC NTV official that the meet was run in accordance with the minimum criteria listed above. The LSC NTV official may determine that all times for athletes with full legal names and birth dates or USA Swimming ID numbers will be loaded into the SWIMS database without a specific request.
- D. The time for a relay achieved in a collegiate, high school or YW/YMCA meet may be entered into SWIMS for a USA Swimming club provided all four relay swimmers represent the same USA Swimming club at the time of the swim. All four names must be listed and a specific request made for this manual data entry into SWIMS.
- E. If a meet is receiving blanket observation (all swims observed) individual verification requests may be made after the meet.
- F. The LSC may choose to load all observed times and relay lead-off splits into SWIMS. In this case, the coach can help the process by making sure their swimmers are entered into the meet using their full legal names and that the DOB's are provided. If a swim is in compliance with USA Swimming technical rules and the meet has received blanket observation all swims (unless a disqualification is noted) are valid times. The LSC may establish a fee for entry of observed swim times.

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(Current as of January 2006)

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## **RECOMMENDED LSC SCHEDULE FOR THE SWIMS TIME MODULE**

Times should be loaded into SWIMS as soon as practical after the meet. Each LSC is requested to adhere to the following guidelines in order to maintain the integrity and purpose of SWIMS:

- Official meet results are provided to the SWIMS officer no later than 1 week from the last day of the meet.
- Results are uploaded into SWIMS by the officer no later than 2 weeks from the last day of the meet.
- The LSC is encouraged to provide a list of valid observed swims posted on the LSC website within two weeks of the competition; or if complete results have been posted elsewhere, a link to the results and a listing of those swims that were NOT in compliance with USA Swimming rules. A record of times not accepted should be kept by the NTV official for a period of one year.
- The SWIMS Times holding tank should be cleaned as soon as possible.

**USA SWIMMING**  
**REQUEST FOR OBSERVATION – NON-SEASON CULMINATING**  
**CHAMPIONSHIP MEET**  
**Form A**

Meets requiring authorization by the National Times Coordinator (for Program Operations) **require 10 day advance application**. Such meets include YM/YWCA, High School, Collegiate or Masters' or other meets that are not season-culminating Championship meets. This completed form and a copy of the meet information must be sent at least 10 days prior to the event to the LSC NTV official for review. The LSC official will send this completed form to the National Times Coordinator for approval, subject to concurrence by the Program Operations Vice President. The request must include a reason & explanation for the request and approval will be granted only in limited circumstances.

Acceptance of verification requests from the meet is subject to proof that conditions at the meet were in conformance with the required procedures and pertinent USA Swimming Rules and Regulations.

**Name of Meet:** \_\_\_\_\_ **Name of Facility:** \_\_\_\_\_

**Date(s) of Meet:** \_\_\_\_\_ **Meet Director:** \_\_\_\_\_

**Name of person filing this request:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

Is this meet on the regular, published calendar?  Yes  No

Type of Meet:  High School  YM/YWCA  College  Masters

Course:  Long Course Meters  Short Course Yards  Short Course Meters

Approx. number of teams participating \_\_\_\_\_ Approx. number of swimmers participating \_\_\_\_\_

Timing systems will conform to the conditions specified in 102.16 – USA Swimming Rules & Regulations.

The number of Association officials must meet the minimum requirements as provided in Article 102.12 – USA Swimming Rules & Regulations. A minimum of two additional USA Swimming Certified stroke & turn officials shall be assigned as observers for the purpose of verifying conformance with USA Swimming technical rules. Observers shall be permitted access to the deck and be in position for **all** swims for which observation has been requested. Observers shall be positioned at each end of the course. If the meet stroke and turn officials are dually certified by USA Swimming and are stationed at each end of the pool, additional observers are not necessary. Observers should remain on deck throughout the entire meet.

The meet referee, or LSC designee, will provide swimmers and coaches with information about the observation program and the procedures to be used to request observation. Requests may be submitted prior to the swim for which observation is desired, or all swims may be observed.

A copy of the meet information is attached. Names and phone numbers of USA Swimming officials who will serve as observers at this meet or the dually certified officials:

1) \_\_\_\_\_ 2) \_\_\_\_\_

3) \_\_\_\_\_ 4) \_\_\_\_\_

The reason & explanation for this request is attached.

This form must be submitted and accepted by the LSC NTV Official prior to submission to the National Time Coordinator for Program Operation's approval.

**Step One** – Accepted by:

**Step Two** – Approved by:

\_\_\_\_\_  
LSC NTV Official

\_\_\_\_\_  
National Times Coordinator

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**LOCAL SWIMMING COMMITTEE**  
**REQUEST FOR OBSERVATION – SEASON-CULMINATING**  
**CHAMPIONSHIP MEET**  
**Form B**

This form is used to request authorization for observation of swims at High School, YM/YWCA, Collegiate, Masters or other association season-culminating Championship meets. Observation requests for meets that are not season-culminating Championship(s) must be made on Request for Observation – Form A.

**Application Requirements:**

- 1) Timing systems must comply with conditions outlined in 102.16 – USA Swimming Rules & Regulations.
- 2) Officiating:
  - a) The number of Association officials must meet the minimum requirements as provided in Article 102.12 – USA Swimming Rules & Regulations. If the stroke and turn officials are also certified by USA-S and are stationed at each end of the pool, no additional observers are necessary. Officials may note compliance with USA Swimming Technical Rules only for those swimmers requesting observation, or the entire meet may be observed.
  - b) Or, a minimum of two USA Swimming certified officials shall be assigned, one at each end of the pool, to verify compliance with USA Swimming Rules for those swims requested to be observed.
  - c) The designated USA Swimming certified official must verify compliance with applicable rules and procedures, and shall forward any proof of times requests and final results to the LSC NTV official.
- 3) Proof of Times Requests:
  - a) If an athlete's USA-S ID # or full legal name and birth date is included in the electronic meet results, no individual request for data entry into the SWIMS system should be necessary. The LSC NTV official or SWIMS data officer shall enter times for any such athlete into SWIMS.
  - b) If the above data is not included in the electronic results, individual requests for times must be made to the LSC NTV official where the meet took place.

**Name of Meet:** \_\_\_\_\_ **Date(s):** \_\_\_\_\_

Name of Facility: \_\_\_\_\_ City: \_\_\_\_\_

By signing below, the Meet Referee or Meet Director verifies the following:

Check one of the options listed below, and complete the remainder of this section.

- [ ] This meet will be observed in its entirety, exclusively by USA Swimming Officials, according to staffing guidelines specified in USA Swimming Rules & Regulations.
- [ ] This meet will be officiated exclusively by USA Swimming officials, but due to the limited number of verification requests expected, only swims specifically requested in advance will be observed for compliance with USA Swimming Rules.
- [ ] This meet will be officiated by the proper number of Association officials and also observed by a minimum of two assigned USA Swimming Stroke & Turn certified officials, one at each end of the competition course, in compliance with USA Swimming Rules.

Names of currently certified USA Swimming officials who will officiate at the meet:

- 1) \_\_\_\_\_ 2) \_\_\_\_\_
- 3) \_\_\_\_\_ 4) \_\_\_\_\_

Name of Meet Referee \_\_\_\_\_ Phone \_\_\_\_\_

**This form must be received by the designated person in the LSC at least 10 days prior to the meet.**

Approved: \_\_\_\_\_ (LSC NTV Official) Please send copy to National Coordinator.





# REQUEST FOR TIME SUBMISSION FROM FOREIGN MEETS

## Form E

This form is to be used to request that times achieved by USA Swimming member athletes at meets sanctioned by another FINA member be entered into the SWIMS database. The USA Swimming member must be representing his/her club or be swimming unattached. The meet must comply with the minimum standards for an official time from a USA Swimming meet according to Article 102.16.4 & .5 in the USA Swimming Rules and Regulations.

NOTE: Times from international competitions that include the USA Swimming National Team are automatically submitted.

For times to be included in SWIMS the meet information should be submitted for approval to the National Times Coordinator 10 days in advance. SWIMS data entry shall be completed in coordination and with the approval of the National Times Coordinator.

### Conditions:

- 1) The meet must be sanctioned by a FINA member. A link to the posted meet information on the FINA member web site must be provided to the National Times Coordinator.
- 2) A link to official meet results on the FINA member web site must be provided to the National Times Coordinator after the meet.
- 3) It is recommended that a .cl2 file or SDIF file of official results for USA Swimming members be provided, with a list of member athletes for whom inclusion of times is being requested, to the National Times Coordinator. If the USA-Swimming ID numbers and/or birthdates are not in the meet results, those must also be included for each participating athlete.

Name of Meet: \_\_\_\_\_ Date(s): \_\_\_\_\_

FINA Member: \_\_\_\_\_ Host Team: \_\_\_\_\_

Web Link: \_\_\_\_\_ (Meet Information)

Person Requesting SWIMS time submission: \_\_\_\_\_

Position: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

This form should be emailed or faxed to the National Times Coordinator:

Suzanne Heath  
suzanneheath@cox.net  
FAX 252-974-0732

**Times will be entered into SWIMS within 2 weeks of receipt of the meet results by the National Times Coordinator or designee.**