

# HOW TO CLAIM A RECORD

- It is the responsibility of the swimmer/ coach/parent to make application for the ratification of record/s.
- Record claim forms will be available from the Record's Clerk at local galas, Failing which there is a copy in the Red book. These forms are obligatory.
- Record claim forms are to reach the Chief Record's Clerk, Darryl. Reid, **within 21 days of the date of swim**, The 21 days is laid down by the EPA Constitution.
- It is strongly recommended that application for a record is made at the gala as these are normally processed for ratification at the next EPA meeting.
- Records can only be claimed if the event is swum in a 50m pool (long course) or 25m (short course) and if registered officials were in attendance and if the gala was held under the auspices of EPA/SSA.
- It is the responsibility of the swimmer/coach/parent to ask the Chief Timekeeper for three timekeepers on a lane should the swimmer be attempting to swim a record time. With electronic timing the completed application form together with the results sheet is sufficient.
- All records have to be ratified by the EPA Executive. Successful claims will be noted in the EPA minutes, copies of which are circulated to the clubs,
- Club Secretaries are responsible for claiming relay records for which all of the above applies.

## Notes

- It is important that details of where and on what date the record was swum are included on the form as well as whether it is an all comers or domestic record.

Darryl Reid contact details:  
041 368 2816  
bigd@intekom.co.za