

## Committees of the Program Operations Division

### TIMES AND RECOGNITION COMMITTEE

**Mission Statement:** To assist in the development and implementation of policy for the processes used to store times information in the SWIMS database, to process that information for entry time verification and performance recognition, and to provide service to Program Operations for recognition of swimmer achievements in recognized competitions and at national-level meets to include athlete reimbursement.

**Membership:** The committee shall be comprised of two athletes, and eight members appointed by the President. Non-athlete appointments shall serve four-year terms, staggered so that 25% are named annually.

**Meetings:** The committee shall meet as necessary by conference call and at the annual meeting of USA Swimming.

**USA Swimming Staff Liaison:** *As assigned*

#### **Responsibilities:**

1. To develop policy, procedures and criteria for entry of times from all USA Swimming sanctioned and approved meets, and observed swims by designated SWIMS Times Module Officers in each LSC.
2. To provide support to LSC SWIMS Times Module officers and monitor their compliance with published standards and guidelines to ensure that data from the field is properly transferred to the SWIMS database.
3. To make recommendations regarding potential enhancements to the LSC SWIMS functionality.
4. To maintain a list of all meets authorized for USA Swimming observation and to forward those needing approval to the Vice President of Program Operations.
5. To verify compliance of potential new records [*e.g., World, American, U.S. Open, National Age Group, including All-Star relays, and American Long Distance and Age Group Distance*] with published rules and standards, and to execute appropriate steps for recognition and provide updated records to the USA Swimming web site.
6. To develop and implement a selection process for Scholastic All-America and ensure that awards are distributed in a timely fashion and to provide recognition on the USA Swimming web site.
7. To annually establish and publish the National Age Group Recognition Motivational Times.
8. To assist in the annual publication of short and long course National Age Group Recognition listings and in the distribution of certificates and awards.
9. To receive and process applications for the reimbursement of athlete travel expenses to the USA Swimming National Championship level meets according to the current policy.