

**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 and approval will be granted only in limited circumstances.

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 \_\_\_\_\_

- [ ] 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:

**Step Two** – Approved by:

\_\_\_\_\_  
LSC NTV Official  
Date: \_\_\_\_\_

\_\_\_\_\_  
for Program Operations  
Date: \_\_\_\_\_

New York City and Counties North: contact Monique Grayson  
Long Island: contact Mary Ann Seneca

**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.

**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 to Program Operations' designee.

New York City and Counties North: contact Monique Grayson  
Long Island: contact Mary Ann Senecal





## Form E

### REQUEST FOR TIME SUBMISSION FROM FOREIGN MEETS

This form is to be used to request that times achieved by USA Swimming member athletes at meets sanctioned by another FINA member be entered into the SWIMS database. The USA Swimming member must be representing his/her club or be swimming unattached. The meet must comply with the minimum standards for an official time from a USA Swimming meet according to Article 102.16.4 & .5 in the USA Swimming Rules and Regulations.

NOTE: Times from international competitions that include the USA Swimming National Team are automatically submitted.

For times to be included in SWIMS the meet information should be submitted for approval to the Program Operations' designee 10 days in advance. SWIMS data entry shall be completed in coordination and with the approval of Program Operations.

#### Conditions:

- 1) The meet must be sanctioned by a FINA member. A link to the posted meet information on the FINA member web site must be provided to the Program Operations' designee.
- 2) A link to official meet results on the FINA member web site must be provided to the Program Operations' designee.
- 3) It is recommended that a .cl2 file or SDIF file of official results for USA Swimming members be provided, with a list of member athletes for whom inclusion of times is being requested, to the Program Operations' designee. If the USA-Swimming ID numbers and/or birthdates are not in the meet results, those must also be included for each participating athlete.

Name of Meet: \_\_\_\_\_ Date(s): \_\_\_\_\_

FINA Member: \_\_\_\_\_ Host Team: \_\_\_\_\_

Web Link: \_\_\_\_\_ (Meet Information)

Person Requesting SWIMS time submission:

\_\_\_\_\_ Position: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

This form should be emailed or faxed to the Program Operations'

designee:

Suzanne Heath  
suzanneheath@suddenlink.net  
FAX 252-974-0732

**Times will be entered into SWIMS within 2 weeks of receipt of the meet results  
by the Program Operations' designee.**