TIMES MODULE

A Manual for Times Processing

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A MANUAL FOR TIMES PROCESSING

1.0 OVERVIEW

This manual provides guidance to individuals entering data into or extracting data from SWIMS. The roles described in this section are filled by volunteers, contractors and/or employees of each LSC. In order for the SWIMS system to be an accurate and valid database, functions listed on pages 2-19 are recommended.

1.1 The LSC General Chairman determines how many people will perform the functions and appoints them with the concurrence of the National Times Coordinator and National Top 16 Coordinator.

1.2 The list of individuals authorized to use the SWIMS Times Module shall be updated with the National Times Coordinator at the beginning of each swim year (September).

1.3 The use of the system is made fully secure with the issuance of a log-on ID and password.

1.4 USA Swimming staff will provide technical assistance, also maintain a list of Times' users and monitor the use of the system.

1.5 USA Swimming staff members are responsible for the approval of times into the live database. This procedure will take place at least once every 24 hours.

1.6 All questions regarding policy and USA Swimming Rules and Regulations should be referred to the National Times Coordinator or the National Top 16 Coordinator. Violation of policy contained in this manual will result in loss of privileges for the SWIMS system.

1.7 All users of the Times Module for SWIMS are encouraged to document suggestions for future enhancements and send these to the Staff Liaisons at USA Swimming and the National Times Coordinator.

2.0 Coordination within your LSC

Before beginning a new swim season, the Times user should coordinate with the following LSC volunteers/staff:

A. Registration Chairman – Consider the registrar's schedule and best practices for pre-meet recon. Your LSC should establish a schedule to determine the appropriate timeline after a meet for uploading the results to SWIMS. The most important consideration is whether the Registrar has registrations waiting processing which will have an effective date prior to the date of the meet you wish to load. Work with the LSC registrar to resolve registration errors in the Times holding tank. A Holding Tank Report detailing errors found should be sent to the registrar immediately after the meet is loaded. If you cannot load some swimmers' times because they have not yet been registered, request to be notified when registration is completed. You can then clear those times. If the effective date is after the meet was held they will appear in the database as US UN.

B. Meet Director – Follow the LSC policy for the handling of meet results. The results should be sent to the LSC SWIMS data loader as soon as possible after the meet as is practical. Insure that you are receiving the "official" results and that if corrections need to be made, they are completed before the meet database is uploaded. If simple corrections are discovered and need to be made after uploading the meet they can be done manually. If multiple corrections or errors are apparent it may be more efficient to delete the meet, make the corrections in the meet file and reload it into SWIMS. If time trials are included in the meet results file, individual events must be set up separately even though they may have been combined on deck to swim. NOTE: Please ask your computer operators not to lock the file if Hy-Tek software is being used.

C. Webmaster – Ask for feedback immediately if the webmaster is notified that there may be errors in the meet results. If you are requested to change a time, consult the meet referee or meet director to get their concurrence before changing any results.

D. Work with your LSC to keep coaches and clubs informed of the process being used within the LSC for SWIMS data entry and extraction. Posting contact information, procedures and forms for all those who perform functions for the SWIMS Times Module on the LSC website is highly recommended. Posting LSC procedures for Top 16 and Observed Swims is very important. These procedures should also be discussed at LSC House of Delegates' meetings, meetings of coaches, and other appropriate forums.

3.0 Function 1 – Loading Meet Results into SWIMS

Before a meet is held it is recommended that the entry roster be checked for accuracy of registration information (Meet Recon or RE1 File) through the LSC Registrar. Errors identified by the registrar should be corrected in the meet file by the Meet Director. The SWIMS data loader should:

A. Determine that the swim meet fulfills the criteria for acceptance into SWIMS (sanctioned, approved, and observed).

B. Examine the meet results for the following requirements:

(1) Name of meet: 200*X* LSC initials meet name (e.g., 2005 NC

Jingle Bell Splash)

(2) Meet dates are correct

(3) Age-up date is set correctly in meet file

(4) Timing system used

C. Create a file to upload (SDIF, cl2, XDIF). At the present time a file must be unzipped to load into SWIMS (enhancement on 2006 priority listing). Use Winzip or another free program to extract the files, save them on your hard drive or floppy drive, and then use the browse function on the upload screen to select the proper file.

D. Load the file on the screen under Times Holding Tank, Upload Meet Results. There are a series of questions to be answered by checking the appropriate boxes on the screen. These include:

(1) Type of meet (sanctioned, approved, observed)

(2) Load relay lead off times only(For example, in an observed high school or college meet where the swimmers are not members of the same club team, the relay team time would not be usable, but you can capture the lead off split for that athlete's time record.).

(3) Don't look for relay lead off times (Checking this box allows the acceptance of 00:00.00 as a lead off time and will eliminate the need to manually clear the relay in the holding tank for lack of a lead off time.). Use this if the primary timing system is not pads or for 200 M relays in a long course pool without far end pads.

(4) If far end pads are used for 200 M relays, determine if the swimmers at the far end started from blocks or in the water. If the swimmers started in the water, there will be errors in the lead off times and these should be ignored (check the box - don't look for relay lead off times).

(5) For an observed meet, you have the option of checking a box that will enable the system to attach the athlete to their team of record and not UN. <u>It is highly recommended that you check this box only for YMCA swimmers</u>. Eligibility issues vary from state to state for high school federations and NCAA athletes do not represent their club team during the NCAA academic year. This will keep these athletes as LSC UN in SWIMS. <u>A swimmer is not representing his/her club team in a high school or college meet.</u> **A relay composed of four USA Swimming registered members of the same club and swum in an observed meet**

may be entered manually into SWIMS and the club name may be attached to the time. This manual data entry must be specifically requested by a coach or athlete.

(6) If a Times Recon has been run on the meet whose results are now being uploaded, the user will be asked to link the meet results to the existing meet name.

E. Once you have made these selections, you be given an option to "Continue." Assuming the upload is successful, you will next be given a chance to confirm in the meet upload report that what you have entered in the database is what you intended and that the information is accurate. Assuming it is, you will select "Continue" again and the next report you see will tell you how many times were successfully loaded and how many are in the holding tank and will require further attention.

F. A meet with non-standard events cannot be loaded into SWIMS. You will need to delete any such events from the meet file before loading into the system.

G. If you feel the upload was not successful (too many errors), you have the option of deleting the meet so that you can make corrections and then reload it. To delete the meet, do a Meet Search, select the appropriate meet, and click the X. The meet will be deleted from the database.

H. In addition, the up-loader should recognize that intermediate split times are not recorded automatically by SWIMS during the upload process. **Individual requests to have such intermediate times manually entered into the system must be made by the athlete or coach to the SWIMS up-loader.**

4.0 Function 2 – Cleaning the Holding Tank of Errors

While the preferred method of cleaning your LSC holding tank would be to load a meet and clear the errors as soon as possible, there are times when it may not be possible to use this approach. In such case, you may wish to use the column headings on the holding tank error page and sort on any of them to organize your task.

4.1 INDIVIDUAL ERRORS

These may include registration and/or meet entry errors:

A. Discrepancies in DOB, ID #, spelling of name

B. Expired registration

C. Never registered

D. Not registered at the time of the swim

E. Error in gender

4.2 FREQUENT ERROR MESSAGES:

A. **"Records with Data Problems"**

(1) After uploading a meet, you will need to review the list of times that did not successfully upload – those found under "Records with Data Problems." If your LSC Registrar received the meet entry file pre-meet, reviewed the file for the above situations, and the necessary corrections were all made prior to the meet, there should be no "Records with Data Problems." (The exceptions would then be any problems introduced as a result of deck entries.) This is the goal for which we are all striving.

B. For Times with data problems, you will encounter the following types of messages:

(1) **"This person was not registered as of the meet start date and was assigned to an Unattached Club."**
First try clicking the Refresh Swimmer Information. If this does not change the team and registration status, then you will need to further examine the status. If the swimmer has an expired registration (last registered in a prior year) or was registered for the current year with an effective date after the date of the swim, SWIMS will offer to clear the times to US-UN. You should accept that option. (This means SWIMS made a match for you, but wants you to know the swimmer was not registered with USA Swimming when the swim occurred. Check with your LSC registrar as to whether he/she wants to be informed of these situations.)

(2) **"This person was matched on first and last name only and needs to be verified as being correct."**
This message will appear when SWIMS can make a match based on identical names only. This will happen when there is not DOB or USA ID# in the meet results file you received. In this case, you need to decide if the match proposed is plausible and if so, accept it. Be careful here – there are probably over a million unique names in the database. You may get a match to a name that is the wrong age for the event, not registered in your LSC or last registered several years ago, etc.

(3) **"Could not match time to a specific member."**

If you see the message "Could not match to a specific member," your challenge is to determine whether the swimmer could not be automatically loaded because they swam using different information (DOB, USA ID#, spelling of name) than they are registered with, or they are not registered and thus there is no name record to match against.

The process is to determine if you can make a match. If you cannot, the presumption is that the swimmer has never been registered with USA Swimming. You should report these swimmers (create a Holding Tank Report) to your LSC registrar. The registrar may know that the registration is in the pipeline or they can follow up with the club that entered them into the meet.

Attempting to make a match is a form of detective work. Normally, you should initially attempt to make the match with swimmers registered in the same LSC as the club they were representing in the meet. You might also want to limit the search to a particular club, but if you do so, you may miss swimmers moving between clubs or temporarily swimming unattached.

One strategy is to attempt to try a match based on the swimmer's last name. If this name is not too common, you may be able to quickly spot that they swam using their nickname or their DOB was not quite correct. If it is a more common last name, you should enter the first letter(s) of the first name and wild card (*) the rest, or if it is a name like Bobby, try Robert.

If this search is not successful, another strategy is to do a search on just the DOB. Currently you cannot do this by wild carding by only entering the numeric part of the athletes' registration number. <u>You need to go to Search Member and enter the DOB there.</u>

If there is some chance the swimmer is new to your LSC and you know which LSC they were in before, contact your LSC Registrar and ask them to check with the proper Registrar. Over time you will learn what strategies are most efficient and effective under various circumstances. There is more than one way to do this.

4.3 <u>ERRORS IN GENDER</u>

This problem can arise in two ways – either the swimmer's time was erroneously entered into an event for the opposite gender or they were improperly registered in USA Swimming. In the latter case, your LSC registrar will first need to correct the registration record before you can clear the time.

4.4 <u>TIME ERRORS</u>

A time may be denoted as a National Age Group or American/World Record (If it is a record, a separate application for recognition must be submitted. You should confirm this is happening and then click Save and manually confirm the time into the live database. <u>If it is not a record and the time is erroneous, you must uncheck the record box and see if you can determine the valid time, edit the time and click Save. If no time is validated, you should uncheck the record box, click Cancel and then delete the time from the holding tank.)</u>

4.5 <u>RELAY ERRORS</u> may include:

A. All the same errors as listed for Individuals

B. Missing lead off splits (window displays 00:00.00 – you click Save to clear the relay into the approval tank.)

C. Missing names - If you checked the relays before loading the meet results' file you may have worked with the meet host to correct the problem of missing names. If there are no names available at all, click exit and delete the relay from the holding tank. However, if the lead-off leg name is there, and if the lead-off split needs to be captured, it will have to be manually loaded as if it were an individual time. Lead-off times are NOT retained anytime a relay is deleted. (The same consideration will apply if there is a DQ after the first leg of a relay, and the lead-off leg needs to be retained as an Official Time.)

D. Erroneous lead off split (<u>Edit</u> to 00:00.00 and click Save.)

E. One or more swimmers not registered to the club swimming the relay at the time of the swim. This can include swimmers who are still in their 120 day waiting period when transferring between clubs. (The relay can be saved to US UN which is recommended if there is a valid lead off split time included in the results. You may also cancel and delete the relay from the holding tank, but this will cause the lead off leg to be deleted as well.)

F. When you are editing in the Relay screen, be sure to click the proper leg of the relay before doing a search and then click “update” before you “save” the editing.

G. Mixed gender relays (These relays are not recognized as official events for USA Swimming purposes. Delete these relays from the holding tank or remove them from the meet file before loading the meet.) If a lead off time is requested from a Mixed Gender Relay, it needs to be manually entered into SWIMS.

4.6 ERRORS IN OBSERVED MEETS

In attempting to clear times from observed or approved meets that do not automatically load, you have the same considerations as you do with times from sanctioned meets. You also have some additional factors which will impact your ability to load times:

A. There is no requirement that the athlete be registered with USA Swimming to compete in an Observed (or Approved) Meet. For recognition programs such as the Top 16 or IMX, the athletes must be USA Swimming members at the time of the relevant swim.

B. They will, in most cases, be representing an organization other than the USA-S club they are or were registered with.

C. They may be entered under a different name (nickname versus legal name) than they are registered.

D. The DOB may not have been provided.

You can take certain steps prior to the meet to minimize these challenges. Work with the coaches and others processing entries into observed and approved meets and encourage them when entering their swimmers to include the date of birth and use the swimmer’s legal name. You cannot make this a requirement, but you can certainly promote the advantages of doing so – faster and more complete loading of the results into the public side of SWIMS – hopefully they will see it as both a benefit and a courtesy to their swimmers.

Before you load times from observed and approved meets into SWIMS, you need to make an important decision.

A. Are you going to attempt to load all times into SWIMS;

B. Only those times of swimmers for whom you have DOB’s and/or USA Swimming registration numbers;

C. Only those times for whom you have a specific request – they completed a form (such as C or D in the Appendix);

D. Only the selected swims that were observed.

In making this decision, first consider what percentage of the swimmers you expect to (or want to) successfully load. If it is a small percentage, then you probably want to use the procedures discussed on pages 25-26 to limit the upload file to only those swimmers. If it is a high percentage, it will probably be more efficient to load all times into SWIMS and then delete from the Holding Tank those times that did not load and which additional research did not allow you to clear. Experience with various meets in your LSC and using the various approaches will help you decide which is most appropriate for a particular meet.

If you are going to follow any of the last three choices, you first will want to use Hy-Tek's Meet Manager or Team Manager or similar third party software to identify and create an appropriate .cl2 or SDIF file for those swimmers whose times you wish to upload into SWIMS – see pages 26-27 for suggestions. If you do this, you should be able to successfully load all the times or alternatively determine that no swimmers are registered in SWIMS with the name or DOB that you were provided.

The rest of this section is written on the assumption that all swimmers were observed and you are going to attempt to load all their times into SWIMS. There are also some additional factors to consider in deciding whether you will be able to make a successful match.

As with sanctioned meets – if the name and DOB exactly match with a registered swimmer, the match will occur automatically and you will not see it in your holding tank.

If SWIMS finds only one swimmer with the same name (and the DOB was not in the meet file) it will offer to match to that swimmer. Review this information carefully to make sure it is a plausible match. If the meet was the Virginia HS Championships and the swimmer is from the North Texas LSC, you almost certainly have the wrong swimmer – decline the match. You might also want to look at how recently the swimmer was last registered with USA Swimming.

Also, pay attention to the swimmer's age in the registration file – if it is a HS meet, be careful to match to a swimmer that is between about ages 14 and 18 – for college meet between ages 17 and 23 – for an observed Y meet, ages appropriate to the meet that was observed.

If the swimmer's times cannot be cleared as described in the previous paragraphs, there are either multiple swimmers with the same name or no direct matches.

If you just do a search on the name, you will see what multiple name matches are possible. Review this list to see if there is an appropriate match. If it is a HS meet, the swimmers may likely come from either one (or just a couple) LSCs. Limit your searches to those LSCs. Some high schools in the meet may more likely draw their swimmers from one LSC than another – take that into account in deciding where to begin your search. (The same logic would apply to clearing times from Y meets.)

If the DOB was provided, you will probably be able to determine if the swimmer is (or has been registered) with USA Swimming, and if so, make a match. The challenge is to resolve differences in the names – most likely the swimmers are registered using their legal name but were entered into the meet with their nicknames.

If the DOB was <u>not</u> provided, it is much less certain a match can be made, even if the swimmer is (was) registered with USA Swimming. If the swimmer has a common name, you will probably find multiple plausible options and have no way to determine which is the correct match – this will be more of a challenge for college meets where the swimmers come from a broader geographical area than for HS meets where you can usually limit the search to a very limited number of possible LSCs.

Keep in mind the swimmer may NEVER have been registered with USA Swimming and no match will be possible.

UNLESS YOU ARE CONFIDENT THAT YOU HAVE MADE A CORRECT MATCH, DO NOT LOAD THE SWIM TIMES. IT IS BETTER TO LEAVE THE SWIM TIMES UNCLEARED THAN CREDIT THE TIMES TO THE WRONG SWIMMER.

4.7 <u>ENTERING TIMES FOR UNREGISTERED ATHLETES IN SWIMS</u>

This requires additional work and should only be done for swimmers you are quite sure are about to join USA Swimming or for swimmers who are members of another FINA swimming federation, who may want to use the time to enter USA Swimming competition and who will use SWIMS to prove their time. Some foreign athletes competing in our meets may also wish to have a time verified for the FINA World Rankings. **Entering times for unregistered athletes is neither expected nor warranted in most cases.**

If the DOB is in the meet file, you now have an option in attempting to clear the time to "Add Non-Member". Once you do so, you can clear the times to this "new" non-member you have just created. The LSC will be defaulted to US. Only Headquarters will be able to edit or delete a non-member individual. If the membership is approved, the time becomes a record.

If the time is to be captured for a non-member and the full names and birth dates are not included in the electronic results, then you will need to have received that information. You can then still use the "Add Non-Member" feature to create a non-member by having first and last name, middle initial and date of birth. The LSC will be defaulted to US. Only Headquarters will be able to edit or delete a non-member individual. If the membership is approved, the time becomes a record.

5.0 Function 3 – Top 16 Tabulation

5.1 Check the published lists on the USA Swimming web site monthly. For the short course season, start checking in mid-October. For the long course season, start checking no later than June 15th.

5.2 All times must be reported no later than **October 1st** of the current year for the previous 12 month period (September 1- August 31). The final list will be posted to the website no later than **November 15th.**

5.3 Report errors, corrections, omissions to the USA Swimming staff liaison (times@usa-swimming.org or swoessner@usa-swimming.org) **with a copy to the National Top 16 Coordinator**. Check with your LSC Times person or the possible source of the problem if the time was swum in your LSC. Omission of times from swims in other LSCs will be pursued by the staff liaison or the National Top 16 Coordinator. Errors may include the following:

A. Misspelled names
B. Incorrect club designation (should be the club at the time of the swim)
C. Incorrect age
D. Invalid or erroneous times

5.4 A time that would have made a Top 16 list if correctly submitted prior to the deadline may be awarded a certificate of performance at the discretion of the National Top 16 Coordinator. A supplemental list may be published after the list has been declared final; however, no previously recognized authentic time will be removed from the final listing.

5.5 Publicize the availability of the Top 16 Listing on the USA Swimming website on the LSC website, etc., and if possible, provide a link to the listing.

5.6 Supervise the distribution of the Top 16 Award Certificates in a timely manner.

6.0 Function 4 – Using SWIMS as a research tool for LSC Records

An optional use of the SWIMS Time Module is for researching and extracting data that can provide a Top Times List specific to your LSC and updating your Records. While compiling a Top 5 list, you can use SWIMS to research the top swims from the time period in question. Some sample reports from SWIMS are included in the Appendix.

6.1 Choose from **Times, Reports, Event Reports** on the SWIMS menu.

6.2 Select from the Event Report screen the following:

A. Event
B. Gender
C. Named Date Range
D. Sort them by time, swim date and then name.

6.3 This search will produce a somewhat lengthy report, but it is fairly straightforward to pick out the Top 5 swimmers. Since as a Records Chair or Top 5 chair, you know your LSC swimmers, it is usually apparent if a time is erroneous. There may also be more subtle errors, for example, a breaststroker to swim an OT cut in the butterfly or an average swimmer to suddenly swim a Top 5 time. These examples illustrate why you must do a hands-on analysis of the data and not just rely on SWIMS. <u>You should immediately identify any errors to the Times user who does the uploading and/or clean up of the holding tank. Research must then be done to determine if a proper time can be found in the meet results and the SWIMS data entry edited or the time deleted from the system.</u> (The person doing reviews of times for Top 16 consideration will be doing a similar review periodically.)

6.4 Using the SWIMS generated list, you can manually pick the Top 5 swims and go to your spreadsheet or LSC list of top times. It is recommended that you keep the current LSC record (time, athlete, team and date) at the beginning of each event. That way you will immediately see if a new record has been set.

6.5 You may also want to include the USA-S Motivational Time Standard flag for each entry on your list to help you create an All Star listing for your banquet or for recognition/awards purposes. This is helpful if your All Stars are selected based on the number of NRT, AAAA, AAA, and etc. times they have during the season.

6.6 Again, working from your spreadsheet you can generate a running list of all records set during a given season.

6.7 In order to use SWIMS as a research tool for the functions described above, it is important for you to know whether your LSC's rules for Top Times, Records, and All Stars allow the use of all times in the database to qualify. For example, observed swim times and time trial swim times are in SWIMS. Each LSC has its own criteria for whether it allows the use such times for these purposes.

7.0 <u>Function 5 – Times Recon of an LSC, Sectional, Zone or other Meet</u>

7.1 Section 102.5 of the rule book outlines the process of seeding swimmers based on their “submitted time”. In the Official Glossary of the rule book the definition of a submitted time is “those filed with an entry, as having been previously achieved.” There are also references to submitted times in section 207.10. Section 207 is often used as a guideline for the conduct of Sectional and Zone level meets.

7.2 LSCs, Sections and Zones may have policies and procedures which allow for seeding using times that differ from what would normally be considered a submitted time. It is important to note that SWIMS does not have any utility to deal with “made up times” or “converted times”

7.3 The SWIMS system provides a utility to “prove” the submitted times from a meet entry. It is recommended that this feature be used only for championship level meets. The utility is called the **TIMES RECON** function. **TIMES RECON** takes an export file from a meet management program which includes individual athlete event entries and compares the entry times to the times that have been stored in the SWIMS database. **TIMES RECON** also provides for the ability to upload specific meet time standards to assist in determining an entrant’s eligibility for an event. There are several report back options when SWIMS does not find a match with the submitted entry time.

7.4 The procedure to create a meet entry times file will vary with software vendors. The file needed will be an .sd3 compatible file that includes meet entries.

7.5 Procedures to load a meet time standard:

A. After meet management personnel create the meet and load the time standards, they can create a team management “Meet Events” file. This file comes in a .zip format. There are two files inside the zipped file. The file used to upload the time standards into SWIMS is in an .ev3 format. Once that file has been extracted, upload it into SWIMS as follows:

(1) On the SWIMS menu bar go to **TIMES/OPTIONS/UPLOAD MEET TIMES STANDARDS**.
(2) *Select* the **Meet Classification** (Sanctioned, Approved, and Observed), **Meet Course** (LCM, SCM, SCY**), Meet Type** – Select the most appropriate designation. Finally, using the *Browse* function, navigate to the directory which holds the unzipped - .ev3 file and select that file, then select *Continue*.
(3) The next page that will be displayed is the **Validate Data** page. A summary of the general specifications for the meet will be displayed. If the data looks correct, select *Continue*.

(4) The next page is an **Upload Report**. Here you will see a display of what was, and in some cases, what was NOT successfully uploaded. The following items show what will be displayed in the summary. The “x” will represent a number.

(a) (x) Time Standards records imported successfully.
(b) (x) Time Standards records that failed import.
(c) (x) Time Standards records that were skipped due to no matching age groups.
(d) (x) Time Standards records that were skipped due to being Time Trial/Disability/Swim-off.
(e) (x) Time Standards records that were skipped because there was no matching LCM Event in the SWIMS Database.
(f) (x) Time Standards records that were skipped because there was no matching SCM Event in the SWIMS Database.
(g) (x) Time Standards records that were skipped because there was no matching SCY Event in the SWIMS Database.

(5) Selecting *Continue* will take the user to the **Meet Times Standards** page to view or edit the time standards just uploaded.

7.6 Procedures to Pre-Prove a meet:

A. LCSs, Sections and Zones may have different policies regarding the pre-proving of a meet using SWIMS Times Recon. Times Recon has built in flexibility to allow these entities to tailor their screening of times to match their policies.

B. An uploaded entry file can be processed with the following report back options.

(1) If Entry Time is slower than Time Standard - report error. NOTE: This selection provides a comparison of the entry time to the time standard loaded into SWIMS without regard to any time that exists in SWIMS.
(2) If Entry Time is not equal to SWIMS Time - report error. NOTE: This selection is used if an exact time match is required without regard to an uploaded time standard.
(3) If Entry Time is faster than SWIMS Time and SWIMS Time is slower than Time Standard - report error. NOTE: This selection is used to show those swimmers whose entries

may be invalid because a time in SWIMS is slower than the entry time AND that SWIMS time is slower than an uploaded time standard.

(4) If Entry Time does not equal SWIMS Time – report error (no time standard) This selection is used if an exact time match is required and no time standard has been selected.

7.7 The meet management program that has processed the meet entries is used to create an export file that will be uploaded to SWIMS to do the TIMES RECON. Individual vendor procedures to create the export file may vary. In most cases the file will be created by selecting FILE/EXPORT/ENTRIES FOR SWIMS TIMES RECON. Instruct the meet host to create this file and deliver it to you for processing when entries are completed.

7.8 To run a TIMES RECON on a meet use the following procedures:

A. On the SWIMS menu bar – select *TIMES/TIMES RECON*.

(1) Upload Data - Select the qualifying date range for the meet and select *Continue*. Using the Browse function, navigate to the directory which holds the unzipped - .cl2 or .sd3 file and select that file. Then select *Continue*.

(2) Verify Results - Select the report back option appropriate for the meet (described above) and click the radio button. Put a check mark in the box next to select the meet time standards to use to screen the file and select continue.

(3) View Report – Select the report format desired from the drop down menu and then select the View Report link.

8.0 Function 6 – Verification of Times from Observed Meets

8.1 All the policy guidelines in the SWIMS Times Module Policy and Guidelines (January 2006) shall be adhered to prior to verifying times for uploading into SWIMS.

8.2 LSCs have the autonomy to set guidelines for Observed Swims that exceed the minimum criteria established in the policy manual.

8.3 Results from observed meets should be uploaded within two weeks of the last day of the meet.

8.4 If there is a problem involved in the set up or officiating structure for observation of a meet, please contact the National Times Coordinator.

8.5 FORMS FOR OBSERVATION OF MEETS & FOREIGN MEET

APPROVAL

In the Appendix you will find several forms for use with the approval of meet observation and also for securing data information for USA Swimming athletes who compete in the observed meets. These forms may be adapted by each LSC as needed. The forms include:

A. Request for Observation, Non-championship level meets
B. Request for Observation, Championship progression meets
C. High School Request for Electronic Loading
D. College Meet Request for Electronic Loading
E. Request for Time Submission from Foreign Meets

Forms A and B should be sent electronically or faxed to the National Times Coordinator to be kept on file. Use of Forms C and D will enable the SWIMS Times user to enter correct name and ID data for swimmers not representing their club teams in a meet into a file to load electronically into the system or to do manual data entry. Form E must be sent electronically or faxed to the National Times Coordinator 10 days in advance.

8.6 TIPS FOR HANDLING OBSERVED MEETS IN SWIMS

8.6.1 MAKING IT EASIER TO SUCCESSFULLY UPLOAD TIMES

A. For smaller observed or approved meets, you may use a "By request only" from coaches for SWIMS entries and do manual entry of times or you may load a meet electronically after taking out any non-legal USA-S swims.

B. For large observed and approved meets (i.e. invitational meets and championships), you have several additional options:

(1) Many teams may be using IDs or birth dates in their Team Manager or similar software meet files this year. Encourage the coaches entering meets in your LSC to provide this information. Initially, this is more likely to be occurring at the major colleges, but with encouragement, this practice will hopefully spread to other collegiate programs, high school and Y teams as well. It is recommended that IDs or birthdates be used only for those athletes who are USA Swimming members.

(2) If a team uses Hy-Tek's Team Manager, they can set up their team as a USA Swimming club in TM. At the beginning of the season, they can set up their team, using full (legal) names and birthdates (thus creating the ID numbers); then using that TM

file to enter meets all year, the ID #s will become part of the meet results file. (We know that this doesn't mean they are all really members of USA Swimming, but upon upload into SWIMS, the ones who are not will be shown with an error message and go into the holding tank.) Remind them if a swimmer does not want to be known by their legal name, there is also an ability to use the preferred name in meet programs, meet results, etc.

(3) If the ID numbers are not in the meet software already, you can also have the computer operator enter the ID numbers of all USA Swimming member athletes into the computer before the meet (provide operator a list of names and ID #s you get from coaches, Form D). The operator could also enter full names with middle initial and birth dates into the meet program for other athletes who want their times reported to SWIMS.

(4) Alternatively, if you get the information, you can do it in Team or Meet Manager after the meet – but this is obviously more work for you.

8.6.2 LOADING ONLY CERTAIN SWIMMERS' TIMES FROM APPROVED MEETS AND MEETS WHERE SWIMS WERE OBSERVED

Do the following if you only want to attempt to load some swimmers' times into SWIMS from an approved meet or one where swims were observed. (For meets where swims were observed, you first need to make sure that any USA- only DQs have been excluded or be prepared to eliminate them during the upload/editing process.)

You can use at least one of the following four meet software programs to specify those swimmers from a meet whose times you wish to upload or you may choose to do manual entry:

A. SDIF Pro

To use SDIF Pro, you can load your SDIF or .cl2 file from the meet into this software and go in and select the athletes you wish to export, create a file and export that into SWIMS. This is free software that you can download, install and use (Go to www.Swimdata.com.).

B. Hy-Tek Team Manager

If you only receive the .cl2 or SDIF file, then

(1) Load a SDIF or cl2 file into Team Manager in a separate database (not your LSC database).

(2) Ask the coaches of teams involved to give you a list of swimmers from their team for whom they wish times submitted to SWIMS (use Form C or something similar), determine the names of the swimmers who requested their swims be observed.
(3) Go in and change (edit) team to one you specially create for this purpose (e.g. LOAD.). You can also add an LSC code to those athletes you want to extract for databases that have the swimmers match up with their current USA Swimming club.
(4) Make the swimmers whose times you wish to extract a member of team LOAD.
(5) Extract this file and import it into your LSC Team Manager file. Edit or enter the meet name in this file.
(6) Make a .cl2 file for that particular meet.
(7) Load that .cl2 file into SWIMS. If it was an observed meet, in most cases you want to check the box to show athletes as UN in SWIMS.

C. Hy-Tek Meet Manager

If you receive the File Backup from Meet Manager, you can the also achieve the same result as with Team Manager (above) from within Meet Manager. With a new feature in MM 2.0, you should be able to select only those athletes with ID numbers for export into a file for SWIMS. Or you can do the following:

(1) Create a special team (e.g., LOAD) in Meet Manager.
(2) Go through the Athlete portion of the Meet Manager file and change the club affiliation for those athletes for whom you have a request to upload their times to the special team – e.g. LOAD. You could also go through the list of athletes and only change to the special club affiliation LOAD those swimmers for whom you see a DOB or USA Swimming registration number. You can use the LSC code to pull out the data if you want to use the swimmers' current club affiliation.
(3) Then build a .cl2 file in Meet Manager for the team LOAD.
(4) Load that .cl2 file into SWIMS. If it was an observed meet, in most cases you want to check the box to show athletes as UN in SWIMS.

Don't worry. This does NOT mean the times will appear in SWIMS as belonging to the team "LOAD." Depending on the option selected during the upload of the Observed Meet, the time will either be associated with the swimmers USA-S club or to LSC-UN – in most cases

it should probably be the latter.

D. <u>Easy Meet</u>

If you are using this software program, use the export feature for "OVC" field and select those athletes for export after you have insured that the ID numbers are in the meet program. Create an export file as instructed in the software.

E. <u>Manual Upload</u>

Rather than making a customized upload file, you can also do manual entry of compliant times from any meet where swims were observed (high school, college, Y or other meet) into SWIMS using the information provided on Form C. This would be the recommended method if only a few times are needed. There are enhancements planned for SWIMS that may also make it easier to just enter the times directly since you will be able to either load all times by Swimmer or by Event without having to reenter any other information. This would also be used for loading lead-off splits times for relay swimmers.