

# INDIANA SWIMMING CHAMPIONSHIP MEETS

## PROOF/VERIFICATION PROCESS

1.31.11

All entries for Championship meets in Indiana (Divisional, Age Group & Senior State) must be verified as a legal result that was achieved within the meet announcement stated qualifying period.

Acceptable verifications are official results from:

- \* USA Swimming sanctioned, approved or observed meets (these should be in the National USA Swimming database – SWIMS). *Please note that observations have to be manually approved into SWIMS as they do not auto-match. It is our goal and process to have all observed results matched to a swimmer and available for proof by the Tuesday the week before the meet the proof is needed. Please be patient as you watch for your swimmer's time to show up in SWIMS.*
- \* College, High School, Junior High, YWCA or YMCA meets sanctioned by their respective governing organizations - *these are NOT in SWIMS but would be allowed for IN Championship meets only and would have to be faxed, scanned/emailed or the link to a school athletic department website would need to be sent.*

For clarification, what this means is that for our IN Championship meets, a swimmer **can** use a time from “unobserved” middle school dual meet or high school dual meets, conferences, sectionals to enter Divisional, Age Group State, Senior State (or Central Zone Sectional 3). These times would not be eligible for SWIMS for Grand Prix, US Open, Juniors, Nationals, etc. Simply stated, it's really just our state meets.

Below is how the process goes:

1. Home clubs have a club database. This Team database holds SWIMS db times and, if organized, some non-SWIMS db times from middle school & high school that may be a swimmer's fastest time. These can be used to enter the IN championship meets (and Central Zone Sectional 3) provided there is a hard copy result available to submit for proof. It is the club's responsibility to secure these hard copy results for pre-verification purposes. Coaches/clubs can send these non-SWIMS and non-HS Sectionals/HS State proofs to [lynn@inswimming.org](mailto:lynn@inswimming.org); 317-237-5783 fax or mail them to : 201 S Capitol Ave, Suite 410, Indianapolis IN 46225. Please be sure to CIRCLE swimmer name on applicable results page.
2. An Exceptions report from the championship host club will NOT include proofs needed. So, if you don't receive an Exceptions report, that's a good thing for entries, but it does NOT mean that you may not need to supply proofs.
3. Once the entry deadline for the applicable meet has passed, the host sends the backup of the meet to the IN Swimming offices. That's not until Tuesday early morning before the weekend championship meet.
4. IN Swimming staff takes that meet database and runs it through the USA Swimming SWIMS database first.
5. **Time permitting**, we'll spot check swimmers ages 14 & older for Sectional results. We do not have any h.s. or middle school duals or conference meets. Those results pages would have to be sent as per above (#1)
6. Please be reminded that Divisional weekend is the most difficult and time consuming on our end to prove. With our rules of allowing for these non-USA Swimming times/results, we get hundreds of pages of faxes, emails, scans, etc.
7. By Wednesday Noon (before the meet), ROUND 1 OUTSTANDING PROOF list will be posted on the home page of the IN Swimming website. It is the entering teams' responsibility to check the site often for that list and to act accordingly to prove times that may appear on that list.

8. Clubs will then have the opportunity to send the IN Swimming offices verification of a time on the list. Please note the methods of proof below.

### **METHODS OF PROOF/VERIFICATION:**

- Send [lynn@inswimming.org](mailto:lynn@inswimming.org) the details of a potentially missing time in SWIMS (out-of-state sanctioned meet, etc) as it may be in a holding tank situation to match to a registered swimmer.

OR

- Send [lynn@inswimming.org](mailto:lynn@inswimming.org) the details of the h.s. time that may be on a school website (you must include the exact link to those results, the swimmer's name, event and time).

OR

- Send [lynn@inswimming.org](mailto:lynn@inswimming.org) the details of the h.s. time that was achieved at a sectional meet. Indicate the name of the swimmer, event, year and sectional host so that Lynn can cross-reference IHSAA website of all sectional results.
- Send [lynn@inswimming.org](mailto:lynn@inswimming.org) the name/date of a meet where a swimmer swam a 1000/800 going out in the 1650/1500.
- (Summer) - Send [lynn@inswimming.org](mailto:lynn@inswimming.org) an email stating that said swimmer/event/time was used for Spring meet proof and office will verify that entry time and actual swim (no need to fax or send the results again).

### **For H.S. Duals, conferences or Middle School meets -**

Fax the applicable results page to the office (317.237.5783). Be sure to circle the swimmer and time. Do NOT fax any pages that have been highlighted.

9. Many times, there are hundreds of outstanding proofs on these lists. It is very time consuming. **Emails are the preferred method of communication so that we can devote time to proving the times in the order they are received and keeping the list current.** We appreciate those that are patient and await their turn in the proof process.
10. Provided there is time, we may post a Round 2 Outstanding Proofs list will be posted by Thursday, Noon (before the meet). This will include only those times not proven after Round 1 is posted, and emails/faxes have been received and documented. Round 2 Outstanding Proofs will only have until 4 pm (EST) on Thursday prior to the meet to prove with the IN Swimming offices.
11. FINAL Outstanding Proofs list will be generated on Thursday late afternoon and sent to the host entry chair and administrative referee. Clubs will then be responsible for providing verification for outstanding proof(s) and any late entries made after Monday midnight to the Clerk of Course table at the meet prior to the applicable event(s) scratch deadline(s). Not providing appropriate proof(s) will result in your swimmer(s) being scratched from that(those) event(s). You do not have to prove the entry seed time, just the minimum cut.

**REMINDER:** Relays were NOT proven. IF your relay misses the cut or is disqualified at the meet, THEN, you will have 2 weeks after the meet to provide proof to the ISI office. PLEASE do NOT give proof to the host at the meet.