

# Preparing Entries for Submission to Meet Organisers

When clubs are preparing entries for competitions where the results from the competition are going to be sent to UK Rankings it is ESSENTIAL that the data submitted by the clubs to the competition organisers is accurate.

Checking the accuracy of entries falls into 2 areas:

- 1) Checking that the personal details of the swimmers are correct and match the information held by the Home Country Membership Department which in Wales will, of course, be Swim Wales.
- 2) Checking that the entry times which are submitted are sensible and realistic.

## 1) Checking Personal Details

When results are submitted to UK Rankings the personal data received by the rankings department is checked against 6 criteria:

- 1) Swimmer's ID number
- 2) Family Name
- 3) Given Name
- 4) Full Date of Birth
- 5) Gender
- 6) Club

Details that cannot be matched to a swimmer held in the Rankings database using ALL of the above criteria will usually be rejected by the ranking system and the results will not be added to the rankings. It is therefore imperative that clubs check the accuracy of their data when submitting entries.

An example of the scale of the problems which can occur when inaccurate data is supplied to meet organisers can be seen by looking at the entries received for the recent Swim Wales Super Series:

**When the entries submitted by the clubs for the Super Series were checked by the meet organisers, 24 A4 pages of errors were identified!!**

**Common errors to be aware of include:**

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|------------------------|---|
| ID Number:             | Swimmers being entered without any ID number whatsoever or ID numbers with digits missing or transposed.  |
| Family Name or Surname | <p>1) Incorrect spelling. e.g Using “Stephens” instead of “Stevens” or “Wiliams” instead of “Williams”.</p> <p>2) Hyphenation for double barrel name.</p> <p>e.g. If we have a swimmer “Fred Jones Evans” where “Jones Evans” is the surname then which of the examples listed below is the correct version of this surname?</p> <p>Is it:</p> <p style="padding-left: 40px;">Jones Evans (with just a space between the names)</p> <p style="padding-left: 40px;">Jones-Evans (with a hyphen between the names)</p> <p style="padding-left: 40px;">Jones – Evans (a hyphen with a space either side of the hyphen)</p> <p style="padding-left: 40px;">etc, etc.</p> <p>All of the above are considered to be different surnames when checked by computer and incorrect versions will ‘fail’ during the ranking import process.</p> |
| Given Name             | <p>1) Incorrect spelling. e.g. ”Lilly” instead of “Lily”.</p> <p>2) Ensure the name submitted on the entry is the same as that registered with the Home Country Membership Dept rather than an abbreviated name or nickname.</p> <p>e.g. If a swimmer has been registered with Rankings as ‘Elizabeth’ but her entry is submitted as ‘Liz’ then this will again ‘fail’ the import process at rankings.</p>  |

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| Date of Birth | <p>Sounds obvious but the DOB must be the correct DOB.</p> <p>Also, DOBs must be in the British format dd/mm/yyyy and not the American format mm/dd/yyyy.</p> <p>e.g. A DOB of 1<sup>st</sup> April 2004 needs to be submitted as 01/04/2004 and NOT 04/01/2004</p>  |
| Gender        | <p>Ensure the correct gender is shown as it is sometimes difficult to 'guess' a swimmers' gender from their Given Name.</p>  |
| Club          | <p>First thing to check here is that the club code and club names being used in the club's Team Manager or Swim Manager database is the 4 character club code etc as specified by British Swimming.</p> <p>For example, the club code for Swansea Aquatics is SWAY, its full team name is 'City of Swansea Aquatics Club' and its short team name is 'Swansea Aq' as shown in the following screen shot from Team Manager Lite.</p>  <p style="text-align: center;"><b>PLEASE DO NOT INVENT YOUR OWN CODES.</b></p> <p>An uptodate list of all club codes can be downloaded from:</p> <p style="text-align: center;"><a href="https://www.swimmingresults.org/clubcodes/">https://www.swimmingresults.org/clubcodes/</a></p> |

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|  | Secondly, where clubs use their Team Manager or Swim Manager to keep records of swimmers who belong to 2 'clubs', e.g. their 'home' club and a national performance squad, please ensure that the entry for the swimmer is submitted using their 'Ranking Club'. |
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## 2) Checking Entry Times are Sensible

Entry times should be checked to ensure they are sensible and realistic.

In the recent Super Series, examples of 'silly' entry times included:

An entry time of 2.45 SECONDS for 200m Freestyle. This was meant to be 2:45.00 mins. Please note the importance of the trailing '0's here.

An entry of 13:24.00 for 100m Freestyle which should have been 1:32.40.

There are literally dozens of other examples in the same vein which could be given here but I'm sure you get the idea.

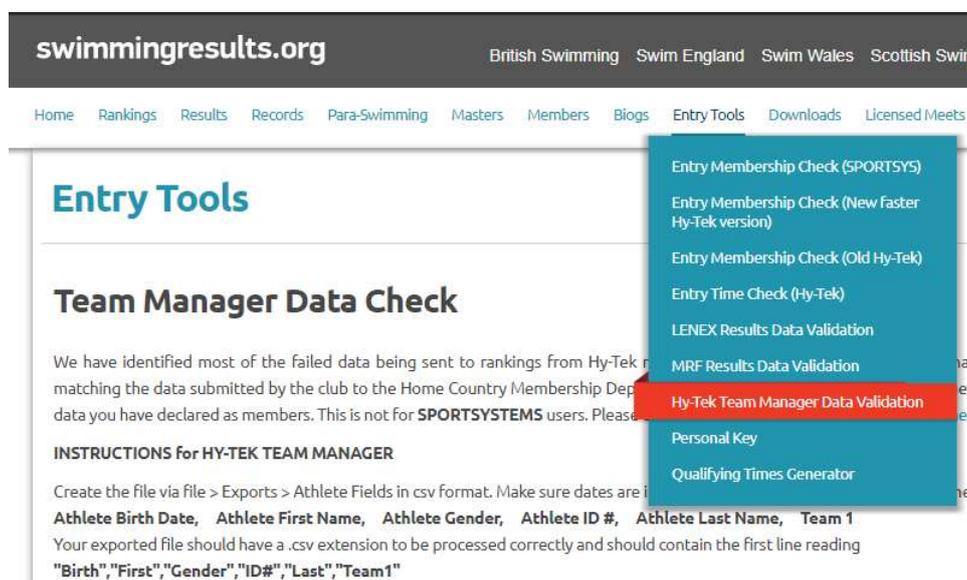
PLEASE check that all entry times make sense for the event and swimmer being entered.

### 3) Using the online Data Entry tool.

Whilst ensuring that a club's entry data is accurate may seem a daunting task, there are online tools to help with this process.

Clubs using Team Manager or Swim Manager to keep track of their swimmers can use the online Hy-Tek Team Manager Data Validation Tool to check membership details. This validation tool may be found at:

<https://www.swimmingresults.org/teammanagercheck/>



The screenshot shows the website [swimmingresults.org](https://www.swimmingresults.org) with a navigation menu including Home, Rankings, Results, Records, Para-Swimming, Masters, Members, Blogs, Entry Tools, Downloads, and Licensed Meets. The 'Entry Tools' dropdown menu is open, listing options such as 'Entry Membership Check (SPORTSYS)', 'Entry Membership Check (New Faster Hy-Tek version)', 'Entry Membership Check (Old Hy-Tek)', 'Entry Time Check (Hy-Tek)', 'LENEX Results Data Validation', 'MRF Results Data Validation', 'Hy-Tek Team Manager Data Validation' (highlighted in red), 'Personal Key', and 'Qualifying Times Generator'. The main content area displays the 'Team Manager Data Check' page, which includes instructions for HY-TEK TEAM MANAGER users to export athlete data in CSV format.

Instructions on how to use the Data Validation Tool are given on the web page.

Clubs are encouraged to use the online data checker and to correct any identified errors **BEFORE** submitting entries to meet organisers. It really is the club's responsibility to ensure that submitted entry data is accurate.

**Please note that entries received containing data which cannot be matched with the Ranking Database are likely to be removed and not submitted to Rankings.**

**Also, please be aware that any anomalies identified by the meet organisers will not be corrected and those entries may be removed from the competition.**