

## NTV/TOP 16 REPORT

### SPRING 2004

Submitted by Trish Mitchell, NTV/Top 16 Chair

4/22/04

- Beginning with the Fall 2003 season, all LSC sanctioned meets are loaded into the SWIMS data management system and therefore into the STAR database.
- The purpose is to provide an accurate means of proving entry times for USA-S national championship level meets and also to provide a database of top times swum within the USA-S age group program.
- As of 4/22/04, **56** SES meets/time trials have been loaded into the national times database. There are still ~150 relays with errors in the holding tank. There were 640 in mid-February. All of the errors are relays that were swum with swimmers that were not registered athletes at the time of the swim.
- As of 4/22/04, teams with outstanding results include: **PNY** (meets from 9/27, 12/13), **DDST** (meets from 10/25, 4/3), **BSL** (meets from 12/13, 1/3), **MTSC** (meet from 12/13), **RCA** (meet from 1/17), **GST** (meet from 2/13), **CSWM** (meet from 4/17). If these meets did not take place, please let me know.
- A **.CL2** file from all meets is **what is needed** in order for the meet to be loaded into the national times database/STAR database, not a "copy of results" or a word document. Open the meet in meet manager, then click **File**, click **export**, click **Results for team manager or SWIMS**. Then click **OK**. An export file is created. Under **Export Finished**, click **OK**. A **meet results** box comes up and you need to **copy the .CL2 file to a drive**. That file needs to be attached to an email and sent to [amanzi@icx.net](mailto:amanzi@icx.net). I also need the same file mailed on a disc with a hard copy of meet results. Please protect the disc when mailing. All-plastic discs are best.

- **Meet results for SWIMS/Top 16 are not pulled from team websites!**
- Only legal USA-S times are entered into SWIMS. Those are times from USA-S sanctioned, approved, or observed meets that have been certified by the meet referee.
- For relays, *if* all four relay swimmers are listed and a leadoff split is included in the meet results data file, the relay leadoff time will be entered into the database. Lead-off times from a DQ'd relay must be requested at the meet by getting the meet referee's signature on the event results and submitting this to the NTV chair. *Coaches, Please check posted results during meets to ensure that your swimmers are listed correctly for relays.* Relays with missing swimmers are DELETED from the database.
- For competition outside the US, the USA-S staff will verify and enter data.
- Times that do not appear in the STAR database within two weeks of the swim must be requested through the verification officer *from the LSC in which the swim took place.*
- For non-USA-S meets, such as high school season-ending championship level meets, requests for observation must be submitted to the LSC NTV chair a minimum of *10 days in advance* of the competition.
- **USA-S ID NUMBERS MUST BE ACCURATE AND SWIMMERS' NAME MUST BE THE NAME USED ON THE REGISTRATION CARD!**
- Teams should correct their Team Manager file based on registration data and use the correct file to enter every meet.
- Computer operators who do data input for a meet must ensure that the meet set-up is correct, especially day and year used to compute athlete ages. Making a mistake here causes gross errors in the Top-16 tabulation.
- The recommended format for naming meets is: year, LSC, meet name. Example: *"2004 SE Meet of Swimmers."* Avoid using the meet name "Invite". In meet manager, the location of the meet should be the CITY, STATE. Please do not use facility/pool names or universities.

The following format for time trials should be used: year, LSC, TT, meet name. Example:  
*“2004 SE TT Meet of Swimmers.”*

*Please feel free to contact me with any questions. Thanks, Trish Mitchell, [amanzi@icx.net](mailto:amanzi@icx.net), 865-690-6909*