



Connecticut Swimming, Inc.

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## **CHECKLIST FOR PREPARING OFFICIAL RESULTS**

Official results are to be submitted in time order. The events are to be listed in rulebook order by sex and age group, rather than in the order they were swum, so that all of the 11-12 boys, for example, are listed together. The correct event order for listing is freestyle, backstroke, breaststroke, butterfly, individual medley, free relays and medley relays in ascending distance (i.e. 50 freestyle, 100 freestyle, etc.). This is referred to as Publication Order in meet management software.

**All hosts must submit a meet database file (\*.mdb) to the CSI office.**

Host clubs must send results to participating club(s) if that club(s) requests results.

Be sure to include the following in your results:

1. Headers that include the meet name, date and location, pool course and sanction number. Each page must include headers. The pages must be numbered.
2. Results by sex and age group in rulebook order printed in two or three columns.
4. Include ages of all swimmers in 15-18 and Senior events.
5. List the names and swimming order for swimmers in all relays.
6. If automatic timing was used, include all splits.
7. Include the results of any time trials or swim-offs.
8. Be sure that swimmers competing unattached are correctly marked. This frequently applies to high school girls early in the season and high school boys towards the end of the season.
9. Indicate disqualifications with "DQ." Do not list scratched or no-show swims.