

**ADIRONDACK SWIMMING
REQUEST FOR OBSERVED TIMES ENTRY TO SWIMS**

FULL LEGAL NAME OF SWIMMER: (first, middle initial, last)

PREFERRED NAME: (nickname)

DATE OF BIRTH:

USA SWIMMING ID (refer to your membership card)

____/____/____

MEET NAME AND DATE(s) FOR TIMES TO BE LOADED FROM:

Swimmers should use this form to be certain their times from USA Swimming Observed Meets are loaded to SWIMS, the national USA Swimming Database. Turn this completed form in to the computer table at the Observed Meet.

High School Varsity Swimmers, be sure to make your coach aware of your status with USA Swimming and make every effort to see you are entered properly, to be assured your times are loaded to SWIMS.

A request for Observation of the Meet must be made by the meet host and prior approval of the LSC and USA Swimming must be completed to have times loaded to SWIMS. High School Dual meet times may not be loaded to SWIMS.

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INSTRUCTIONS FOR USE

THERE ARE 2 FORMS PER PAGE ... ONLY 1 FORM IS REQUIRED BY THE MEET DIRECTOR

Swimmers or coaches may fill out the form. The form must be turned in to the Observed Meet Director for verification of proper data entry to the Meet Manager file.

In AD, most High School Sectional Meets and High School States Meets are Observed.

HS teams who use Hy-Teks Team Manager Software to prepare meet entries, should be certain their USA Swimming Registered swimmers are included in the team file with the swimmer's proper data included to match the swimmer's data on file in SWIMS (USA Swimming Database). All USA Swimming Registered swimmers are registered using their full LEGAL Name, Date of Birth and USA Swimming ID Number. In Team Manager, be absolutely certain that the Legal name, First, Middle Initial and Last Name are used and that the date of birth is filled in. Team Manager has an option to Build the Swimmers USA Swimming ID. If there is any question or doubt involving the USA Swimming ID, verify the information from the swimmers USA Swimming Membership Card.

If the swimmer has a Preferred Name (nickname), such a "Liz" for Elizabeth, the preferred name be entered ONLY in the Preferred Name field.

All other procedures for entry are the same.

Coaches, even if you have verified the swimmers data in your electronic entries, be certain to turn your request forms in to the Meet Director as well.

Please remember, only championship meet results may be observed meets, such as Sectionals and States. USA Swimming does not recognize Dual Meets for allowable times in SWIMS.