OZARK LSC GUIDELINES FOR YMCA TEAMS
AND USA SWIMMING TIMES OFFICERS FOR SWIMS DATABASE

The following are criteria that must be met if a YMCA team wishes to have times for its athletes entered into SWIMS:

[ ] The meet must be run according to the guidelines of PART ONE, Technical Rules, USA Swimming Rules and Regulations.
[ ] The meet shall be "Approved" by the host LSC according to its by-laws or formal policies and in accordance with Article 202.4 Requirements for Approval in the USA Swimming Rules and Regulations.

In order for times from USA Swimming member athletes participating in appropriate YMCA competitions to be acceptable for data entry into SWIMS, the following procedures are required:

1. The host YMCA club fills out the Request for Approval form in coordination with the YMCA Officials Chair who recommends the two required observing officials on the YMCA side prior to submitting the form to Ozark Swimming. The following general requirements must be met in order for this request to be processed by Ozark LSC:
2. The YMCA Officials Chair will confirm the USA membership status of the observing USA Swimming officials with the Ozark Swimming Officials Chair.
3. Once the observing officials have been approved, the host YMCA club sends the attached form to the Ozark Swimming SWIMS Chair along with a copy of the official meet invitation.   The SWIMS Chair will be responsible for forwarding an informational copy of the request to the current Ozark Swimming General Chair and Sanction Chair should also be copied.
4. The YMCA host club must meet the following requirements prior to submitting the meet results to the SWIMS Chair:
    a. YMCA teams should request an official roster of their USA Swimming registered athletes from their LSC Registrar at the beginning of each season.
    b. Using this roster, the teams should enter the official USA Swimming ID numbers and proper names for registered athletes in the club's HyTek® Team Manager program.
    c. This Team Manager file, correctly updated as necessary during the year, should be used to enter all swimming competitions.
    d. Teams entering the meet should ensure that only swimmers who are members of USA Swimming actually have USA Swimming ID numbers in the Meet Manager file. However, it is the ultimate responsibility of the host team to ensure that this is true prior to submitting the Meet Results to the LSC SWIMS Chair for uploading into the SWIMS system. This can be particularly problematic if Team Unify is being used by the teams sending their entries (Team Unify uses the USA Swimming ID as its internal ID for each swimmer even when the swimmer is not a member of USA Swimming). The best way to for the host team to ensure that their Meet Manager file contains only valid IDs is to send the file to the LSC Registrar for a pre-meet recon (membership report). An exception report will be sent to the YMCA host team who will be responsible for corrections to the meet database before submission to the SWIMS Times Officer.
    e. Upon completion of a swimming competition and within seven (7) days of the end of the meet, the Meet Manager Back-up File should be sent to the SWIMS Times Officer in the LSC.
    f. Times loaded into SWIMS will show the athletes attached to the USA Swimming club name if that name is the same as the YMCA team name. If the name of the team is different, the times may show up as LSC- UN.
    g. There are no anticipated issues with any differences in age-up rules between USA Swimming and the YMCA. SWIMS reads the age from the athlete ID number and does not look for age group event names. If one or more than one relay team member is not a member of USA Swimming, that relay will be excluded from the SWIMS import.
    h. SWIMS does not recognize 25 yard events, 8 & U age groups, mixed or nonstandard format relays. Therefore, only times for athletes 10 & U in recognized USA Swimming events from YMCA meets will go into the database. Mixed relays or relays that do not conform to the standard recognized format should be deleted from meet results before submitting the file to the SWIMS Times officer.
5. The observing officials sign off on the meet using the attached Request for Approval form.
6. The YMCA host club provides the SWIMS Chair with the post-meet backup that is properly prepared per the instructions above.
7. The SWIMS Chair uploads the results into SWIMS.

Request for Approved Meet

Host Team (YMCA or otherwise): (name and address)

Name of Meet:

Dates of Meet:

Meet Director: (name, telephone number, e-mail, etc.)

YMCA Sanction Number: (if applicable)

The (host team) requests that the above named meet be designated as a USA Swimming Approved Meet. We confirm that the meet will be conducted in accordance with the requirements of Article 202.4 of USA Swimming Rules and Regulations. Attached is a complete copy of the meet invitation for your review.

_____   _____

(Meet Director)   (Date)

_____

We observed the conduct of the above-named meet and attest that it was carried out in accordance with Article 202.4 of USA Swimming Rules and Regulations.

_____   _____   _____

(USA-S Certified Official)   (LSC)   (Date)

_____   _____   _____

(USA-S Certified Official)   (LSC)   (Date)

_____

A copy of the meet results was sent to the Sanctions Chairperson and SWIMS Times Officer on (date).

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   (Meet Director)