



Policies and Procedures

Subject: NJSI Event Records	Document Number: 405	Effective Date: 10/16/2023
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1. NJSI EVENT RECORDS – NJSI recognizes one set of New Jersey Swimming records, which must be made in sanctioned or approved USA-S competition.
 - a. LSC Record – May be held by a NJS registered swimmer only, swimming anywhere in approved, observed, or sanctioned USA-S meets.
2. Times achieved in a freestyle event are recorded as freestyle only, even if another stroke is performed.
3. Record times may be achieved in initial splits of individual swims and lead-off legs of relays, provided that the official split is recorded by automatic timing or by three (3) hand-held watches and is observed by the officials for a legal finish.
4. Records will be maintained for all events in SCY, SCM and LCM in the following categories for both male and female swimmers:
 - a. 10 and under
 - b. 11-12
 - c. 13-14
 - d. 15-18
 - e. Open
5. Times achieved by a swimmer or relay group in an open or expanded age group will revert to the swimmer's or relay group's appropriate age group.
6. The open record will always reflect the fastest time swum in that event in NJS, regardless of whether it is achieved in an open or age group event.
7. NJS CURRENT TOP 10 TIMES – NJSI also recognizes the current top 10 times each season, which must be made in sanctioned or approved USA-S competition in the following categories for both male and female swimmers:
 - a. 10 and under
 - b. 11-12
 - c. 13-14
 - d. 15-18
8. It is the responsibility of the NJS member club to submit any times to NJSI that were achieved by a NJS swimmer outside of the purview of NJS.

- a. An official copy of the meet results is required for verification. There are two methods for submitting times from meets outside the LSC:
 - i. Club secures an official meet result in the form of the post-meet back-up from the Meet Director and send it to the NJSI Administrative Office and Records Chairperson as soon as possible.
 - ii. Alternatively, if the time has been recorded in the SWIMS database, the club can submit the request to the Records Chairperson indicating the time is in SWIMS along with the date, location, and name of the meet where the swim occurred.

- 9. Relay record claims for all meets must list the first and last names of the four swimmers, their ages, and the order in which they swam.

Change Log					
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001	10/16/2023	Restructure of P&P / Whole Document	E. Harse	BOD	NJS-0002