

AD MEETS and the NATIONAL TIMES DATABASE (SWIMS)

Sanctioned Meets

Results from all AD Swimming sanctioned meets will be electronically loaded into SWIMS, the National Times Database for USA Swimming. Meet Directors should send the Meet Manager file to the AD Sanction/Times Chair within 3 days of the completion of the meet. Before submitting the electronic file, please insure that the results contained are credible. Please note the following:

1. 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.
2. Meet Recon Must be completed prior to and after the meet and corrections made before submitting the results to SWIMS (this is done by the Sanction/Times Chair).
3. Check all timing exceptions to insure that the official times reported are valid.
4. 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.
5. Intermediate times will not be automatically loaded from meet results and must be individually requested from the Sanction/Times Chair.

Meet results will be loaded into the system and should be available for public viewing on the USA Swimming web site within 5 to 7 days of the last day of the meet. If a time is missing from the database, please contact the Sanction/Times Chair. Failure to comply with the above instructions will result in a delay of times posting to SWIMS.

Approved Meets

Before a meet can be authorized as an Approved Meet, criteria established by the LSC must be met. An approved meet is one where not all the athletes are required to be 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. Result times for those athletes who are Registered USA Swimming Members at the time of the meet, will be loaded into the USA Swimming SWIMS database and be available for public viewing. The AD Sanction/Times Chair will reconcile the meet file for accurate registration data for all swimmers. Please obtain and complete the Adirondack "Request for Meet Approval" form from the "FORMS" link on the AD Web Site ([AD Request for Meet Approval](#)). Send this form with the applicable fee and email the announcement and set up Meet Manager file to the Sanction/Times Chair at least 10 days in advance of the meet. Once completed, an official Approval will be issued. Be certain to comply with the conditions set forth on the Approval.

NOTE: As of September 2006, YMCA is using USA Swimming Technical Rules to govern their meets. All YMCA meets can be Approved Meets, if requested.

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 in the SWIMS Times Module Policies booklet, published on the AD Web Site. Form A, B or F, depending on the meet type, must be received by the Sanction/Times Chair at least ten days in advance of the meet (email to the Sanction/Times Chair or send via snail mail). Season Culminating Championship Meets, such as High School Sectionals and States, require approval of the LSC Sanction/Times Chair Only (meets using form B). All Non-Season Culminating Meets (using form A or F) require the approval of the LSC Sanction/Times Chair and then must be sent to USA Swimming for final approval.

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 (NCHSAA, NCAA). High school dual meets may not be observed. All of the previously listed criteria for meets results should be met for observed meets, except as follows:

- A Complete Meet Manager File or Backup of the File of the meet must be sent electronically to the Sanction/Times Chair for performing a registration recon and uploading times into SWIMS. Times must be loaded to SWIMS within 5 days of the meet.
- Times for those athletes, who are USA Swimming Registered for the date(s) of the meet and who make requests for their times to be loaded to SWIMS, will be electronically loaded into the database (once reconciled against SWIMS). This applies to special requests for relays and relay lead off splits as well.
There will be NO After-The-Fact requests honored.
All requests must be made before the end of the meet.
- Coaches or Swimmers may submit a form C or D (from SWIMS Times Module Policy Manual) or one of the AD Request for Times Load forms (from the AD Web Site), to the Meet Director, who will forward all requests to the AD Sanction/Times Chair.
- 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 USA Swimming club team. Relay Lead Off Split times **MUST** be specifically requested for loading to SWIMS and **MUST** be the athletes best time. Be sure to email the AD Sanction/Times Chair to make these special requests.

RECORDS

Records that have been achieved in AD Swimming and other meets will be updated and posted on the AD Swimming web site according to the LSC policy. Times will come directly from the SWIMS database. If you find a possible error, please contact the AD Records Chairman.

Top times for all USA Swimming member athletes are posted and updated continuously throughout the year on the USA Swimming website (Times/Time Standards). If you find a potential error or omission, please contact the AD Records Chair

Any questions regarding the SWIMS database should be directed to the AD Sanction/Times Chair or Suzanne Heath (suzanneheath@cox.net), National Times Coordinator.

Please refer to the "OFFICERS" link on the AD Web Site for Current Officers.