**NATIONAL TIMES DATABASE**

**(SWIMS)**

**Sanctioned Meets**

Results from all Wisconsin Swimming sanctioned meets will be electronically loaded into SWIMS, the National Times Database for USA Swimming. Meet Directors should send the Meet Manager Database Back-up file to Sara Landolt (sklandolt@yahoo.com) within seven days of the completion of the meet. Before submitting the electronic file, please insure that the results contained are credible. Please note the following:

* Insure that all times submitted for loading into SWIMS comply with minimum standards from the USA Swimming Rule Book Article 102.16 and requirements for official time.
* If possible, Meet Recon should be completed Sara Landolt prior to or after the meet and corrections made before submitting the results to SWIMS.
* Check all timing exceptions to insure that the official times reported are valid.
* Relays without all four names will not be loaded into SWIMS.
* Relay lead-off times should be checked for integrity. If a long course meet is not using far end pads, relay lead-off times for 200 meter relay events should not be included in results.
* Intermediate times will not be automatically loaded from meet results and must be individually requested from Sara Landolt.

Meet results will be loaded into the system and should be available for public viewing on the USA Swimming web site within twenty days of the last day of the meet. If a time is missing from the database, please contact Sara Landolt.

**Approved Meets**

Before a meet can be authorized as an Approved Meet, criteria established by the LSC must be met. Results from Wisconsin Swimming approved meets will also be electronically loaded into SWIMS. An approved meet is one where not all the athletes are members of USA Swimming, but USA Swimming technical rules will govern the meet. Procedures outlined for sanctioned meets (above) should also be followed for approved meets. Times for those athletes who are USA Swimming members and whose ID numbers or registered names and birthdates are included in the meet results will be loaded into the database and be available for public viewing.

**Observed Meets**

Before a meet can be authorized for observation, certain criteria must be met. Policy and forms for requesting approval of observation and submission of results are included. Forms (A or B) must be submitted to Sara Landolt at least ten days in advance of the meet (email: sklandolt@yahoo.com). A meet is observed when not all of the swimmers are members of USA Swimming and when another association’s technical rules are governing the meet (YMCA, YWCA, NCHSAA, NCAA). High school dual meets may not be observed. All of the previously listed criteria for meet results should be met for observed meets, except as follows:

* A SDIF or .cl2 file of the meet results should be sent electronically to Sara Landolt (sklandolt@yahoo.com) for uploading into SWIMS.
* Times for those athletes with ID numbers or registered names and birthdates in the meet results will be electronically loaded into the database.
* Coaches may submit a form (C-2 or D) to Sara Landolt requesting manual data entry into the database for those athletes whose ID numbers or registered names and birthdates are not in the meet file. If possible, please put this data into the results’ file before creating the SDIF or .cl2 file for export to SWIMS.
* Relay team times must be requested from NCAA and HS meets as it is not often that all four members of a relay are members of the same club team. Lead off times should be included in results and these will be loaded into the system for member athletes.

**RECORDS AND TOP 10**

Records that have been achieved in Wisconsin Swimming and other meets will be updated and posted on the Wisconsin Swimming web site according to the LSC policy. Times will come directly from the SWIMS database. If you find a possible error, please contact Sara Landolt, LSC Records Chair (sklandolt@yahoo.com).

Top times for all USA Swimming member athletes are posted and updated continuously throughout the year on the USA Swimming website (Times/Time Standards). Until the close of the Top 10 year (August 31) and the Top 10 deadline has passed, the list of top times is not considered official. A time that appears on this list in the early part of the swim season may be a time that does not meet the Top 10 standard. The final and official list of Top 10 times will be posted on the USA website no later than November 1 of each year. If you find a potential error or omission, please contact Sara Landolt (sklandolt@yahoo.com). Top 10 times will come directly from the SWIMS database and are filtered for membership at the time of the swim.

Any questions regarding the SWIMS database should be directed to Sara Landolt (sklandolt@yahoo.com), LSC Records Chair, or Suzanne Heath (suzanneheath@cox.net), National Times Coordinator.

**OBSERVED SWIMS**

**NTV (Verification of Time from Observed Swims)**

The intent of observing swims is to provide an opportunity primarily for high school and

NCAA swimmers who cannot compete in LSC sanctioned meets during their association season to achieve times that may be used to enter USA Swimming meets. An important difference between “Approved” and “Observed” is conformance to administrative rules and technical rules (required for Approval) vs. technical rules only (required for Observation).

Observation is for the specific purpose of ensuring that swims performed by USA Swimming members are in compliance with the Timing Rules, Racing Course Dimensions, Starting Platform, and Individual Strokes & Relays sections of the Technical Rules portion of the USA Swimming Rules and Regulations. Meets run by dual certified officials (eg. NFHS/USA-S, NCAA/USA-S) do not require additional USA-S observers at the meet. The dual certified officials shall record any USA-S disqualifications for USA-S swimming rules which would not be disqualifications under the rules of the meet. Where the technical rules as listed in Article 101 are identical to those of the host organization, the judgment of the organization officials shall be sufficient.

At meets which do have separate USA-S observers (2 are acceptable), the USA-S observers shall record ONLY disqualifications for USA Swimming rules which would not be disqualifications under the rules of the meet. Where the technical rules as listed under Individual Strokes & Relays of the Technical Rules of the USA Swimming Rules and Regulations are identical to those of the host organization, the judgment of the organization officials shall be sufficient.

An administrative disqualification or an organization disqualification that is not a violation of USA Swimming technical rules should not invalidate an achieved time. Either the dual certified officials or the USA-S observers shall work with meet administration to record/report the time when submitted to the SWIMS times’ database for non-NCAA competitions. For such a disqualification in NCAA competitions, please provide details/times to the Program Operations VP or designee.

Following are certain minimum criteria that must be applied to all high school, collegiate, Masters, and any other meets authorized to have swims observed. The LSC NTV officer has the responsibility of verifying compliance.

1. Timing must comply with the Timing Rules stipulated in the Technical Rules section of USA Swimming Rules and Regulations.
2. If separate officials are being used for observation, at least one official must be stationed at each end of the pool.
3. The number of host Association meet officials (high school, NCAA, etc.) must meet the minimum requirements as stipulated under Officials in the Technical Rules section of the USA Swimming Rules and Regulations.
4. The meet shall be on the published calendar of the appropriate, school, league, conference, etc. Observation of high school competition shall be authorized for meets in the championship progression and large invitational meets run according to championship protocols and specifically authorized by the Program Operations designee. NCAA dual meets, invitational swim meets and championship meets shall be eligible to be observed if officiating standards are met.
5. 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.
6. All times for observed swims in high school meets shall be entered into SWIMS as LSC UN with the exception noted in the section below regarding relays.

With the implementation of the NCAA Database in SWIMS, all NCAA meets or meets where NCAA teams are competing are loaded into SWIMS by USA Swimming staff members. A list of all meets authorized for observation is maintained by the Times and Recognition Committee. LSC Times Officers shall send a list of all meets authorized for observation in the LSC to the committee representative. This list is posted on the USA Swimming web site under *Times and Teams/Times Information/Times Verification.*

Observed swims not in compliance with USA Swimming rules should be recorded and compiled by a USA Swimming NTV official in the host LSC. For NCAA meets, a list of swims not in compliance should be sent to the Times and Recognition Committee representative. At the end of the current NCAA season any swims not in compliance with USA Swimming Rules and Regulations will be removed from the database.

1. The LSC is encouraged to provide a list of valid observed swims from non-NCAA meets 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 observed swims not accepted should be kept by the LSC NTV official for a period of one year.
2. 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.

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.

1. 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 Program Operations Vice President or designee. The request must include a reason and explanation for the request.
2. 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.)
3. Approved times for swims in non-NCAA meets 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.
4. The time for a relay achieved in a high school 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. Note that some state high school associations may not permit club affiliation, even for relays, during the high school season.
5. If a non-NCAA meet is receiving blanket observation (all swims observed) individual verification requests may be made after the meet.
6. The LSC may choose to load all observed times and relay lead-off splits from non-NCAA meets into SWIMS. In this case, the coach can assist in 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 from non-NCAA meets.