

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 _____

- Timing systems will conform to the conditions specified in 102.24 and the facility must conform to 103.3.1 and 103.13.1 & 2 – USA Swimming Rules & Regulations.
- Athletes will be permitted to wear only one suit meeting the USA-S guidelines in competition.
- The number of Association officials must meet the minimum requirements as provided in Article 102.10 –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 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. Where the technical rules listed in Article 101 are the same as the host organization, the judgment of the organization officials shall be sufficient.
- USA-S disqualifications from non-NCAA meets shall be reported to the LSC NTV Officer; USA-S disqualifications from NCAA meets shall be sent to the T & R Committee representative/Program Operations designee.
- 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:
Monique Grayson – 22 Pine Hill Court – Briarcliff Manor, NY 10510 monique.grayson@metroswimming.org

Step One – Accepted by:

Step Two – Approved by:

LSC NTV Official

Suzanne Heath for Program Operations

Date: _____

Date: _____

**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 102.24 and the facility must comply with 103.31 and 103.13.1 & .2 – USA Swimming Rules & Regulations.
- 2) Athletes will be permitted to wear only one suit meeting the USA-S guidelines in competition.
- 3) Officiating:
 - a) The number of Association officials must meet the minimum requirements as provided in Article 102.10 USA Swimming Rules & Regulations. If the association 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) Where the technical rules as listed in Article 101 are the same as the host organization, the judgment of the organization officials shall be sufficient.
 - d) 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 for non-NCAA meets to the LSC NTV official.
 - e) Disqualifications for USA-S violations from NCAA meets shall be reported to the T & R committee representative/ Program Operations designee; disqualifications from non-NCAA meets shall be reported to the LSC NTV Officer.
- 4) 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 may be required by the LSC NTV official where the meet took place.

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

Name of Facility and 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.

Monique Grayson – 22 Pine Hill Court – Briarcliff Manor, NY 10510 – monique.grayson@metroswimming.org

Approved: _____ (LSC NTV Official)

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

REQUEST FOR TIME SUBMISSION FROM FOREIGN MEETS

FORM D

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 102.24 in the USA Swimming Rules and Regulations.

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

Swimmers who wish to compete in international meets outside of Mexico, Canada, and the Virgin Islands must obtain a Foreign Travel Permit through the LSC Registrar and USA Swimming Membership Services before competing in a foreign meet.

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's 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 or information contained therein should be emailed or scanned and emailed to the Program

Operations' designee:

Suzanne Heath
suzanneheath@suddenlink.net

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

FORM E
SWIMS Times Module Policy Manual
Meet Approval Request to Program Operations

Reference USA Swimming Rules and Regulations 202.4 .3

Requirements for Approval

Approvals may be issued to member clubs for open competition conducted in accordance with USA Swimming technical rules if that competition has been specifically approved by the USA Swimming Program Operations Vice President or his/her designee.

Request for Approval: _____ club of the **Metropolitan Swimming** LSC

Hereby requests approval of the following meet: _____

Date _____ Facility _____

Person initiating request _____ Position _____

Email address _____

Requirements

- The meet must be approved by the home LSC before submission to Program Operations.
- Approval meet status shall not be a means to avoid participants having USA Swimming membership.
- Reasons for hosting the meet as approved rather than sanctioned are as follows:

This form must be received by the designated person in the LSC at least 10 days prior to the meet.
Monique Grayson – 22 Pine Hill Court – Briarcliff Manor, NY 10510 – monique.grayson@metroswimming.org

Approved by LSC: _____ Date: _____

Approved by Program Operations:
Suzanne Heath, designee,
suzanneheath@suddenlink.net _____ Date: _____

In granting this approval it is understood and agreed that USA Swimming shall be free and held harmless from any liabilities or claims for damages arising by reason of injuries to anyone during the conduct of the event.