



MANDURAH SWIMMING CLUB

MSC POLICY 14

CLUB RECORDS POLICY

DATE: 18 MAY 2023

DATE	NAME	CHANGE	APPROVE	REVISION
18/05/2023	Karl Roots	Issued for Use	Committee	A



1. INTENT

- 1.1..1 The purpose of this policy is to assist Swimmers, Coaches and Parents, to understand the Club Records that are maintained, dating back to the Mandurah Swimming Club inception.

2. RECORD POLICY

2.1 General Record Information

- 2.1..1 The nominated club member will update the club records from results downloaded from the SWA results website (currently My Swim Results) and Club Time Trial events that are approved by SWA as an official meet with the appropriate Technical Officials in attendance.
- 2.1..2 The age of the swimmer at events held over more than one day is the age on the first day of the meet.
- 2.1..3 The records have been maintained in various formats over the MSC existence and have been converted from hard copy to excel spread sheet and now into a Team Manager (TM) database. TM finds new records via a report manually run after meet results are downloaded and imported into the TM database. These times are ratified and displayed on the Record Board at the Mandurah Aquatic and Recreation Centre (MARC).
- 2.1..4 Age groups in the records are based on State Qualifying times and historical data collection.
- 2.1..5 In the Appendix the white boxes are records maintained into the future.
- 2.1..6 The Official Meet Records, Time Trial Records and Open Water records are held by Mandurah Swimming Club Members only. The Mandurah Long Course Meet records are held by the any competing swimmer at the meet that is registered with SWA.

2.2 Official Meet Record's

- 2.2..1 The records are split into Long Course (LC) and Short Course (SC) times with some differences in the event lists due to events listed in the different seasons. Records are held for both Male & Female in each age group.
- 2.2..2 Some historical age groups will not be maintained in the future due to Swimming WA policies regarding minimum age for competitive swimmers.
- 2.2..3 The LC and SC age groups for each event distance are shown in Appendix 1 and 2.



2.3 Time Trial Record's.

- 2.3..1 These records were set at non official or official Club Time Trial events. The records have not been maintained for a considerable time and are not displayed at the MARC.
- 2.3..2 The last recorded Time Trial times are recorded in the excel spreadsheet with the other club records but are not maintained.
- 2.3..3 This is partly due to most Time Trial events being official times now and into the future.

2.4 Open Water Record's.

- 2.4..1 The list of ages for each event is shown in Appendix 3.

2.5 Mandurah LC Meet Records

- 2.5..1 The Mandurah LC Meet records are stored in a Meet Manager record file. These records are updated after the annual event and then the updated file is exported for storage.
- 2.5..2 The updated file is imported into the new meet file each year and maintained in this format.

3. RECORD STORAGE AND MANAGEMENT

3.1 Team Manager Database Update and Record Report

- 3.1..1 The Recorder/Meet Recorder will download the official results from the MSR website and export official time trial results from Meet Manager. These results will be uploaded into the Official Times Team Manager database.
- 3.1..2 These databases must be backed up regularly to an external drive or cloud based storage to maintain security of the swimmers times.
- 3.1..3 To run the report and check for new records in Team Manager follow the steps below
 - From the home screen select Reports/Performance Reports/Record Match
 - In the screen below set the date range from the start of the current season (SC or LC) to the current date. Follow the guide below.



Record Match Report...

Meet: All Meets

Athlete Filters

Team: MDR | Gen: All | Age: All
 Team Division: | Group: | Subgroup: | WM Group: | WM Subgroup: | School Year: | LSC:

Include Inactive

Stroke Distance Filters

Stroke: | Distance: | Equal | Greater | Less

Dates

Use Times Since: 01/04/22 | Use Since Date: | Use Times Until: 12/09/22 | Use Times Until:

Records

Records: MSC SC-S | Show Ties with Current Record | Update Records | Update Records Holder

Filters | Stds | Records | Create Report | Cancel

Set the date range from the start of the season to the current date. Click Use Since date to refine date range.

Select the record database from the drop-down box.

Tick the Show Ties with Current Record

- Click Create Report.
- If there are any new records this will generate a report showing the previous record holder and their time along with the new record holder and their time.
- Compare this report with the database and if you are satisfied with the new record re-run the report and tick the Update Records tick-box. This will update the current database in the TM database.
- Update the excel spreadsheet to maintain a current database separate to TM in case of computer hard drive failure and for ease of printing labels for the record board.



Appendix 1.

SC Record age groups

Age	Freestyle					Backstroke				Butterfly			Breaststroke			IM				
	25m	50m	100m	200m	400m	800m	1500	25m	50m	100m	200m	25m	50m	100m	200m	25m	50m	100m	200m	400m
6																				
7																				
8																				
9																				
10																				
11																				
12																				
13																				
14																				
15																				
16																				
17																				
Open																				



Appendix 2.

LC Record age groups

Age	Freestyle					Backstroke			Butterfly			Breaststroke			IM	
	50m	100m	200m	400m	800m	1500	50m	100m	200m	50m	100m	200m	50m	100m	200m	400m
7		■						■			■					
8																
9				■											■	
10																
11																
12																
13						■										
14																
15																
16																
17																
Open																



Appendix 3.

Open Water Freestyle age groups

	500m	1,250m	2,500m	5,000m	10,000m
9					
10					
11					
12					
13					
14					
15					
16					
17					
Open					