Important Notes for Ranking Files

For Clubs entering Meets

After a Meet is complete it is important to send the results to British Swimming in order that the times are included on their Rankings database, otherwise swimmers may not be able to enter certain National level Meets or any competition taking place in England.

However, British Rankings are now receiving what they consider to be an unacceptable amount of errors when they import these Ranking Files. Obviously, every error means extra time taken to check and usually they import the correct results and will then send back a list of errors where they cannot match the Ranking files sent to their database. Unless and until these are corrected, the swimmer's results will not appear on Rankings. Usually they are either name or date of birth errors and you will be contacted by the person who took the entries for the Meet to identify the swimmer's correct name spelling (remember to check for hyphens, middle initials etc) and date of birth and make sure your Team/Swim Manager database is exactly the same as the Scottish Swimming membership database.

We need to minimise these errors as much as possible as they cause a lot of extra work both for Rankings and the person trying to process the results from the Meet. And most importantly for our swimmers who may otherwise find themselves disadvantaged. A regular audit between Team/Swim Manager and the Scottish Swimming membership database should prevent this type of error appearing.

British Swimming have also produced a new check whereby you can check your Team Manager database against Rankings, to use this tool please follow this link: https://www.swimmingresults.org/teammanagercheck/

Rankings also advise that we use the correct allocated "short name" for our Clubs - some clubs do, some are simple and obvious ie the short name for Aberdeen ASC is Aberdeen but some are less so and some clubs simply use either the 4 digit code or an abbreviation of their Club name ie NSNX or SASC for Stonehaven. The correct club codes are listed below and if all our Clubs entered these as the "short name" in their Team/Swim Manager it would help Rankings and it would also help Announcers as some of the currently used "short names" are not always immediately obvious to them either.

|  |  |  |
| --- | --- | --- |
| Name | Code | "Short name" |
|  |  |  |
| Aberdeen Dolphins ASC | NADX | Aberdeen Dol |
| Aberdeen ASC | NANX | Aberdeen |
| Alford Otters ASC | NAOX | Alford Otter |
| Aberdeen University Swimming & Water Polo Club | NAUX | Aberdeen Uni |
| Aberdeen Diving Club | NAVX | Aberdeen DC |
| Bon Accord Thistle ASC | NBAX | Bonn Accord |
| Banchory Beavers ASC | NBBX | Banchory |
| Bridge of Don ASC | NBDX | Bridge O Don |
| Broch SC | NBHX | Broch |
| Buckie ASC | NBKX | Buckie |
| Banff and Buchan Masters | NBMX | Banff&Buchan |
| Bucksburn ASC | NBNX | Bucksburn |
| Cults Otters ASC | NCOX | Cults Otters |
| Dyce (Aberdeen) ASC | NDAX | Dyce |
| Delting Dolphins ASC | NDDX | Delting |
| Deveron ASC | NDNX | Deveron |
| Dingwall | NDIX | Dingwall |
| Elgin SC | NENX | Elgin |
| Forres Blu Fins ASC | NFBX | Forres |
| Free Style SC | NFSX | Free Style |
| Garioch ASC | NGHX | Garioch |
| Grantown-on-Spey SC | NGRX | Grantown |
| Highland Disability Swim Team | NHDX | Highland Dis |
| Huntly ASC | NHYX | Huntly |
| Inverness ASC | NISX | Inverness |
| Lochaber Leisure Centre Swim Team | NLRX | Lochaber Lei |
| Lerwick ASC | NLKX | Lerwick |
| Nairn ASC | NNNX | Nairn |
| Nairn Synchro SC | NNSX | Nairn Synchr |
| Orkney ASC | NOYX | Orkney |
| Peterhead ASC | NPDX | Peterhead |
| Silver City Blues ASC | NSCX | Silver City |
| Shetland ASC | NSHX | Shetland |
| South Mainland ASC | NSMX | South Main |
| Stonehaven ASC | NSNX | Stonehaven |
| Tain ASC | NTNX | Tain |
| Thurso ASC | NTOX | Thurso |
| University of Aberdeen Performance Swimming | NUAX | Aberdeen Per |
| Upper Deeside ASC | NUDX | Upper Deesid |
| Ullapool Swimming Club | NULX | Ullapool SC |
| Westhill District ASC | NWDX | Westhill |
| Swim Western Isles | NWIX | Swim W Isles |
| Wick ASC | NWKX | Wick |
| Westside Sharks Swimming Club | NWSX | Wside Sharks |
| Whalsay ASC | NWYX | Whalsay |
| Ythan ASC | NYNX | Ythan |
| Highland Swim Team | UHIX | Highland |
| South Aberdeenshire Swim Team | USAX | South Aberde |