

Times Database -Security Access Policy

- Access to the Times database must be approved by the LSC General Chair
- Contact Suzanne Heath, National Times Coordinator for final approval
- Suzanne will contact USA Swimming
- SWIMS administrator create account and contact user

SECURITY ACCESS POLICY – SWIMS MEMBERSHIP DATABASE

The following policies were adopted by the USA Swimming Times and Recognition Committee on April 19, 2007.

USA Swimming respects and protects the privacy of our athletes, coaches and non-athlete members. We are committed to full LSC access, but regulated usage to a limited number of members in each LSC to protect that privacy.

Access is automatically given to those USA Swimming members who are the current LSC Registration/Membership Chairs. If others wish access to an LSCs SWIMS database, access can be approved by the current LSC Registration/ Membership Chair and the LSC General Chair jointly, or by USA Swimming.

When USA Swimming grants access that was not requested originally by the LSC, USA Swimming will notify the LSC.

All requests for access to the SWIMS times program must be directed to the Times Team Department at USA Swimming (Larry Herr or Chelsey Walden).

ACCESS TO OUT-OF-LSC Times REPORTS:

The recommendation is to contact the appropriate LSC Times Chair for SWIMS information requested from an out-of-state LSC. Information should only be released (faxed, emailed, mailed) if the person requesting the information has received approval from their LSC Times Chair and/or the LSC General Chair. Direct SWIMS access should never be given to an out-of state LSC.