

**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.

**Step One** . Accepted by:

**Step Two** . Approved by:

\_\_\_\_\_  
Suzanne Heath, NCS NTV Officer

Date: \_\_\_\_\_

\_\_\_\_\_  
Suzanne Heath for Program Operations

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 Suzanne Heath ([suzanneheath@suddenlink.net](mailto:suzanneheath@suddenlink.net))  
at least 10 days prior to the meet.**

Approved: \_\_\_\_\_  
Date: \_\_\_\_\_

