

USA SWIMMING
REQUEST FOR OBSERVATION – NON-SEASON CULMINATING
CHAMPIONSHIP MEET

Form A

Meets requiring authorization by the Program Operations Vice President or designee **require 10 day advance application**. Such meets include High School, Collegiate, Masters' or other meets that are not season-culminating Championship meets. This completed form and a copy of the meet information must be sent at least 10 days prior to the event to the LSC NTV official for review. The LSC official will send this completed form to the Program Operations Vice President or designee for approval. The request must include a reason & explanation for the request. Acceptance of verification requests from the meet is subject to proof that conditions at the meet were in conformance with the required procedures and pertinent USA Swimming Rules and Regulations.

Name of Meet: _____ **Name of Facility:** _____
Date(s) of Meet: _____ **Meet Director:** _____
Name of person filing this request: _____ **Phone:** _____

Is this meet on the regular, published calendar? Yes No
Type of Meet: High School College Masters
Course: Long Course Meters Short Course Yards Short Course Meters
Approx. number of teams participating ____ Approx. number of swimmers participating _____
 Swimmers will wear swimsuits in compliance with USA Swimming Rules.
 Timing systems will conform to the conditions specified in 102.16 – USA Swimming Rules & Regulations.

The number of Association officials must meet the minimum requirements as provided in Article 102.12 – USA Swimming Rules & Regulations. A minimum of two additional USA Swimming Certified stroke & turn officials shall be assigned as observers for the purpose of verifying conformance with USA Swimming technical rules. Observers shall be permitted access to the deck and be in position for **all** swims for which observation has been requested. Observers shall be positioned at each end of the course. If the meet stroke and turn officials are dually certified by USA Swimming and are stationed at each end of the pool, additional observers are not necessary. Observers should remain on deck throughout the entire meet.

The meet referee, or LSC designee, will provide swimmers and coaches with information about the observation program and the procedures to be used to request observation. Requests may be submitted prior to the swim for which observation is desired, or all swims may be observed.

A copy of the meet information is attached. Names and phone numbers of USA Swimming officials who will serve as observers at this meet or the dually certified officials:

1) _____ 2) _____
3) _____ 4) _____

The reason & explanation for this request is attached.

This form must be submitted and accepted by the LSC NTV Official prior to submission to Program Operations for approval.

Step One – Accepted by:

_____ Date: _____
LSC NTV Official

Step Two – Approved by:

_____ Date: _____
For Program Operations

**LOCAL SWIMMING COMMITTEE
REQUEST FOR OBSERVATION – SEASON-CULMINATING
CHAMPIONSHIP MEET**

Form B

This form is used to request authorization for observation of swims at High School, Collegiate, Masters or other association season-culminating Championship meets. Observation requests for meets that are not season-culminating Championship(s) must be made on Request for Observation – Form A.

Application Requirements:

- 1) Timing systems must comply with conditions outlined in 102.16 – USA Swimming Rules & Regulations.
- 2) Officiating:
 - a) The number of Association officials must meet the minimum requirements as provided in Article 102.12 – USA Swimming Rules & Regulations. If the stroke and turn officials are also certified by USA-S and are stationed at each end of the pool, no additional observers are necessary. Officials may note compliance with USA Swimming Technical Rules only for those swimmers requesting observation, or the entire meet may be observed.
 - b) Or, a minimum of two USA Swimming certified officials shall be assigned, one at each end of the pool, to verify compliance with USA Swimming Rules for those swims requested to be observed.
 - c) The designated USA Swimming certified official must verify compliance with applicable rules and procedures, and shall forward any proof of times requests and final results to the LSC NTV official.
- 3) Proof of Times Requests:
 - a) If an athlete's USA-S ID # or full legal name and birth date is included in the electronic meet results, no individual request for data entry into the SWIMS system should be necessary. The LSC NTV official or SWIMS data officer shall enter times for any such athlete into SWIMS.
 - b) If the above data is not included in the electronic results, individual requests for times must be made to the LSC NTV official where the meet took place.
- 4) Swimmers will be wearing suits in compliance with USA Swimming Rules.

Name of Meet: _____ **Date(s):** _____
Name of Facility: _____ **City:** _____

By signing below, the Meet Referee or Meet Director verifies the following:

Check one of the options listed below, and complete the remainder of this section.

This meet will be observed in its entirety, exclusively by USA Swimming Officials, according to staffing guidelines specified in USA Swimming Rules & Regulations.

This meet will be officiated exclusively by USA Swimming officials, but due to the limited number of verification requests expected, only swims specifically requested in advance will be observed for compliance with USA Swimming Rules.

This meet will be officiated by the proper number of Association officials and also observed by a minimum of two assigned USA Swimming Stroke & Turn certified officials, one at each end of the competition course, in compliance with USA Swimming Rules.

Names of currently certified USA Swimming officials who will officiate at the meet:

- 1) _____ 2) _____
3) _____ 4) _____

Name of Meet Referee Phone _____

This form must be received by the designated person in the LSC at least 10 days prior to the meet.

Approved: _____ (LSC NTV Official)

Please send copy or provide list of authorized meets electronically to Program Operations' designee.

HIGH SCHOOL REQUEST FOR ELECTRONIC LOADING
Form C

USA Swimming Team

Name _____

Meet Name _____

First Day of Meet _____

Please enter the following data into the electronic meet results for loading into SWIMS if it is not included in the computer already:

ATHLETE ROSTER – FULL LEGAL NAMES ONLY

LAST NAME	FIRST NAME	MI	DOB	HIGH SCHOOL
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COLLEGE MEET REQUEST FOR ELECTRONIC LOADING
Form D

Please enter the following data into the electronic meet results for loading into SWIMS for all non-Division 1 teams if it is not included in the computer already:

College Team Name _____
Meet Name _____
First Day of Meet _____

ATHLETE LIST – USE FULL LEGAL NAMES

LAST NAME FIRST NAME MI DOB OR USA Swimming ID