Top 10 Report Generation

Methods

Go to the USMS Site Administration website and login with your username and password. Then click on the Meet Results & Top Ten section. In this section you can do two important tasks: upload meet results into the Meet Results Database, and generate a Top 10 report to submit to the National Swims Administrator at topten@usms.org.

This document and checklist is to help with the latter task: generating a clean Top 10 report for submission to the National Swim Administrator. If you have not yet uploaded your meet results, please do that first, referring to the tutorial document for that task as necessary.

Here are the general steps to generate a Top 10 report: Click on the Top Ten Report, and choose the correct LMSC, course and year for your submission, then click on the "Create Report" button.

You should have copies of the meet results files handy (eg, Meet Manager backup files or CL2 files). There should be an unaltered, original file somewhere, either in your possession or in the meet director's, or both. ***Don't make changes in the original document***.

Removing, Adding or Editing Individual Swims

In some of the checklist items that follow, it might be necessary to remove, add or edit individual swims to a meet. For example, maybe you forgot to honor a valid split request for a particular meet, or you need to remove an UNAT relay from consideration for Top 10.

At this moment, the capability for doing that doesn't exist to add/remove/edit individual swims in the results-processing web tools but there are several workarounds that exist. Here are three:

1. **Make changes in a copy of the Meet Manager results file, regenerate the CL2 file and re-upload**. If you have the MM meet file this is the best method because it is least likely to result in errors, if done properly. In this situation, during the swimmer audit stage (and with any subsequent alteration of swim data), whatever changes you make using the online tools should be made "in parallel" on your MM file. For example:

    a. Swimmers that were known to be unregistered at the time of the meet can be "flagged" by putting them on some made-up team (eg, the "NON" team). Or you could simply eliminate them from the meet results file. (Again, make sure you are working on a backup file, not the original.)

    b. Enter swimmers' USMS IDs as you discover them during the audit. Likewise, any changes in data such as club affiliation or birthdate should be reflected in the MM file.

    c. Swims that are not eligible for Top 10 consideration should be marked as "exhibition" in the MM file. This might include, for example, UNAT relays or mixed relays with 3 men and 1 woman.

2. **Make changes in the CL2 file and re-upload**. You should be careful with this: CL2 files (mostly) follow the SDIF file format, which can be a little cryptic (and therefore error-prone). The SDIF file specifications are found under the Guide to Operations.

    a. Elimination of individual swimmers or swims in the CL2 file is generally not too difficult; just be very careful that you are eliminating the correct swimmer/swim. Again, work on the backup and not the original.

    b. Changing the CL2 file is currently the only method available for dealing with meets that were run in the prelim/final format. If you are unsure how to deal with such meets, please seek help from an experienced Top 10 Recorder or the Records and Tabulation chair.

3. **Make changes in the Top 10 report file prior to submission**. Although it can be convenient, this is the least desirable method in many ways because your TT report will not match the data in the meet files or the online results database. And if you need to regenerate your report for some reason, you'll need to remember to make the same changes again prior to submission.

    The report file should be in the "Walt Reid" format, also described in the General Information document in the Guide to Operations. It is less cryptic than the SDIF format and so changes in individual swims (like age or club affiliation) are easier to make.

Post-Processing Checklist

Please look to the General Information document in the Guide to Operations for more detailed explanations of most of the items discussed in the following checklist.

☐ **Review the list of meets**. Are any missing?
- All sanctioned meets that occurred in your LMSC should be included.
- Results from LMSC members in USA-S or Recognized meets should be included (it is the responsibility of the swimmer to bring these meets to your attention, to provide a link to the official results, and to secure pool measurements if they are necessary).

☐ Do you have the **necessary pool measurements**?
- Check the national database of pool measurements to see if the pool is listed in the configuration as it was used in the meet. If it isn't in the national DB then please send a copy of the measurements to the National Records Administrator (USMSRecords@usms.org).
- If the pool had movable bulkheads, make sure the necessary measurements were made and are valid, and keep a copy of the form on file.
- If the measurements weren't made, or they are not on file, or the pool was too short, remove the meet so that it will not be included in the report.

☐ **Review the meet information** for every meet and verify its accuracy.
- Check that meet details, such as title, course, date, location, and sanction number, are correct. Add the meet results URL if possible.
- Check that the meet did not include any "choice" or "open" events. Results from such events cannot be submitted for Top 10 consideration.

- Confirm that the meet was conducted according to USMS Rules: times recorded to the nearest 0.01 sec, that at least 2 watches/buttons were used for all times, etc.

☐ **Review the list of participating swimmers**

- *Any swimmers still unconfirmed*? You need to audit them, as explained in the document that describes how to upload meet results. Verify that the swimmer was registered at the time of the meet.
- *Any discrepancies* between the meet information and the registration DB? You need to investigate these.
- *Swimmer's clubs don't match*? Verify which was correct *on the date of the meet*. You may need your Registrar's help with this (eg, to see if s/he received a club transfer form). It is also possible that the swimmer listed a workout group instead of a club; the official club should be used.
- If you change a swimmer's club, *check to see if the swimmer was a member of a relay*. If so, and you are certain about the change of club, you will need to mark the relay as "exhibition" (which are not included in the Top 10 report generated by the web tools) or otherwise eliminate it from your report. Mixed-club relays are not to be included in the Top 10 submission.
- *If the swimmer indicated an UNAT affiliation* but the registration DB returns a different club affiliation, be **very** certain before you override the swimmer's information. Swimmers are entitled to declare UNAT affiliation at any time, without delay and without written application. Check with the meet director. When in doubt, leave the affiliation as UNAT.
- *Other differences*? You might be tempted to accept the registration DB information, but be certain that the information was correct *on the date of the meet*. For example, if a swimmer got married after the meet and changed her last name in the registration DB, you will want to use the name that she entered with. Again, work with the Registrar to resolve conflicts if you are unsure.
- It is always best to take care of all these issues when you first upload the meet results, closer to the date when the meet actually occurred.

☐ **Audit any unconfirmed relays**

- Check that no names are missing, that all relay members are on the same club, that there is the proper mix of genders on mixed relays.
- *UNAT relays must not be included* in submissions for Top 10 consideration**.**
- If there are any problem relays, mark them as "exhibition." Exhibition swims are not included in the Top 10 submission.

☐ **Preview the individual swims** by clicking on the appropriate "Preview report content" link.

- Swims that will not be included in the report are indicated in gray. The reason that the swim will not be included is also given. Check that the reason is valid.
- *Were all the official split requests honored*? Valid split requests should be submitted for Top 10 consideration. They should be signed by the meet referee and must have been submitted before the end of the meet (for non-backstroke individual events) or before the swim (for backstroke splits or relay leadoffs).
- Scan over the swims that will be submitted and see if you spot any problems**.**

☐ **Preview the relay swims** by clicking on the appropriate "Preview report content" link.

- Swims that will not be included in the report are indicated in gray. The reason that the swim will not be included is also given. Check that the reason is valid. If the swim should be included, make the necessary corrections in the uploaded meet information (and in your local copy).
- Relay audits are more complicated than swimmer audits and you'll need to check your relays more carefully than the individual swims. Fortunately there are fewer of them. Look for the following potential problems, and eliminate (or mark as exhibition) relay swims as needed.
  - For all mixed relays, each relay should consist of two men and two women.
  - All members of a relay should belong to the same official club (not workout groups)
  - Relay age group should be correct

☐ **Were any USMS/FINA records set** in relays or individual events?

- If so, please work with the meet director to submit a complete record application to the National Records Administrator (if this hasn't already been done). The deadline for submission is 90 days after the end of the season.
- Perhaps the easiest way to check for records is to use the Hy-Tek records files in Meet Manager for USMS and/or FINA records.
- Also check the top time(s) in each event for their "reasonableness" (eg, did someone do 21.45 in a 100 free?).

☐ ***Did you change and re-upload any meet results file*** at any time up to this point? If so, you will need to repeat the original steps to generate the Top 10 report before you continue: Click on the Top Ten Report, and choose the correct LMSC, course and year for your submission, then click on the "Create Report" button.

☐ Once all corrections have been made, click on **Create the Individual Top Ten Report**

- This will open a new page in your browser. Select all the text on the page (on a PC, click anywhere on the page and press 'CTRL-A'). Open up a text editor, such as Notepad, open a new file and paste the text into the file. Save it with an appropriate filename, such as "VA_SCM2010_Ind.txt"

☐ Now click on **Create the Relay Top Ten Report**

- This will open a new page in your browser. Select all the text on the page (on a PC, click anywhere on the page and press 'CTRL-A'). Open up a text editor, such as Notepad, open a new file and paste the text into the file. Save it with an appropriate filename, such as "VA_SCM2010_Relay.txt"

☐ **Send both files** to the National Swims Administrator (topten@usms.org) as email attachments.

☐ Celebrate!