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# **National Time Verification Handbook**

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## PURPOSE

- A. This handbook contains guidelines, information, and forms to be used in the operation of the USA Swimming, Inc. National Times Database system, as provided in USA Swimming Rules and Regulations, 207.11 and Appendix 2-A, STARS.
- B. The purpose of the National Times Database system is to provide an equitable and accurate means of proving entry times for USA Swimming Trials, Championships, World Cup and U. S. Open competitions and also to provide a database of top times swum within the USA Swimming age group program. It is the coach's/athlete's responsibility to confirm verification if a championship qualifying time is achieved.
- C. While all LSC sanctioned competitions should be loaded into the SWIMS Data Management system and therefore into the STAR Database (public site), there is no provision for requesting a time to be included that is slower than a national reportable time unless it is being used to enter a USA-S championship level meet.
- D. There are three basic parts to the National Times Database system:
  - 1. The verification is the data entry for USA Swimming championship qualifying times achieved in a particular sanctioned meet. According to LSC guidelines, verification of USA Championship qualifying times achieved in approved or observed meets may also be entered into the SWIMS system.
  - 2. The LSC Sanctions Chair sanctions or approves the meet, the LSC Verification Official or designee approves a meet for observation, and the Meet Referee certifies the times. The SWIMS user enters the legal USA-S times into SWIMS. There may be separate verification officers for national championship qualifying times and tabulators for age group top times. Each LSC shall determine who uses the SWIMS data management system to input data from sanctioned, approved and observed meets.
  - 3. The Verification Control office, staffed by USA Swimming with the supervision of the National Times Coordinator, manages and maintains the database of times for all qualifying swimmers.

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# THE NATIONAL TIMES DATABASE SYSTEM

There are three basic elements of the National Times Database program:

- A. A verification certifies that certain times have been achieved in a sanctioned, approved, or observed competition. As explained elsewhere in this handbook, verification “hard-copy” certificates are not generally issued for conforming swims. Most swims are entered directly into the National Times Database through the SWIMS data management system.
  1. The verification may be a printout generated by the SWIMS system, and is issued only by LSC verification officers. **If a time is visible in the National Times Database component of the USA Swimming website, it may be presumed to be a proved qualifying time or reportable time.** These times may be found by clicking on *Fast Times*, then *STAR times* on the USA Swimming web page. Using the Look Up features allows the viewer to see an individual swimmer’s history of times, or by using the event look up, the viewer can see all the times for a certain event according to course swum (L, Y, S).
  2. **If a printed verification is requested, it may be generated as needed for the coach or other requesting agent. This verification or “STAR report” should be stamped with the verifying officer’s official stamp, signed, and dated.**
- B. Verification officers are responsible for the implementation of the program and issuance of proof of times in their own LSC.
  1. LSC Verification officers are appointed by the General Chairman of each LSC, subject to the concurrence of the National Times Coordinator. The number of officers in each LSC is not limited, but it is recommended that a sufficient number be appointed to adequately cover the geographical area of the LSC, but no more than necessary in order to help protect the integrity of the system.
  2. Criteria for selection should include integrity, honesty, and a desire to uphold the principles of the system. Those appointed should have a familiarity with USA Swimming Rules & Regulations and procedures. It is recommended, but not mandatory, that those appointed be certified USA Swimming officials.
  3. For those designated as SWIMS users, the ability to use a computer, navigate the internet and manage data input is necessary. A high-speed internet connection is desirable.

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C. The National Times Coordinator manages the program, coordinates the work of the LSC verification officials, and works with the USA Swimming staff person(s) responsible for data management. The NTV Coordinator assigns verification officers, if needed, to manage the “Proof of Times” responsibility at USA Swimming Championship level competitions.

1. Verified times are entered manually or by direct meet loading to a secure database system called SWIMS . All meets and times swum within an LSC are to be entered by that LSC into the data system. A USA Swimming staff person(s) manages the data loaded by the LSC SWIMS users.
2. Inquiries regarding times resident in the database are to be directed to USA Swimming headquarters.
3. The National Times Coordinator, or assignee, is responsible for providing on-site confirmation that entry times for USA Swimming Championship level competitions are properly proved.

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## OBTAINING VERIFICATION

The responsibility for verification of national qualifying times lies with the athlete or his/her representative. Proofs of time are specifically issued only for qualifying times for USA Swimming Championships, Trials, U. S. Open, and World Cup competitions hosted by USA Swimming. While all LSC sanctioned competitions should be entered into the SWIMS system, there are no “automatic” entries to the database. Intermediate split times must be individually requested for entry into the database.

A. There are three types of competition from which proofs of time may be obtained.

1. USA Swimming Sanctioned competitions (202.2 & .3) - meets that are sanctioned by an LSC, and conducted in compliance with USA Swimming Rules and Regulations. Swimmers, or their representative, should inquire of the meet director or meet referee, prior to the start of the competition, if the meet will be loaded into the SWIMS system by the host LSC.
2. USA Swimming Approved competitions (202.4) - meets which are “approved” are those conducted with sufficient USA Swimming officials to certify conformance to USA Swimming rules, but with competitors who are not necessarily USA Swimming members. Follow the procedures outlined for Sanctioned competitions (above).
3. Observed Swims (202.5) - Official times may be achieved at meets which are not conducted according to USA Swimming rules, provided that the meet is approved, in advance, for observation, and the particular swim is observed by USA Swimming officials, who confirm that USA Swimming technical swimming rules were followed. See information on subsequent pages for details regarding observed swims.

B. Times for which proofs of time **DO NOT** have to be confirmed - Individual and relay team times achieved at the following meets will either be in the National Times Database, or results will be available at USA Swimming championship competitions for the purpose of proving entry times. **Please note: Intermediate distance splits ARE NOT automatically entered from this list of competitions, and proofs of time must be requested from a verification officer in the LSC in which the competition took place. For relays, if all 4 relay swimmers are listed and a lead-off split time included in the meet results data file, relay lead-off times will be entered into the database. LEAD-OFF TIMES FROM DISQUALIFIED RELAYS MUST BE REQUESTED AT THE MEET BY GETTING THE REFEREE’S SIGNATURE ON THE EVENT RESULTS WHICH SIGNIFIES THE LEGALITY OF THE LEAD-OFF TIME AND SUBMITTING THIS TO THE LSC VERIFICATION OFFICER FOR NTV THROUGH THE SWIMS SYSTEM.** For

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competitions conducted outside the USA, official meet results may be used to prove entry times, including relay lead-off and intermediate distance splits, subject to the approval of the National Times Coordinator and/or Program Operations. The National Times Coordinator or USA Swimming staff contact will verify and enter data from all foreign competitions.

1. ConocoPhillips National Swimming Championships, including time trials.
1. USA Swimming Spring Championships, including time trials.
3. U. S. Open Swimming Championships, including time trials.
4. World Cup, World Championships (Short & Long Course), and Olympic Trial competitions, including time trials.
5. Olympic Games (American athletes only; foreign athletes who compete in USA Swimming meets must present their Olympic meet results to the National Time Coordinator or the USA Swimming staff contact for inclusion in the National Times Database.)
6. Certain other International competitions at which a USA Swimming National Team competes (see Championship Administrative Guide in appropriate Meet Information Book or on the USA Swimming website for detailed listing).

C. Times from the following meets will be entered into the SWIMS Management System by the host LSC.

1. NCAA Women's & Men's Division I, II, and III Championships and the YMCA and YWCA National Championships. (Times that will be entered will be for athletes with USA-S ID numbers or full names and birth dates provided in the electronic meet results or separately on paper.)
2. Grand Prix Meets and selected high level meets such as sectional championships.

D. Times that do not appear in the STAR database within two weeks of the swim and which meet an applicable qualifying time, must be requested through a verification officer from the LSC in which the swim took place. **Verification for American or foreign athletes in foreign meets must be secured by providing results to the National Times Coordinator or the USA Swimming staff contact(s).**

E. Procedures

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1. Always consult with the Meet Host, Meet Director, Meet Referee, or LSC verification officer to determine if the meet will be loaded into the SWIMS system for inclusion in the STAR database.
2. For non-USA Swimming meets, such as high school, YMCA, or collegiate meets that are in the progression of season-ending championship level meets, requests for observation must be submitted to the LSC a minimum of 10 days in advance of the competition. See Article 202.5 and refer to "Request for Observation - Form B," in this handbook. These meets are being observed for USA Championship qualifying times or National Reportable Times (USA Swimming members 18 & Under).
3. Other meets, such as invitationals and other multiple team meets hosted by the above organizations require application for authorization 28 days in advance and are subject to review by USA Swimming Program Operations, through the National Times Coordinator. See "Request for Observation - Form A," in this handbook. Non-championship level high school and YMCA, YWCA meets are **not** generally approved for observation.
4. The coach or swimmer may be asked to complete a verification request form prior to or after the event. Following the event, the local verification officer will enter data for times meeting an applicable USA Swimming championship qualifying standard into the SWIMS system and the time(s) should be visible in the STAR database within two weeks. If the reportable time is visible in the STAR Database on the USA Swimming web site, it is considered a proven time. If the request for verification falls outside a period deemed suitable by the host LSC, an administrative fee may be assessed.

#### F. Relays

1. "Team" relay times - a qualifying time achieved by four swimmers attached to the same club competing in a relay event. This time belongs to the club, regardless of whether one or more of the swimmers leave the club subsequent to achieving the time. Team relay times will be entered into the STAR database only if the electronic meet results file contains all four swimmers' names and lead-off split or all four names and a lead-off split are furnished on paper for hand data entry.
2. "Aggregate" or "Add-up" relay times are those that are obtained by adding up four individual swims to achieve a qualifying time. **Please note, individual event times belong to the swimmer, and even though achieved while attached to a particular team, once that swimmer leaves that team, his/her individual times may no longer be used by a former team for the purpose of proving an aggregate relay.**

#### G. Miscellaneous provisions

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1. Verification requests at Approved or Observed competitions may be made before or after the swim, but should be submitted prior to the end of the competition or within 3 weeks.
2. Requests made at a later date are subject to an administrative fee at the discretion of the LSC verification chairman.
3. Bonus Events – Proofs of time from an Approved or Observed Meet may be requested for all swimmers for the purpose of proving “bonus” events at a USA Swimming championship meet, the U. S. Open, or any other competition which allows bonus events if the times do not already appear in the STAR database.

#### H. Coaches' Responsibilities

1. Please don't assume that any of the above steps are automatically in place. Check with a responsible person well in advance of the competition. If you experience any delay in viewing the time in the National Times Database, contact the LSC Verification officer who was responsible for doing the data entry of the time.
2. When entering a USA Swimming championship meet through the Online Meet Registration, proven times may be selected for entry. If using paper entry process, coaches should check the National Times Database for each swim time entered. If a time is not in the database, contact the LSC verification officer and ask for data entry of a swum time. Do not enter an out of date time from the database in a championship level meet. Use the qualifying period selection button in the database to show you the times for the current championship period.
3. It is wise to verify all times to be used for championship entry through the STAR database. If you see a time achieved within the current qualifying period in the STAR or National Times Database, you may assume that it is proven properly.
4. Upon arrival at a USA Swimming championships in which you have athletes entered, you must check the copy of the psych sheet posted in the Proof of Times area to see if there are any asterisks (\*) by the times of any of your swimmers. An asterisk (\*) indicates that the time has not been proved. See the verification officer assigned to that meet prior to the scratch deadline for each event with an asterisk (\*).
5. Times that cannot be proved by the scratch deadline for that specific event will result in the swimmer being scratched from the event, and are subject to a \$100.00 fine per unproved time (207.11.5). **If a slower, but qualifying, time can be proved by the scratch deadline for a given event, the swimmer will be reseeded at the proven**

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**time and allowed to swim. However, the team will be assessed a fine if the originally submitted time cannot be proved within 60 days following the competition. Using an out of date time will result in a fine.**

- I. References - Additional information about the National Times Database system and proof-of-times procedures can be obtained from the following sources.
1. USA Swimming Rules & Regulations, Articles 202 & 207
  2. USA Swimming Meet Information Books or online meet information
  3. USA Swimming National Times Handbook (revised annually), available from National Times Coordinator, (see p.4, USA Swimming Rules & Regulations for the current coordinator), or the USA Swimming web page under *Fast Times, Star Times*
  4. Your LSC Verification officer
  5. The National Times Coordinator (see p. 4, USA Swimming Rules & Regulations)
  6. United States Swimming, Inc., National Times Database Input office, One Olympic Plaza, Colorado Springs, CO 80909-5770, Phone 719-866-4578, FAX 719-866-4669

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## VALIDITY PERIODS OF REPORTABLE TIMES

- A. Qualifying periods (207.8 )- under current USA Swimming rules, entry times for USA Swimming Championship level competitions must have been achieved as specified below.
1. Spring USA Swimming Championships - Qualifying times shall be achieved from February 1 of the previous year until the entry deadline for the specific current year championship that you are entering.
  2. ConocoPhillips National Championships - Qualifying times shall be achieved from July 1 of the previous year until the entry deadline for the specific current year Nationals which you are entering.
  3. U. S. Open - Qualifying times shall have been achieved from the first day of the previous year's U. S. Open.
  4. Exceptions - (207.9.6 D& E) –
    - a. A qualifying time achieved while participating in Trials Class meets, or while representing the United States as a National Team member in international competition since July 1 of the previous summer, shall also be eligible to enter the Spring and Summer USA Swimming Championships.
    - b. **Athletes who have qualified for Olympic Trials within the current quadrennium in a specific event may swim that event in all National and U.S.Open events preceding the next Olympic Trials, even if they have not re-qualified for the championship meet or U.S. Open in that specific event (2001 convention legislation).**

## OBSERVED MEETS

- A. These criteria are to be applied to all high school, collegiate, masters and YMCA/YWCA meets. Observation of meets is for the sole purpose of verifying times for entry into championship level events and not necessarily for approval of times for LSC meets.
1. There shall be two or more teams competing in the meet.
  2. Properly functioning electronic timing must be in use.
  3. There shall be a minimum of two (2) observers on the pool deck, one at each end of the pool. The USA Swimming observers, appointed by your LSC, must be certified USA Swimming Stroke & Turn judges.
  4. Meet officials (high school, collegiate or YMCA/YWCA) shall include a referee, a starter, and a minimum of two stroke and/or turn officials. **If all four (or more) meet officials are dually certified (that is, all are also USA Swimming officials), it is not necessary to have the two (2) extra observers on deck. Whether the meet is observed by two additional USA Swimming officials or four (or more) dually certified officials, the USA Swimming disqualifications should be recorded on heat sheets and turned in to the meet referee for signature and given to the verification officer who will do the data entry for reportable times. These records should be maintained for the length of the qualifying period for which any verification may be written.**
  5. The meet shall be on the year's published swim calendar.
  6. There shall be a minimum of one (1) trained watch person on each lane.
  7. **A Time Trial held in conjunction with a season-ending championship meet may also be observed if the Time Trial will be officiated to the same standard as the championship meet. Time Trials at other observed meets (non-championship) can not be observed for verification purposes.**
  8. High school dual meets are **not** eligible for proof of times certification.
- B. Procedures
1. **Request for USA Swimming observers for certification of times must be made to the LSC Verification officer ten (10) days (See Request for Observation - Form B) prior to the meet for all meets leading directly up to season-culminating High School, YMCA/YWCA, or collegiate championships. In the case of meets (such as invitationals) not in the qualifying progression for the season culminating meet, a 28 day advance notice to USA Swimming is required (see Request for observation -**

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**Form A). Requests should be made to the LSC Verification Officer who should submit Form A with his/her signature to the National Times Coordinator for approval. The National Times Coordinator will return the approved form to the LSC officer who should then send a copy back to the meet director or meet host.**

2. The LSC has the power to determine if observation can be facilitated (manpower requirements).
3. Proofs of reportable times will be entered into the National Times Database only upon receipt by an LSC verification officer, within three weeks of the competition, of; a) complete and legible verification requests, and b) official final results or electronic meet file, attested to by the Meet Referee, with notations indicating those swims not in compliance with USA Swimming Rules. The Meet Referee must attest to the verification official in the LSC that the meet was run in accordance with the criteria listed in A. 1-4 above. The LSC Verification officer may determine and inform coaches that all times for athletes with full names and birth dates or USA-S ID numbers that meet a championship standard will be loaded into the National Times Database without a specific request.
4. A “team” relay proof of reportable time may be entered for a time achieved by a collegiate or high school team or YMCA/YWCA team for a USA Swimming club provided all four relay swimmers represent the same USA club at the time of the swim. All four names must be listed and a lead-off time must be provided.
5. Coaches DO NOT have to declare ten days in advance to the observers what events the athletes will be swimming. This may be done on the day of the meet for individual observation. **If a meet is receiving blanket observation (all swims observed), verification requests may be made after the swims. It should be noted that if a swim is in compliance with USA Swimming rules and the meet has received blanket observation, the swim is a valid time whether the coach or swimmer requests a proof of reportable time or not.**
6. **If a USA Swimming observer notes an infraction of a USA Swimming rule that is also an infraction of the NFHS, NCAA, or YMCA rules, and this infraction is missed by the high school, college or Y official, he should note this on his heat sheet and report it to the verification officer. Should that time be requested for National Time Verification purposes, the verification officer should deny the request. Upon receipt of meet results showing the time swum properly (according to high school, college or Y rules), the verification officer should attach the heat sheet with infraction noted by the observer to the meet results and keep this for the next year. Such a time should not be entered into the SWIMS system.**

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## **OPERATIONS PROCEDURES FOR VERIFICATION OFFICERS**

A. The STAR Report generated by the SWIMS system is the only official verification form to be used. This form would only be issued per a specific request by a coach or athlete.

B. Notes on individual data entry into SWIMS:

1. USA Swimming ID number must be accurate. Computer entries are by name and athlete USA Swimming ID number. PLEASE SPELL THE NAME CORRECTLY! **The swimmers' name must be the name used on the USA Swimming registration card.**

The ID number consists of the birth date, i.e. (012479), followed by the FIRST THREE LETTERS OF THE FIRST NAME, THE MIDDLE INITIAL OR \* IF NO MIDDLE NAME, AND THE FIRST FOUR LETTERS OF THE LAST NAME. You must match a data entry time to a USA Swimming member in the system or create a non-member.

2. If you are adding a time to an athlete's file, first search for the meet in the system. Use the FIRST day of the meet for the date, provided it falls within the CORRECT qualifying period. If it does not, use the date that does. (i.e. a local meet is held January 31-February 2, but the qualifying period for the next year begins on February 1. In this case, swims on January 31 shall be dated January 31, and swims on subsequent days of this meet shall be dated February 1.) The correct name for a meet consists of "year – LSC – meet name." It is easier to search for a meet using the start date.
3. Event and time are critical; please be ACCURATE.
4. If you are asked to print out a copy of the Proof of Time (STAR Report) for a coach or athlete, be sure to sign and stamp the form and add the current date. You may fax the copy to the coach or athlete.
5. An NTV officer's stamp should include printed name, address, phone, the name of the LSC, and the officer's signature.

C. RELAYS

1. TEAM RELAY: When a team makes a Championship Time Standard or U.S. Open Time Standard, you must use the search procedure (spyglass). The type of relay goes under the event, e.g. 400 yd Medley or 800 M Free Relay. Be sure to enter the names of the swimmers using the search procedure in the order they swam into the SWIMS system. If all four swimmers and a lead-off time are not listed, the time will remain in the Holding Tank.

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2. AGGREGATE (Add-up) RELAYS: A Proof of Time is never entered for an aggregate relay time.
3. "REPORTABLE" TIMES: A swimmer may make a time that does not meet a USA Swimming Championship qualifying time, but it is still valid to use for an aggregate relay entry. Use the search procedure for the athlete and the meet and manually add the time.

D. ALTITUDE ADJUSTMENT: When entering data for a time made at "altitude" according to Ref. 206.9.6 in the USA Swimming Rule Book, determine if the adjusted time meets a USA Swimming Championship Time Standard. If so, enter the original time **and check the proper altitude box.**

E. QUICK REFERENCE FOR VERIFYING A PROOF OF TIME:

1. The time must meet a current USA Swimming Championships Time Standard or be reportable.
2. INTERMEDIATE SPLITS MUST BE REQUESTED. Relay lead-offs from disqualified relays must also be requested and it must be verified by the meet referee that the lead-off swim was legal.
3. For individual data entry, carefully check the times from an official source such as the time card, tape, or official meet results in hard copy or electronic form.

F. TIME TRIALS:

1. Except for the Time Trials at Trials, Nationals, and U. S. Opens, all other time trials conducted for the purpose of issuing verification must conform to the following:
  - a) Time Trials must be sanctioned by the LSC and conducted in accordance with USA Swimming Technical Rules (Section 202.2, USA Swimming Rules & Regulations). Refer to section 102.2 for the number of events to be swum per day and section 102.12 for the required number of certified officials.
  - b) With the exception of Time Trials held in conjunction with a sanctioned meet and included in the published meet announcement, all other Time Trials must be announced and publicized in accordance with the procedures established by the LSC. All athlete members of the LSC who meet qualifications established by the LSC shall be eligible to enter all sanctioned Time Trials.
  - c) Under no circumstances may proofs of time be issued for times achieved in Time Trials

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conducted as "closed competition" (i.e., conducted exclusively for members of one club or organization), as defined in the Glossary of the USA Swimming Rules. Time Trials may be restricted to members of a single LSC or a geographical area of an LSC, as stated in the event sanction. **The exception is that if a Time Trial is conducted in conjunction with a season-culminating championship high school, YMCA/YWCA, or collegiate meet and has been approved for observation by the LSC Verification Officer.**

- d) The LSC verification official or a representative appointed by the LSC verification official must be present at the Time Trials to attest that all USA Swimming Technical rules were observed.
  - e) Printed results, or signed automatic timing system printout tapes and timer's cards or electronic results and a copy of the Time Trial sanction/approval form must be submitted to the LSC verification officer together with the request for proofs of time. Times to be loaded may be determined beforehand, eliminating a request process.
2. Times achieved in Time Trials conducted in conjunction with a USA Swimming Championship level competition will be automatically entered into the National Times Database or results will be available at USA Swimming competitions for the purpose of proving times.
  3. All data will be electronically entered into the SWIMS system and the National Times Database. Data can be entered individually by a verification officer or the officer may directly load an electronic file into SWIMS. **SWIMS users will be assigned a password to enable data entry.** Questions regarding the SWIMS system and user assignments should be directed to the USA Swimming staff contact(s) or the National Times Coordinator.

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# **APPENDIX**

## **A**

**PROOF OF TIMES PROCEDURES**

**AT**

**USA SWIMMING**

**CHAMPIONSHIP MEETS**

**&**

**BEING PRO-ACTIVE IN YOUR LSC**

# PROOF OF TIMES PROCEDURES

## USA Swimming CHAMPIONSHIP MEETS

**A. MEET MANAGEMENT (HOST) RESPONSIBILITIES** - The following is a summary of information contained in the manual that each meet host received during their representative's visit to the USA Swimming Championship Coordination seminar held in Colorado Springs. Please review all information pertinent to this critical part of hosting your upcoming meet.

1. Entries will be processed at USA Swimming headquarters through the online meet registration system or by paper entry sent to USA Swimming.
2. A preliminary psych sheet will be generated and sent to the meet host or presented onsite. After the arrival of the computer operator and assigned verification officer, a final psych sheet will be published.
3. After the entry process is complete, the USA Swimming Verification Officer shall be provided with two copies of the psych sheet, printed single sided, one event per page. One will be posted in the "Proof of Times" area, and one will be the control copy maintained by the Verification Officer. The officer also will require a copy of each team's relay entry page. The officer will also need a meet roster and list of meet ID numbers for each entered swimmer.
4. The "Proof of Times" area should be separated from the main flow of the registration process, so as not to add to the congestion. A wall area, or portable bulletin boards, should be provided for the posting of the psych sheet. This area should allow ample access for swimmers and coaches. Internet access at the Proof of Times desk is critical. It is helpful to have the Registration officials and the Proof of Times official in the same general area.
5. During the team check-in process (registration), personnel assigned to this responsibility must direct coaches to check the psych sheet posted in the "Proof of Times" area, and to report to the Verification Officer if any of the times are followed by an "asterisk."

**B. USA Swimming Championship VERIFICATION RESPONSIBILITIES** — At some championship meets, the National Times Coordinator may ask a verification officer to perform the duties of Championship Verification. The following information should provide the basics to help you accomplish your duties. Thank you for volunteering to serve in this critical aspect of USA Swimming Championship meets.

1. Review the information above entitled MEET MANAGEMENT RESPONSIBILITIES, a copy of which was sent to the meet host.
2. Although results from USA Swimming Championship meets are "supposed" to be in the computer, this is not always the case. In any case, there is always a way to track down a time, usually no farther than a set of meet results or a phone call or internet look-up away. Any time proven from meet results should then be entered manually into SWIMS.
3. Don't forget your "mobile office kit" which includes basic supplies: white-out, 3 ring punch, different colors of hi-liters, three-ring binder, post-it notes, masking & magic tape, index tabs, and a supply of smiles for the coaches and swimmers.

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4. In most cases, it's probably a good idea to make a call to the meet host prior to the meet to review procedures. Make sure they understand the basics of their responsibilities. This also gives you a chance to answer any questions they might have about the entry process. Be proactive and specific about expectations. Internet access at your desk is not negotiable – it must be available
5. Upon arrival, check your assigned area. Work with the meet director to solve any logistics or layout problems you observe. Obtain your copies of the psych sheet and relay forms, meet roster and meet ID numbers. Punching your control copy of the psych sheet and using a three-ring binder is convenient. You can buy stick-on index tabs upon which you can write event numbers, descriptions, or whatever works for you. You can keep your notebook in publication order or event order – again, your choice.
6. The posted psych sheet - Using a medium black felt tip (like a Sharpie), print the event name and day at the top of each sheet, (for example, W 400 IM – Thurs., 3/21). If an event doesn't fit on one page, cut and tape to make one long page. If there are FAX entries allowed, try to leave a little extra space to write in FAX entries at the bottom of the page. Another option is to ask the computer operator to print new psych sheets for any events for which FAX entries have been received. If you've already done some whiting-out and other changes, it may be easier to just write in the new names to the bottom. Now post the psych sheet, separated women; men. You have the option of posting them by day, or by stroke order (free, back, breast, fly, IM, relays). Seems like most people prefer by day. Spread out the posting as much as practical to help minimize congestion.
7. Your control psych sheet - After organizing your control copy in a binder, you're ready to start clearing times. When you clear a time, highlight the "asterisk" on your control copy. When time permits, white out the asterisk on the posted sheet. As you do this, draw a line through the highlighted asterisk on your control copy. This lets you know that the whiting-out has been completed, and you don't have to keep going back to check. For relays, once you have proved the time and checked to see that aggregate times add up correctly (if the entry was made online, the system will have already checked the aggregate add up for you), you can discard your copy of the relay entry page that was supplied to you by the meet host. Save any relay forms that have problems that could result in a fine being assessed.
8. When using the database or internet lookup, be sure to look for alternate spelling of an athlete's name to find any time which may have been overlooked. If you find a time that meets the qualifying standard, but is not as fast as the time on the master entry form, you can write it on your control copy. In case the entered time cannot be proved, this gives you an opportunity to allow the swimmer to compete, although the entered time will eventually have to be proved, or be subject to the \$100.00 fine. Check to see that times fall within the appropriate qualifying period. The qualifying period begins on February 1 of the previous year for Spring championships, July 1 of the previous year for Summer Nationals. If FAX entries are permitted, review the FAX entry form to familiarize yourself with the conditions that apply to FAX entries. Initialize each FAX entry that you process onto your control sheets and give the entry form to the admin ref.
9. Any changes that you wish to initiate should be done on the "computer change form." This might include changes in the time, course, spelling of names, etc. Changes should be submitted through the administrative referee. Ask the admin ref for a supply of these forms.
10. When you run into a situation where, after the arrival of the team, it appears that a proof of time is not readily available, consider some of the following options:

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a) If the coach knows where the time was achieved, give him/her the responsibility for tracking down the time. Perhaps just a phone call or email will solve the problem. Have them make the contact, preferably with an LSC verification officer, and ask the coach to have that person call you back to verify the time. Another possibility is to have the proof FAXed to you at the site. It's a good idea to have the phone and FAX number handy at your proof-of-times desk. Use your own judgment in deciding which proofs you wish to accept. If you have internet access and a computer at your location and the coach knows the website for a meet for a proof, go ahead and look the information up. You may use results on official sites as proof of time.

b) If you are unable to prove a time, you can call USA Swimming, 719-866-4578, and ask for Larry Herr (he may be at the meet). He may be able to assist you. **You can also go to the USA Swimming website and use the National Times Database – individual or performance or just use SWIMS to check any times which may have been added to the database recently. If a time is visible in the National Times Database, you may use it as proof.**

c) Sometimes, a coach from another team may have results with them that can help out. You might consider borrowing the results, or have a copy made for your use. Again, if possible, give the responsibility for tracking down these proofs to the coach who needs the time.

**11. Take a pro-active approach toward making sure times get proved.** If the scratch deadline is approaching and you have not heard from the coach, try to track him/her down to find out what's going on. If a time cannot be proven by the scratch deadline for that event, fill out a scratch form for that swim, making sure that the administrative referee has it immediately after the scratch deadline. It's a good idea to notify the coach so that there won't be any surprises the next day when their swimmer does not appear on the heat sheet. Should a protest result from this action, it is the responsibility of the eligibility jury to adjudicate the matter.

12. Upon completion of the meet, please remind the meet director or computer operator that electronic results of the meet and time trials are to be sent to the staff contact at USA Swimming.

13. Send your control copy of the psych sheet to the National Times Coordinator, with any notes as to times that were not proved. Letters will be sent to the coaches, requiring that the time is proved within 60 days, or the team will be responsible for the payment of the \$100.00 fine per non-proved time. During the course of the meet, please advise coaches if they could be subject to a fine.

## BEING PRO-ACTIVE IN YOUR LSC

There are a number of things you can do to make data entry as smooth and error-free as possible. Given that each LSC, and sometimes each meet host, is using different versions of different software to run meets, there will be errors within results and even corruption of files. Troubleshooting begins up front, not after a meet has taken place. Here are a few items that may help your LSC publish and maintain good meet results, thereby ensuring that good data is entered in the National Times Database.

1. Work closely with your Membership/Registration Chairman to get every team's cooperation in registering the athlete with the name they intend to use in meet programs. If the Registration Chair will check each team's list for name and ID errors and get those corrected and sent back to the team, it will be very helpful. Teams should correct their Team Manager file based on registration data and use that file to enter every meet (if they are using Hy Tek in the LSC). For those using Hy Tek, an upgrade has been completed that will allow the TM and MM users to rebuild an ID within the program. **THE MOST IMPORTANT THING YOU CAN DO TO INSURE GOOD DATA AND NO ERRORS IN MEET LOADING IS TO BE VERY PRO-ACTIVE WITH REGISTRATION AND ID ISSUES. EVERY TIME LOADED INTO SWIMS IS MEMBERSHIP DRIVE**
2. Encourage those computer operators who do data input for a meet host **NOT TO SKIP** the step in the Hy Tek set up which asks you which day and year is the first day of the meet. If this step is skipped, the previously run meet's date, etc. will be used, thus incorrectly showing the athletes' ages. When the screen asks "Do I want to re-compute all athletes' ages, the answer should be YES." Making a mistake here causes gross errors for the Top 16 data collection.
3. Insure that your LSC web site (or a reputable LSC club web site if no LSC site is available) posts meet results from all LSC meets (html for viewing and cl2 or sdif for downloading). Beginning with the Fall 2003 season, every LSC sanctioned meet should be loaded into SWIMS by your LSC. This includes sectional and grand prix meets as well as BC meets.
4. Hold Meet Directors' Workshops to train volunteers who will handle entries and run computers at the meet. Follow the guidelines for creating a SDIF or CL2 file necessary for SWIMS loading. These guidelines may be found on the USA Swimming web site.
5. Publish a Meet Director's Handbook and update it yearly.
6. Establish key person as computer operator and train individually if possible.

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7. Have your key person check the meet data before a cl2 file or sdif file is made. A general look at LSC and team codes, names, ID number fields will suffice. If gender is not included in data entry for a relay only swimmer, the relay will end up in the holding tank for correction.
8. Have a “go to” person who can fix errors in a meet file. If you load a file that is not acceptable into SWIMS, you will get a specific error message. Your “go to” person should be able to correct that error and re-create a cl2 file or sdif file.
9. It is anticipated that there will be a number of meets held in the 2004 year prior to Olympic Trials that may be a prelim final format – with short course in the prelims and long course in the final session. SWIMS WILL NOT PROPERLY LOAD THESE MEETS IN TWO DIFFERENT COURSES. YOU WILL NEED TO SET THESE UP AS TWO SEPARATE MEETS.
10. Relays will not load into SWIMS properly if four athletes are not named and a leadoff time is not included in the meet results. This obviously causes problems, especially in terms of 200 long course relays. Very few LSCs have the luxury of touch pads at both ends. For the time being, we will need to put in a leadoff time to get the swum times of those relays into the database. The time to put in as a leadoff will be very slow (obviously wrong). For a 200 relay use 1:00, for a 400 relay use 2:00, and for an 800 relay, use 3:00. The enhancement list will include a fix for this, but for now please use the strategy stated above.

## HANDLING OBSERVED MEETS

### In General

At convention legislation was proposed that would have required an athlete to be a member of USA Swimming at the time of the swim (as required for Top 16 recognition). The Rules Committee compromised on a proposal that would require membership at the time of the request for verification. After a day or so of thoughtful discussion, we decided to withdraw the legislation entirely. **Therefore, there is no change on how we do business with observed meets and a request for national time verification. Top 16 times’ users have a report feature that enables them to determine members and non-members for recognition in the Top 16 program.**

As a times’ user you can match a legal USA-S time swum in an observed meet to a member (either a current year member or a past member). If the time is matched to a past member (i.e., a time swum in February 2004 may be matched to an athlete registered in 2003 who has not rejoined USA-S yet), it will go into the holding tank. If the athlete has never been a member, you will

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follow the directions shown under NCAA # 4 below to create a non-member. You would need the athlete's correct name and birth date to create the non-member.

Obviously, club coaches may come to you right before a national meet (as they have done in the past) for a proof of time from an observed meet. This could be tedious if you have to do hand data entry for a lot of swimmers at the last minute. It is up to your LSC to determine what policy you will adopt in such a case. For example, you may determine that after a certain time has elapsed (say 3 weeks), you will charge an administrative fee for any proof of time needed for national meet entry. The fee amount is your choice. Enforcement of such a policy at a national meet (for unpaid fines due to erroneous entries into a national meet) is handled by not permitting a coach on deck until the fine is paid. Your LSC should set its own enforcement policy. Educating, assisting, informing – all of these are key to getting your coaches to cooperate. Punitive measures serve no good and we do the work all the same as we are there to serve our athletes, but you are the best judge of what works for your LSC.

## High School

If you are using Hy Tek software for meet management, for high school meets you can do the following:

- Load a sdf or cl2 file into Team Manager in a separate database (not your LSC database).
- Ask the coaches of club teams to give you a list of swimmers from their clubs for whom they wish times submitted to SWIMS.
- Go in and change (edit) teams.
- Extract this file and import it into your LSC Team Manager file. Edit or enter the meet name in this file.
- Make a cl2 file for that particular meet.
- Load that cl2 file into SWIMS.

You can also do manual entry of compliant times from high school meets into SWIMS. This would be the recommended method if only a few times are needed.

## NCAA

- For observed dual meets, use “By request only” from coaches for SWIMS entries and do manual entry of times.
- For large invitational meets and conference championships, you have several different options:
  1. Urge teams to register athletes when they report for school or renew their LSC membership before reporting to school.
  2. Encourage college teams who use Team Manager to set up their team as a USA Swimming club in TM. In the fall they can set up their team, using full names and birthdates (thus creating the ID numbers); then using that TM file to enter meets all

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year, the ID #s will become part of the meet results file. (We know that this doesn't mean they are really members of USA Swimming, but upon upload into SWIMS, the ones who are not will be shown with an error message and go into the holding tank.)

3. Have the computer operator enter the ID numbers of all USA Swimming member athletes into the computer before the meet (provide operator a list of names and ID #s you get from coaches). The operator could also enter full names with middle initial and birth dates into the meet program for other athletes who want their times reported to SWIMS.
4. Load a sdif or cl2 file from a college meet into SWIMS and deal with the error messages by editing athletes. If they are members already, you can do a SEARCH and try to match them appropriately. If the time is to be captured for a non-member and the full names and birth dates are not included in the electronic results, then you will need a list of athletes' names and birth dates from the college teams. You would then have to create a non-member by having first and last name, middle initial and date of birth. The LSC will be defaulted to US. Only Headquarters will be able to edit or delete a non-member individual. Once membership is approved, the time becomes a record.

Obviously the last option is the least desirable. One way to facilitate membership for NCAA athletes would be for the LSC registration chairman to have a representative at a conference championship with forms. Athletes would need to complete forms, pay by check only, and then the LSC registration chairman could submit these new members to USA Swimming for entry into SWIMS. Waiting a couple of weeks to load the meet in question might help insure the membership data gets entered before the times data.

## KEY POINTS

- **Working with your Membership/Registration person is very important to insure success with SWIMS. Hold workshops together to stress the importance of correct data entry.**
- **Educate your coaches and teams on how to register their athletes and enter them into meets.**
- **Educate your coaches on your policy with regard to observed meets and verification of national times.**
- **Work with college teams or meet sites in your LSC to enable the use of full names and birth dates in the meet results.**
- **Educate your parents – tell them about the national database and how quickly results will show up on the public search program on the USA–S web site. (Fast Times – STAR Database, Event and Individual Look Up) Age group parents are our best checkers, so put them to work!**

# **APPENDIX B**

## **FORMS**

### **REQUESTS FOR OBSERVATION**

### **REQUEST FOR ELECTRONIC LOADING PURPOSES**

### **VERIFICATION REQUEST**

# USA SWIMMING

## REQUEST FOR OBSERVATION -Form A

### Meets requiring authorization by National Times Coordinator (for Program Operations) - Requires 28 day advance application

This form is to be used to request observation for verification purposes at YMCA, High School, Collegiate or Masters meets which are not district, conference, league, or national championships. The observation program is not available for time trials. Provide all of the requested information. This form, and a copy of the meet information, including a schedule of events must be sent 28 days (minimum) prior to the event to the LSC Verification Chairperson for review and acceptance, then to the USA Swimming National Times Coordinator for approval, subject to concurrence by the Program Operations Vice President.

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 & Regulations. Swims to be observed must have a reasonable chance of meeting USA Swimming Championship, National, World Cup or U.S. Open qualifying standards.

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 [ ] YMCA [ ] College [ ] Masters

Course: [ ] Long Course Meters [ ] Short Course Yards [ ] Short Course Meters

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

[ ] Electronic Timing will be in use, conforming to the conditions specified in 102.16 - USA Swimming Rules & Regs

[ ] The meet must be officiated by at least four officials. 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. Two competition courses require a minimum of four observers. If the four meet officials are dually certified by USA Swimming, additional observers are not necessary.

[ ] The meet referee, or 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 the entire meet may be observed (recommended procedure).

[ ] 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 four dually certified officials:

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

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

This form must be first accepted by the LSC Verification Officer, then forwarded to the National Times Coordinator for approval.

**Step One** - Accepted by:

**Step Two** - Approved by:

\_\_\_\_\_  
LSC Verification Officer

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

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

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

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

Suzanne Heath Email [suzanneheath@cox.net](mailto:suzanneheath@cox.net)

506 Potomac Drive Phone 252-974-0732

Chocowinity NC 27817 FAX 252-974-0732

# LOCAL SWIMMING COMMITTEE

## REQUEST FOR OBSERVATION - Form B

(Sample form - please modify to suit the needs of your LSC)

This form is to be used to request authorization for observation of High School, YMCA, Collegiate, or Masters meets for verification purposes. If High School, the meet must be District or State Championship; if Collegiate, the meet must be in the qualifying progression for the season culminating championship. Observation authorization for meets that are not in the qualifying progression must be requested on Request for Observation - Form A.

Conditions:

1) Electronic Timing must be used in accordance with conditions outlined in 102.16, USA Swimming Rules & Regulations.

2) Officiating

a) The meet must be officiated by a minimum of 4 certified officials. If all officials are also certified by USA-S, no 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, in which case heat sheets would be marked indicating compliance or non-compliance with USA Swimming Rules;

b) Or, a minimum of two USA Swimming stroke & turn certified officials shall be assigned, one at each end of the pool, to verify compliance with USA Swimming Technical Rules for those swims requested to be observed. If the meet is a YMCA/YWCA National Championship or NCAA Championship, observers must be approved by the National Times Coordinator.

c) The meet referee must verify compliance with applicable rules and procedures, and shall forward any proof of times requests and final results to the LSC Verification Chairperson.

3) Proof of Times Requests

a) If an athlete's USA-S ID # or full name and birth date is included in the electronic meet results, no individual request for championship qualifying time is necessary. The LSC NTV 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 reportable times must be made to the LSC verification chairman 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 4 certified officials (HS, NCAA, YMCA) and also observed by a minimum of two assigned USA Swimming Stroke & Turn certified officials, one at each end of the competition course if the officials are not dually certified USA-S.

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

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

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

Name of Meet Director \_\_\_\_\_ Phone \_\_\_\_\_

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

Signature of Meet Referee or Meet Director \_\_\_\_\_

This form must be received by the designated person in the LSC 10 days prior to the beginning of the meet.

Approved: \_\_\_\_\_ (LSC Verification Chairperson)

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## TEAM VERIFICATION REQUEST FORM

Please print legibly all of the requested information and return to the Verification officer present at the meet, or to the designated person or location. Requests submitted after the meet may be subject to an administrative fee.  
**Attention Meet Host:** If Verification officer not present, please send this form to an LSC Verification officer immediately following completion of the competition.

First Day of Meet: \_\_\_\_\_ Name of Meet: \_\_\_\_\_ Course: SCY LCM SCM

Times Requested by \_\_\_\_\_ Team Code: \_\_\_\_\_ LSC Code: \_\_\_\_\_ Phone: \_\_\_\_\_

Confirm verification to: Name: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

City, State,

Zip: \_\_\_\_\_

**For Individual Events:**

NAME (Last, First, MI)	USA Swimming ID Number (must be complete)	Gend. (F/M)	Event (Dist/Stroke)	Time	Session (See below)	Date of Swim	Flag (See below)

**Session:** Prelims, Finals, Time Trials, Lead-off, Swim-off      **Flag:** N=National Time; O=U S Open Time; R=Reportable Time

**For Relay Teams:**

Relay Event	Flag	Names	Ages
		1	
Time	Session	2	
		3	
		4	

Relay Event	Flag	Names	Ages
		1.	
Time	Session	2.	
		3.	
		4.	

Issuance of proof of times subject to verification that competition was conducted in conformance with all applicable USA Swimming Rules & Regulations.

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### INDIVIDUAL VERIFICATION REQUEST FORM

Please legibly print all requested information. Some meets require that this form be submitted prior to the swim. Check in advance to determine which procedures are in effect for this competition. Turn in completed form to Verification officer or the designated person or location. Data entry for proof of times subject to verification that competition was conducted in conformance with all applicable USA Swimming Rules & Regulations.

Swimmer Name: \_\_\_\_\_ F M ID # \_\_\_\_\_  
Last First MI  
Club Code: \_\_\_\_\_ LSC: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name of Meet: \_\_\_\_\_ First Day of Meet: \_\_\_\_\_ City: \_\_\_\_\_

Event #	Distance/Stroke (i.e-100 Freestyle)	Course (SCY, SCM, LCM)	Time	Flag (See Below)	Session (See Below)

Relay Member Names (Last, First)	Age	Confirm proof to:	Email address:
1		Name:	
2		Address:	
3		City, State, Zip:	
4		Phone:	FAX:

**Session:** Prelims, Finals, Time Trials, Lead-off, Swim-off      **Flag:** N = National; O = US Open; R = Reportable Time

Please legibly print all requested information. Some meets require that this form be submitted prior to the swim. Check in advance to determine which procedures are in effect for this competition. Turn in completed form to verification officer or the designated person or location.

Swimmer Name: \_\_\_\_\_ F M ID # \_\_\_\_\_  
Last First MI  
Club Code: \_\_\_\_\_ LSC: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name of Meet: \_\_\_\_\_ First Day of Meet: \_\_\_\_\_ City: \_\_\_\_\_

Event #	Distance/Stroke (i.e-100 Freestyle)	Course (SCY, SCM, LCM)	Time	Flag	Session (See below)

Relay Member Names (Last, First)	Age	Confirm proof to:	Email address:
1.		Name:	
2.		Address:	
3.		City, State, Zip:	
4.		Phone:	FAX:



