

GULF SWIMMING
SUGGESTIONS FOR PROVING TIMES FOR GULF SWIMMING MEETS
2012-2013

** See the Gulf Swimming PROOF OF TIME RULE, page 5-8.**

Each Gulf Swimming team is responsible for submitting Proof of Times for its swimmers. Usually there is a single person on each team, who submits the proofs to the Administrative Vice-Chair. This may be the same person who does the meet entries for the team, but does not necessarily have to be the same person.

The following suggestions, using the Windows version of HY-TEK TEAM MANAGER and HY-TEK MEET MANAGER, are provided to assist teams in proving times. Several teams are already submitting proofs using these procedures. Each team may submit proofs in any manner desired, as long as the required procedures on page 6-3 of the *Gulf Swimming Handbook* are followed.

- (1) If you wish to use **HY-TEK TEAM MANAGER** to create a **Proof of Times Report** at the time that your team enters the meet, then, when you create your team entries to send to the host team of the meet:
 - (A) Use HY-TEK TEAM MANAGER.
 - (B) Select "Reports".
 - (C) Select "Performance".
 - (D) Select "Meet Entries".
 - (E) For the "Report Format" - select "Include Proof of Time". This will generate a listing of all of the team entries with the names and dates of the meets where the times were achieved. If you are using the three event rule or the up/down rule to enter any events, you will still need to note that information on this listing. It is not necessary to send this listing to the host team. It should be saved by the team and sent to the Administrative Vice-Chair, after the Final Results are received. Note that any on-deck entries, or entries that were submitted to the host team by individual swimmers and not by your team's entry person, will not be shown on this listing, and will still have to be proved by your team by other means.

- (2) If you wish to use **HY-TEK MEET MANAGER** to prove times after meets with a **single** qualifying designation (e.g., "AA" meets), then, when the Final Results are received, print the **Exception Report** for the team:
 - (A) Use HY-TEK MEET MANAGER.
 - (B) Select "Reports".
 - (C) Select "Exception Report".
 - (D) Select "All Sessions".
 - (E) Enter the Team abbreviation.
 - (F) List swimmers that "Do NOT meet Qualifying Time". Enter the Standard Designator required by the meet for qualifying times (e.g., "A" or "AA", etc.)
 - (G) Once the report is printed, there will be enough blank space beside each swimmer's entries to write down the proof (either the meet name or date of the meet used for proof) or the rule (e.g., "up/down" or "three event", including the provable events, meets and dates where achieved.) As an alternative to writing down the proofs, HY-TEK TEAM MANAGER may be used to list the swimmers' best times with the meet names and dates where achieved for any events requiring proof.

- (3) If you wish to use **HY-TEK MEET MANAGER** to prove times after other meets, such as A/BB/B meets that have **multiple** time standard classifications of awards and scoring (e.g., "A" entries are scored separately from BB entries, etc.), then print the **Meet Summary** for the team:
 - (A) Use HY-TEK MEET MANAGER.
 - (B) Select "Reports".
 - (C) Select "Meet Summary".
 - (D) Select "All Sessions".
 - (E) List all swimmers for the team.

- (F) Enter the Team abbreviation.
 - (G) Select "Detailed Journal"
 - (H) The report generated will list all of the swimmers with their names, seed times, and final times. Then, visually scan down the list of swims and, for any swims that have final results that are in a lower time standard classification than the seed time, write down the proof, as described in paragraph (2F), above.
- (4) Open meets, BB & Under meets, or meets with no qualifying times, do not need to be proved.

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These procedures are only suggestions to assist teams in proving times. If you have any questions or other suggestions about proving times, please contact the Gulf Swimming Administrative Vice-Chair:

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