

## How to submit results onto British Masters Rankings

This guide is intended to help you get your swimming times onto the Masters Rankings and then entered into the Masters Decathlon. If you still have questions after reading all of this then feel free to email [rankings@swimming.org](mailto:rankings@swimming.org)

### i. Points to remember:

Only events which are run by a FINA affiliated organisation can be put onto the Masters Rankings  
British Swimming have a clear policy which states which results will be allowed into the rankings.

### If you are running an event:

You will need to make sure you are using electronic timing and record the results electronically.

#### a. If you are using Hytek system then you need to :

Convert the results into a neutral data format and submit both the HDR file and the MRF file for each session, plus a word or PDF document with the results.

#### b. If you are using Sportssystem then you need to follow the guidelines here:

<http://www.swimming.org/library/197>

These need to be sent to [rankings@swimming.org](mailto:rankings@swimming.org)

### ii. The rankings department will then:

Look to see if your meet was put on the Masters calendar – if it was and the results have been sent in the correct format they will be immediately inputted onto Rankings.

If your meet wasn't on the Masters calendar then they will contact the Masters Recorder for permission to add them to the rankings.

### iii. Individual Results:

If you have swam in a British competition and the results do not show on the Masters rankings, please do not contact rankings but go back to the competition organiser. It could be they haven't sent the results through or there was a problem with your event.

### iv. If you have swam abroad:

In order to ensure your results are eligible for British Masters Rankings you will need to complete an 'eligibility to swim' document **BEFORE** travelling. Which can be found at

<http://www.swimming.org/library/documents/1597/download> and sent into rankings. Once rankings receive this they will send you the appropriate forms in order to submit your results.

On your return to this country please send your results on the forms: A. declaration and B. spreadsheet to the rankings department. [rankings@swimming.org](mailto:rankings@swimming.org)

If you have travelled as part of a team you will need to make sure **ALL** of your teams results are on one spreadsheet. Entering results by hand is a long process and if you fail to do this then the Rankings department may decline to add your results to the database.

**NB** There is no need to submit results for LEN European Masters and FINA World Masters Championships. This will be completed automatically via the Masters Results Recorder.

Once rankings receives your results they will check the validity of your results with the British Masters Recording Officer before adding them to the database.

Please note: The British Masters Rankings/Results Recorder is a voluntary post. Please be patient as your results will be dealt with as soon as possible.