

DIRECTIONS AND INFORMATION
PRINT ALL INFORMATION CLEARLY AND IN INK

1. Be sure to include a proof of swimmer's classification. If classification is achieved *within 6 months* after the swim, application will be accepted for consideration.
2. Fill in personal information completely, including *current* USA Swimming registration number.
3. Site information should name facility, city, state/country. Abbreviations may be used.
4. Fill in the event information for *each* record being applied for at *this* meet for *this* swimmer.
 - a. If applying for a relay lead-off time, note "Relay lead" and event #. The submitted results **must** list all four swimmers' first and last names, in the order they swam.
 - b. If applying for a **relay record**, give the Relay's total 'points' by adding the classes of the members, enter under 'class' and give the rest of the event information on the first line of "Event". Then enter the team members' signatures *in the order they swam* in the appropriate boxes, **with** their USA Swim. registration numbers.
 - c. **Also**, if applying for a Relay record, under the personal information, give the Team Name and the address where the certificates should be sent.
 - d. Be sure to note with a **P**, an **F**, or a **TF** whether the swim was in prelims, finals or timed finals. If the time was achieved in a swim-off for placement, please enter **Sw O**.
5. Be sure to get the following signatures:
 - a. Athlete - if this is for an individual event. Team members - if this is for a relay event.
 - b. Coach or Manager - of the swimmer or relay team at the meet.
 - c. *Either* the Meet Referee *Or* the Administrative Referee for that session.
 - d. The Starter - who started the claimed event.
 - e. The Timing Equipment Operator - who was doing *that* session.
 - f. This must have been a USA Swim. *Sanctioned* meet, meeting the level I Timing and other requirements, or a USA Swim. *Approved* **Championship**, or a DSO **Championship** with USA Swim. observers, meeting the level I Timing requirements. "Observing officials" must also sign this application form. If it's an 'Approved' meet, Approved designation from the Local Swimming Committee where the meet was held must have been gotten in accordance with 202.4. Also see 6.a. **bold** - below.
6. Attach the required items:
 - a. An original printout from the timing equipment for the swim involved, [not needed for international championships if you are representing the US on a *selected* team, OR- USA Swimming Championships.] *OR* a copy of the official results. If official results of a USA Swimming meet are sent, **there is no need to get the officials' signatures**.
 - b. As above, remember the swimmer's classification proof.
 - c. A copy of the meet results. Remember, if a relay, all four names must appear.
7. Please re-read your application carefully before submission. It is strongly advised that you make copies of what you send and that you send your submission at least by certified mail if not by a traceable express service (Please sign signature release waiver!). It is the athlete's or athlete's representative's duty to initiate the procedures for record certification. Submission must be made within 30 days of the last day of the meet.
8. Application should be sent to:

Bea Hartigan
Adapted Records coordinator
27 Huntington Rd.
Huntington, NY 11743

Note: Please sign waiver for delivery signature.

ATTENTION USA SWIMMERS !

IT'S *YOUR* RECORD !

Somewhere along the line, you might set an American Record in an event.

Once that swim is done, you will have accomplished something special indeed. Next comes the paperwork. As it says up top, it's *your* record. In order for you to get the recognition you deserve, the proper documentation must be done.

It's important for you to know that there is no such thing as an "Automatic" listing of an American Record for a Swimmer With a Disability.

Before a meet, find out if it is a USA Swimming *Sanctioned* meet. If not, it needs to be either an *Approved* meet or an *Observed* meet. Call USA Swimming in Colorado (719) 866-4578 to get information about the 'Local Swim Committee' where the meet will be held, to arrange for the meet to be *Approved* or to have *Observers* attend the meet. **Exception**, an international championship conducted under FINA rules with IPC modifications being swum in by athletes selected to represent the USA

Your first step is to go to the officials running the meet and request they process your USA Swimming Record Application form FOR SWIMMERS WITH A DISABILITY.

Be sure to gather all the required information, **especially** the required signatures and timing system printout. If you are on an international trip representing the USA, The Team Manager/Coach should get *one* complete set of official results and send in the batch of record applications. The signatures above are *not* required.

By all means feel free to ask for help in completing your application. If your coach offers to do it, be profuse with your thanks.

If you do **not** have a form, call or write to:

Bea Hartigan, Adapted Records Chair.
27 Huntington Road
Huntington, NY 11743
(631) 271-3349
Bea10k@yahoo.com

~OR~

USA Swimming, Inc.
One Olympic Plaza
Colorado Springs, CO 80909-5770
(719) 866-4578
www.usa-swimming.org

While you are still at the meet:

1. Arrange for a copy of the timing machine printout of your race to be given to you.
 2. Guard it with your life.
 3. Get the names and signatures of the Referee, Starter and Timing Equipment Operator.
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So, set the wheels in motion. Get the ball rolling.

And once you've started the process, follow up. Follow up. Follow up. Follow up.

Congratulations and good luck !