

INDIANA SWIMMING CHAMPIONSHIP MEETS

PROOF/VERIFICATION PROCESS 2.26.10

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 stated qualifying period. This qualifying period is included in the entry letters. Quick reference Qualifying Periods:

- Divisionals -starts with Day 1 of the last spring's meet (March 6, 2009)
- Age Group -starts with Day 1 of last spring's meet (March 20, 2009)
- Senior -starts with January 1, 2009

Acceptable verifications are official results from:

- * USA Swimming sanctioned or approved meets (these should be in the National USA Swimming database – 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.)
- * Websites (provided host address is printed on the copy);

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 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; 317-237-5783 fax or mail them to : 201 S Capitol Ave, Suite 410, Indianapolis IN 46225.
2. An Exceptions report from the 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. Lynn Kinstler at IN Swimming takes that meet database and runs it through the USA Swimming SWIMS database first.
5. **Time permitting**, she'll run it through an IHSAA sectional/state-only db she maintains. This does not have h.s. or middle school duals or conference meets included. With 5 DIV meets and thousands of swimmers, the h.s. db may not be run and times will be included on an Outstanding Proof list.
6. By Wednesday Noon (before the meet), ROUND 1 OUTSTANDING PROOF list will be posted on the home page of the IN Swimming website. There may or may not be time to send out individual emails to clubs to tell them that the lists are there. 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.

7. Clubs will then have the opportunity at this time 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 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 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 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 the h.s. Team Manager db she maintains.
- Send 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 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.

8. 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 I can devote my time to proving the times and keeping the list current and I can respond in the order they are received.** I appreciate those that are patient and await their turn in the proof process.
9. 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.
10. 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) 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.