



Top Ten Recorder

RESPONSIBILITIES

- 1) Produce Short Course Yards, Short Course Meters, and Long Course Meters Top Ten lists for all swimmers competing at SPMS-sanctioned or SPMS-approved competitions and at USMS National Championships, as well as at internationally sanctioned competitions by the date specified in the USMS Rule Book. SPMS-registered swimmers who compete abroad must submit official results from the competition in order to be included in the Top Ten list. The due date for each course is 10 days before the date specified in the USMS Rule Book (for that course).
- 2) Interact with the SPMS Committee, National Top Ten Recorder, SPMS Membership Coordinator, National Membership Coordinator, various competition directors, and individual swimmers with regards to results and registration information, problems, or questions, in a timely and courteous manner.
- 3) Report to the National Top Ten Recorder all possible national and world records for SPMS-sanctioned or SPMS approved competitions within 30 days of the race. (Competition directors are obligated to provide those results within 10 days of the race).
- 4) Maintain a file of all results (including timer sheets or tapes) for SPMS-sanctioned or SPMS-approved competitions for a minimum of two years after the end of each competition.
- 5) Inform the SPMS Treasurer to return any bond monies collected in advance for sanctioned and approved competitions, when applicable.
- 6) Attend meetings of the Records and Tabulation Committee at the USMS Convention if selected to attend the convention as a delegate for SPMS.
- 7) Maintain a list once a year of all known SPMS records for each course, for each age group, and sex, both individual and relays.