

# INSTRUCTIONS FOR PREPARING

## A TOP 10 TABULATION



1. Times for this tabulation must be composed from events sanctioned by National Federation Members of FINA.
2. A separate tabulation is required for Short Course Meters (25m) and Long Course Meters (50m).
3. The deadline for submitting both tabulations is 31<sup>st</sup> January 2014 for all swims during the previous calendar year.
4. It is important to include all Masters swimmers who compete in your meets. Do not only include your country's swimmers. Please identify the country for each swimmer.
5. **INDIVIDUAL EVENTS:**
  - The top 10 swimmers will be listed by gender, age group and event per FINA Rules MSW 1.1 and MSW 2.1 for SCM and MSW 2.2 for LCM.
  - The individual tabulation will include the swimmer's name, country and time.
  - The format for reporting Individual Events is as follows:
    - List the Women's results first and then the Men's results;
    - Within each gender, list results by age group from youngest to oldest;
    - Within each age group, list results in the following stroke order: Freestyle, Backstroke, Breaststroke, Butterfly and Individual Medley;
    - Within each stroke, list events in order from shortest to longest distance (50m, 100m, 200m ...);
    - Within each event, list the results in order from fastest time to slowest time.
6. **RELAYS:**
  - The top 10 teams will be listed by gender, event and age group per FINA Rules MSW 1.2 and MSW 2.1 (SCM) and MSW 2.2 (LCM).
  - The relay tabulation will include the club name, all 4 swimmers' names, country and time.
  - The format for reporting Relay Events is as follows:
    - List the Women's relay results first, then the Men's and then the Mixed;
    - Within each gender, list results with the 4x50m Freestyle first and then the 4x50m Medley, 4x100 m Free, 4x100m Medley, 4x200m Free.
    - Within each relay event, list results by age group from youngest to oldest;
    - Within each relay event, list the results in order from fastest time to slowest time.