

How to Submit USMS and WORLD Records (updated 4/4/2015 EWH)

It is the meet director's responsibility to complete and submit applications for any USMS or World Records as soon as possible after the completion of the meet. There are strict deadlines – see below.

(Note: all of the forms noted herein may also be found on the [GMSC Meet Director's Page](#).)

Notes pertaining to USMS and World records:

- Official initial distance or lead-off splits from individual events and relays will be considered for USMS and World records if recorded by automatic equipment or three watches and provided such splits are brought to the attention, in writing (using a [USMS Split Notification Form](#)) to the meet referee in accordance with USMS Rule 103.13.
- Swimmer's age is as of December 31 of the year of competition for LCM and SCM courses, and as of the last day of the meet for SCY courses.
- Records must be timed using automatic or semi-automatic (three buttons) equipment or three watches.
- There are strict deadlines for completion and certification of record submissions – for USMS records they must be completed within 90 days of the end of the season (SCY, SCM, LCM) and for World records they must be completed within 60 days of the swim. Meet directors who do not submit their record applications with sufficient lead time to correct any problems do a disservice to the swimmers who achieved these times.

Notes pertaining to World Records

- Applications for world records from initial or lead-off splits will be considered if recorded with 3-button semi-automatic times or 3 watches. Make arrangements for additional timers if necessary for world record attempts.
- Swims done at recognized or USA-S meets do not qualify for world records.
- Swims done at dual sanctioned (USA-S and USMS) meets qualify for world records if the swimmer competes in the meet as a USMS swimmer. Any swimmer intending to compete as USMS swimmers should fill out the [Declaration of Intent Form](#) prior to the competition and give it to the meet director.

Documentation requirements/checklist for all records:

Before you run your meet, you are strongly encouraged to download the current [USMS National Records](#) (and [FINA World Records](#) if this is a meters meet) and follow the instructions there to load them into Meet Manager so that potential record-breaking times are flagged automatically in the Hy-Tek results and so that they can flow through to your publication results and printed forms.

____ Complete the [USMS and World Record Application Form](#) (including Referee signature) for each potential USMS or World record. Hy-Tek Meet Manager can generate a USMS/World record application form, pre-filled with swimmer, event and meet data, if the existing records are loaded into the Hy-Tek program – from the main menu select Reports → Record/POP Forms → US Masters Record App (tab).

____ Attach a copy of the electronic timing system tape or printout showing event number, heat number, splits, final time and backup buttons from the electronic timing system. All pertinent data should be highlighted, circled or otherwise clearly marked. If watches were used, attach a copy of the timer's card/sheet with signatures of all three timers. Meet results are not a substitute for the timing system printout or timer's card.

*Find this and other meet planning and operation documents and resources on the [GMSC Meet Director's page](#):
http://www.gulfmastersswimming.org/w/GMS/meet_director.cfm.*

___ Attach a copy of the heat sheet showing swimmer's name, event number, heat number and lane number assignment. All pertinent data should be highlighted, circled or otherwise clearly marked.

___ If the time was taken from an initial split of an individual or relay event, include the filled out [USMS Split Notification Form](#) for that split, signed by the meet referee.

___ Record applications require proof of age via the swimmer's birth certificate or passport (a driver's license is not acceptable):

- If the swimmer has broken records in the past and already has such proof of age on file with USMS, it does not need to be sent again. Ask the swimmer.
- If a first-time record-setting swimmer can provide you with appropriate proof of age on the spot, include a copy of it with the rest of the record application documentation. However, do not delay record application submission waiting for proof of age.
- If you do not know whether proof is on file for the swimmer, check "No" to question #10 on the Record Application and submit it. If the USMS Records Administrator determines that proof of age is still needed, he will contact the swimmer. You can assist in this process by supplying the email address the swimmer used on his meet entry.
- Here is a [letter to request proof of age from a swimmer](#).

___ An all-lanes pool length measurement must be submitted with a record application if the measurement is not already listed in the [USMS pool length database](#) or if the pool subsequently has been modified or resurfaced:

- For facilities with multiple pools at a single location, the specific pool used for the competition must be described and named on the certification form.
- Courses using a bulkhead must be recertified (two outside lanes and a center lane) at the end of the session (day of the meet) in which the record was broken and the certification form submitted with the record application.
- Find the Pool Length Certification Form:
 - On the USMS web site:
http://www.usms.org/admin/lmschb/gto_rectab_pool_measurement.pdf.
 - Also in the USMS Rule Book, appendix B – Information For Meet Directors And Officials (<http://www.usms.org/rules/appb.pdf>). (*Warning: the forms in some printed copies of the rule book are illegible and should not be used – check yours*).

___ If this was a dual sanctioned meet and the application is for a world record, include the completed [Declaration of Intent Form](#).

Once you have all documentation assembled...

___ Scan applications and all supporting documentation and send to the USMS Records Administrator, Walt Reid at: USMSRecords@usms.org

___ Send copies of all this to the GMSC Meet Results Coordinator at: emmett@usms.org.