

Records & Tabulation

Revisions to the Guide to Local Operations

This document describes the major changes in the general Guide to Operations document for Top 10 Recorders, beginning in 2011. Only significant revisions are included, usually those relating to changes in rules, policies and duties.

Revisions for 2021

- Clarifies that a swimmer cannot change their club status including unaffiliated once they have begun competition in that meet. In addition, the meet host has the ability to move a swimmer to unaffiliated if their club affiliation from their entry does not match the USMS database.
- Clarifies that any automatic splits must be stated in the meet announcement. If automatic splits will take place, then they must be awarded to all who legally complete that event and must be included separately in the results.
- Clarifies that all swimmers will use the technical rules of USA for combined USA and USMS meets except for administrative regulations governing events, eligibility, protests of applicable rules and meet results.
- Virtual meets may be held as competitions at multiple venues within a 10-day period with the same order of events and all results merged.

Revisions for 2020

- Clarifies that the meet director must have a procedure to make sure the relay card has full names and ages and any changes in names or order must be declared prior to the start of the relay heat.

Revisions for 2019

- In the event of both primary automatic and secondary semi-automatic malfunctions, USMS records may be established with a manual tertiary system with a minimum of two valid watch times.
- Clarifies when 2 watches are allowed for splits when auto and semi-automatic timing systems fail; however, 1 watch will suffice for valid USMS Top 10 times if both of the semi-automatic backup buttons fail.

Revisions for 2018

- Codifies the event limit for dual-sanctioned meets such that swimmers cannot circumvent the limit by simultaneously representing both USA and USMS.
- Clarifies that USMS records and World records cannot be achieved using manual or semi-automatic timing as the primary timing system.
- USMS records shall not be established when the times are reported by a manual backup system when the primary system fails.
- Recording of intermediate splits is a mandatory requirement for hosts of national championship meets.

Revisions for 2017

- The event limit has changed from 5 individual per day to 6 per day and this limit does not apply when considering postponed events. However, nonconforming events ARE included in the daily event limit.
- Clarifies that additional timers could be assigned to record the initial distances for World records or USMS Top 10 times when the primary timing system is automatic or semi-automatic. Officials may be aware that swimmers capable of setting world records or USMS Top 10 times may not touch the pad with enough pressure to register an accurate time, so backup watch timers could be assigned to protect against failures of the primary timing system.
- Place judges may be used to determine order of finish if the timing system fails; however, if two judges,

then order is independently made and a tie given if there is no agreement.

- Timing system adjustments to backup times for individual lane malfunctions have been eliminated. In the event of a lane malfunction, the official time is calculated using a valid time reported by the secondary (or tertiary) timing system and integrated with the accurate primary times in determining the results.
- Time trials are permitted only in USMS-sanctioned short course yard meets other than national championship meets. Time trials are not permitted in USMS national championship meets, short course meters or long course meters meets. If time trials are offered, the meet announcement must state the events being offered and the format for the time trials.
- Clarifies acceptance of time trials from USMS-recognized meets.
- Allows for the use of automatic splits without a written request with approval of the Meet Referee. Auto splits will be assumed for USMS-National Championships going forward.
- Clarifies the elimination of a written application for USMS records from both USMS Championships and FINA World Championships.
- USMS records and Top 10 times may be established with a 3,2, or 1 valid semi-automatic backup time in the event of an automatic timing system (touchpad) failure. USMS records may be established with 2 valid watch times in the event of both automatic primary and semi-automatic backup system failure. USMS Top 10 times may be established with one valid watch time in the event of both automatic primary and semi-automatic backup system failure. USMS records may be established with 2 valid watches if the semi-automatic primary timing system fails. USMS Top 10 times may be established with one valid watch if the semi-automatic primary timing system fails.

Revisions for 2016

(None)

Revisions for 2015

- Clarifies that the name on the meet entry must match the swimmer's name as it appears on the USMS registration card.
- Clarifies that bulkhead confirmations are required for both dual-sanctioned events as well as USMS records set at USA-Sanctioned events.

Revisions for 2014

(None)

Revisions for 2013

- Appendix A was modified to highlight rule changes in bulkhead measurements at USA-S and international meets. Initially pool length certification is still required, but rules regarding confirmation of bulkhead placement confirmation have changed. At international meets sanctioned by a FINA member federation, the measurement standards of FINA shall determine eligibility of swims for consideration for USMS Records and Top 10. At USA-S meets, as long as the pool is on the USMS list of certified pools, the measurement standards of USA-S shall be used to determine eligibility of times for Top 10 consideration. USMS measurement standards apply for record applications and for Top 10 eligibility of swimmer performed at dual-sanctioned meets.
- A recommendation was added that Top 10 Recorders review subtractive splits when uploading meet results to the Event Results Database.
- Top 10 Recorders are now expected to send pool certification measurements to the National Records Administrator for all pools whether or not a record was broken at the facility.
- The Records and Tabulation Committee assumes oversight for ensuring that the following Recognized meets are uploaded into the Event Results Database and that eligible times are submitted for Top 10 consideration: FINA World Championships, Pan American Masters Championships, Canadian Masters Nationals, World Masters Games, and Y Masters Nationals. If a

Top 10 Recorder has an LMSC member who participates in one of these meets s/he should notify the Chair of the Records and Tabulation Committee but does not necessarily need to secure results to upload or submit for Top 10 consideration unless directed to do so by the Chair.

- After uploading the results of a meet, Top 10 Recorders should use the “relay check” tool to determine eligibility of the relay for Top 10 consideration.
- Informational: added reference to the new web tools to generate records that are current at a user-specified date, and clarified the policy of issuing certificates for record-breaking swims.
- Minor: clarified that one-event swimmers are allowed to participate in more than one swimming event in a particular Sanctioned meet.

Revisions for 2012

The Guide to Operations was completely reorganized for 2012. Many sections were added or extensively rewritten, and some sections were removed. Some of the major changes:

- Greater emphasis on uploading meet results to the Event Results Database (ERDB). This reflects the changing nature of the position of Top 10 Recorder as the End-to-End-Event-Management (E2EEM) system approaches complete implementation.
- Greater emphasis on using the ERDB web-based tools for generation of seasonal Top 10 reports.
- Generally less emphasis on process (deferring to online tutorials/instructions) and more on rules, policies and expected duties.
- The following forms were removed: Record Application, Pool Length Certification, Split Notification, Official Relay Cards. These forms are already provided in the GTO section of the USMS website; the URLs of these forms are provided in the general GTO document.
- For Top 10 reports, only the Walt Reid format is described in detail (and this is moved to the Appendix). A link is provided for the SDIF format, which is also acceptable. No other file formats are mentioned or described.

Revisions for 2011

There were some important rule changes approved at the 2010 USMS Convention that impacts submissions for Top 10 and Record Applications. These changes have resulted in updates to the Guide to Operations General Top 10/Records Information document (http://www.usms.org/admin/lmschb/gto_rectab_general.pdf).

- Split times may now be recorded with a minimum of two watches or buttons for Top 10 purposes; previously automatic timing was required for splits. The split notification form (http://www.usms.org/admin/lmschb/gto_rectab_split_request.pdf) has been updated with this information. As before, however, a minimum of 3 watches is required for new USMS/World Records.
- There is now a deadline for applications for USMS Records: 90 days after the end of the appropriate season, which is May 31 for SCY, Sept 30 for LCM and Dec 31 for SCM. The record application form (http://www.usms.org/admin/lmschb/gto_rectab_record_application.pdf) has been updated accordingly. FINA World Records still have a deadline of 60 days after the day of the swim.
- For pools with movable bulkheads, it is now *required* that the bulkhead placement be confirmed by measuring the pool length before the start of the meet; previously this had only been recommended. Since some bulkheads can move over the course of a multi-day meet, it is still

recommended that you confirm bulkhead placement prior to each session of the meet. The pool length measurement form (http://www.usms.org/admin/lmschb/gto_rectab_pool_measurement.pdf) has been updated with this information.