

## Instructions for Submitting League Records

If you've set up your meet in accordance with the Meet Manager instructions, you should have the prior league records incorporated in your meet in Meet Manager. Any time there appears to be a league record, Meet Manager will then print the results with an R net to the record time.

Before starting the paperwork below, the computer operator should review the button times and watch times to be sure that there's a reasonable agreement among them, or at least that the potential record is truly the best time (in accordance with the Timing Judge Guidelines that were reviewed at Meet Manager training and are available in the Library on the website).

- Make an extra copy of the computerized Results Sheet (or you can use the announcer's copy after the results are read) for the event in which the record was set.
- Get the lane/timers sheet that has the handwritten watch times on it for the particular lane and event.
- Print out and complete the record application form as follows:
  - From the Main Menu or the Run Screen, click Reports, then Record/POP Forms.
  - Click the event(s) in which the record(2) were set, and then click Create Report at the top of the screen
  - Click the printer icon
  - At the bottom of the printed application form, write the word "Buttons" and then record the two button times that were on the Run screen for that lane
  - Computer Operator should sign the form on the Admin Referee Line
  - Referee should review the button and watch times to be sure the times look like they support the record and then sign on the Meet Referee line.
  - If head coach of team that set the record is still at the meet, have head coach sign the form and write "Coach." If coach is no longer at the meet, then call the coach before submitting the record to the league to be sure the coach feels the record was plausible. Then print the coach's name and the word "Coach" on the form.
- Submit the following to Matt Porter:
  - Application form with all signatures and button times.
  - Copy of event results
  - Lane/timers sheet
- You may submit these forms in two ways:
  - By scanning them and sending a pdf file to [mporter1@verizon.net](mailto:mporter1@verizon.net) or
  - By delivering them to my house (5519 Windy Ridge Terrace, Midlothian, Virginia 23112)
- Deadline for submission is 48 hours of the end of the meet. Keep in mind that, under our league rules, responsibility of the head coach of the team that set the record to make sure this process gets done in time. If a visiting coach is having a problem getting the home team to submit the paperwork for the record, the visiting coach should call or email me (512-1734 or [mporter1@verizon.net](mailto:mporter1@verizon.net) ) within 48 hours to advise me of the potential record.