

Reporting League and Conference Records Instructions

Records will be updated on a weekly basis. Pursuant to the NCSL Bylaws, Exhibit A NCSL Dual Meet Rules, VII. Records, please adhere to the following procedures when a conference and/or league record is broken during an official league meet:

1. Home Team Head Computer person will scan and email the following information to the Commissioner of Records **no later than 6:00 pm Sunday evening** following the meet in which the record was broken:
 - a. Record Form generated from the Report menu in Meet Manager as written evidence of the record time signed by the Meet Referee,
 - b. Results Report, which must include the button backup times generated from Meet Manager or Lane Time Sheets with the recorded manual times, and
 - c. Meet Manager backup file of the meet.
2. If the Home Team Head Computer person is unable to scan the documents noted in 1a and 1b above, he or she must email the following information to the Commissioner of Records **no later than 6:00 pm Sunday evening** following the meet in which the record was broken for the Commissioner to verify and mail the signed Record Form and Results Reports on that following Monday to the Commissioner of Records:
 - a. Name of record holder
 - b. Event
 - c. Time
 - d. Team Affiliation
 - e. Date of record setting swim
 - f. Meet Manager backup of the meet
3. Digital signatures on the Record form will be accepted as an original signature.
4. The appropriate conference and/or league record(s) will be updated and posted to the league's website **no later than 6:00 pm Wednesday evening**.

Reminder: A swimmer must have three official times recorded to establish a league record. Also, swimmers can break a record in non-conference meets; however, the only record that swimmer can break is in their own conference and the league not the other team's conference record.

If you have any questions, email the Commissioner of Records at records@norcalswimleague.com.