

# PERFORMANCE CERTIFICATION - MANUAL TIMING REQUIRED FOR STATE QUALIFICATION

## OVERVIEW

In order for a State Qualifying Performance to be allowed as a state entry time, it must be performed at a meet that utilizes an approved system for timing (see Swimming Manual, Section 2-A-3). When **Manual Timing** is used, a minimum of three functioning watches are required to be located at the end of the swimmer's lane and held by three different people. As per NFHS Swimming Rule 6-2-2, the time of the middle watch shall be the official time. **The time on each watch assigned to that lane shall be viewed and documented by the Starter/Referee before being cleared.** The coach of the qualifying swimmer is required to have the meet official certify the watch times on this Performance Certification Sheet at the meet site. Coaches must be prepared to provide proof of all performances (FAT results or Manual Timing PCS Form) in case one or more performances are challenged.

This form is to be used to log state qualifying times (**manual timing only**) that will, or may, be used for entry into the state championship meet. Each line on the form represents a performance, and should be completed at the meet site following the performance **BEFORE THE THREE REQUIRED WATCHES ARE CLEARED.** The Meet Referee must view the watches and complete the columns. The sheet can be three-hole punched and kept in a notebook for easy access and logging of performances.

## INSTRUCTIONS AND COLUMN EXPLANATIONS

1. **IN GENERAL:** Begin completion of the form by filling in the top section: the school's name, the head coach's signature, and the appropriate page number (you may have multiple pages by the end of the season).
2. **COLUMN (1):** The qualifier's name shall be typed or written clearly in this column. Please include first and last names. For relay teams that meet the qualifying standard, place the school's name in this column.
3. **COLUMN (2):** The title of the specific event in which the qualifying standard was achieved shall be listed in this column.
4. **COLUMNS (3)(4)(5):** Each of the three watch times (required) shall be written in by the Starter/Referee. The official time, as per NFHS Rule 6-2-2, is that of the middle watch, and that time must meet the state qualifying standard.
5. **COLUMN (6):** Indicate whether the pool is a Yard or Meter pool by noting "Y" or "M".
6. **COLUMN (7):** List the date of the meet in which the performance took place in this column.
7. **COLUMN (8):** The name of the MSHSAA registered Referee/Starter that viewed the watches shall be written in this column.
8. **COLUMN (9):** The initials of the MSHSAA registered Referee/Starter shall be written in this column by the referee to certify that he/she viewed the watches and listed the times on the sheet.

**NOTE:** The referee's initials certify that the times listed in columns (3)(4)(5) are the times that were actually viewed on the watches at the conclusion of the event, at the meet on the date listed. The referee is not certifying that the time is a state qualifying time. It is the sole responsibility of a competitor's head coach to insure that the time listed on this sheet is a state qualifying time. **Diving** need not be recorded on this form.

