

# WEST VIRGINIA SWIMMING AWARDS PROGRAM

An awards program was approved at the fall Meeting of WVS, Inc. The program is based on the USA Swimming Motivational Times. At the end of the short course season, teams will submit the names of swimmers achieving the standards and BAG TAGS will be issued in recognition.

Swimmers will receive one bag tag per age group per standard achieved.

Example: An 11-year old swimmer achieves six "A" standards. They get the "A" bag tag recognition award. The next year as a 12-year old, they improve all of their times, but still only achieve the "A" standard. They DO NOT get another bag tag. They only get another tag in this age group if they IMPROVE to a higher standard. The following year as a 13-year old, they again achieve six "A" standards. They get another bag tag since this is a new age group.

## Procedure

1. Download the Motivational Times from the Hy-Tek® website into your Team Manager® database.
2. At the end of the short course season, April 30, run a TM® report as follows:
  - a. Click "Reports/Performance/Top Times"
  - b. Click the following in the "Top Times Report" window
    - i. "Use Times Since" and enter "Since" date as 09/01/06 and the "Until" date of 04/30/07
    - ii. Click "YO" for "Course Options"
    - iii. Click the "Stds" tab and in the "Standards" dropdown menu select the code you have given the Motivational Times (mine is TUSS and this may be the default name from the Hy-Tek® download)
    - iv. Click "Include Time Standards" box
    - v. Select "A" in the "Standard at Least" dropdown menu
    - vi. Click "2 Column"
    - vii. Click "Create Report"
    - viii. You can create a paper copy or file copy by selecting the "Print" icon or the "Envelope" icon
      1. Click the "Envelope" icon
      2. In the "Export" window
        - a. Select "Word for Windows document" in the "Format dropdown"
        - b. Select "disk file" in the "Destination" dropdown
        - c. Enter a location in "Save in" in the "Choose Export File" menu, such as, "Desktop" and give the file a name, e.g. club code
3. Email the file save above or send a paper copy to: Tom Phillips, 5114 Glenbrook Drive, Vienna, WV 26105 / smw4life@charter.net
4. Bag tags will be issued as follows:
  - a. Swimmers will receive only their highest achieved ranking in a season
  - b. Six "A" time standards or combination of "A" and better standards totaling six, e.g., three "A", two "AA" and one "AAA" gets an "A" tag
  - c. Five "AA" time standards or combination of "AA" and better standards totaling five
  - d. Four "AAA" time standards or combination of "AAA" and better standards totaling four
  - e. Three "AAAA" time standards
  - f. One Top 16 time standard