

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 Webmaster 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 Admin Vice 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 Admin Vice 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 Admin Vice 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. Results from AD Swimming approved meets will be electronically loaded into SWIMS. 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. Times for those athletes who are USA Swimming members and whose ID numbers and registered names and birthdates are included in the meet results will be loaded into the database and be available for public viewing. 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 to the Admin Vice 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 will be 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 new SWIMS Times Module Policies booklet, published on the AD Web Site. Form A or B, depending on the meet type, must be received by the Admin Vice Chair at least ten days in advance of the meet (email to the Admin Vice Chair or send via snail mail). 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 Webmaster for a SWIMS Recon and he will then send the meet file to the Admin Vice Chair 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 (once reconciled against SWIMS).
- Coaches may submit a form (C or D) to the Admin Vice Chair, 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 Meet Manager File of the Completed Meet before sending the file.
- 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 16

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). Until the close of the Top 16 year (August 31st) and the Top 16 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 16 standard. The final and official list of Top 16 times will be posted on the USA website no later than November 1st. If you find a potential error or omission, please contact the AD Records Chair. Top 16 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 the AD Admin Vice Chair, Suzanne Heath (suzanneheath@cox.net), National Times Coordinator or Terry Randolph (randtb@msn.com), National Top 16 Tabulator.

AD Officers as of the date of publication;

AD Webmaster	Bill Faucett	bill@adironackswimming.org
AD Admin Vice Chair	Bill Faucett	
AD Records Chair	Caren Borgolini	cborg@nycap.rr.com