

USA SWIMMING
OBSERVED MEETS
2012-2013

- A. These criteria are to be applied to all high school, collegiate, masters and YMCA/YWCA meets. Observation of meets is for the sole purpose of verifying times for entry into championship level events and not necessarily for approval of times for LSC meets.
1. There shall be two or more teams competing in the meet.
 2. Properly functioning electronic timing must be in use.
 3. There shall be a minimum of two (2) observers on the pool deck, one at each end of the pool. The USA Swimming observers, appointed by your LSC, must be certified USA Swimming Stroke & Turn judges. Each LSC may determine the number of observers on deck.
 4. Meet officials (high school, collegiate or YMCA/YWCA) shall include a referee, a starter, and a minimum of two stroke and/or turn officials. **If two of the meet officials are dually certified (that is, two are also USA Swimming officials), it is not necessary to have the two (2) extra observers on deck. All Officials must remain on deck throughout the whole meet as they have the right to disqualify any swimmers(s) not meeting the USA Swimming rules' requirements (Please see B6 below). Whether the meet is observed by two additional USA Swimming officials or two (or more) dually certified officials, the USA Swimming disqualifications should be recorded on heat sheets and turned in to the meet referee for signature and given to the verification officer who will do the data entry for reportable times. These records should be maintained for the length of the qualifying period for which any verification may be written.**
 5. The meet shall be on the year's published swim calendar. An NCAA Dual Meet schedule may be approved for observation at one time, providing the observed meet criteria will be met for each meet.
 6. There shall be a minimum of one (1) trained watch person on each lane.
 7. **A Time Trial held in conjunction with a season-ending championship meet may also be observed if the Time Trial will be officiated to the same standard as the championship meet. Time Trials at other observed meets (non-championship) shall not be observed for verification purposes.**
 8. High school dual meets are not eligible for observation or proof of times certification.
- B. Procedures
1. **Request for USA Swimming observers for certification of times must be made to the LSC Verification officer ten (10) days (See Request for Observation - Form B) prior to the meet for all meets leading directly up to season-culminating High School, YMCA/YWCA, or collegiate championships. In the case of meets (such as invitationals) not in the qualifying progression for the season culminating meet, a 10 day advance notice to USA Swimming is required (see Request for observation - Form A). All requests should be made to the LSC Verification Officer who should submit Form A with his/her signature to the National Times Coordinator for approval. An application fee of \$50 must accompany the "Request for Observation - Form A". The National Times Coordinator will return the approved form to the LSC officer who should then send a copy back to the meet director or meet host.**
 2. The LSC has the power to determine if observation can be facilitated (manpower requirements).

Proofs of reportable times will be entered into the National Times Database only upon receipt by an LSC verification officer, within three weeks of the competition, of; a) complete and legible verification requests, and b) official final results or electronic meet file, attested to by the Meet Referee, with notations indicating those swims not in compliance with USA Swimming Rules. The Meet Referee must attest to the verification official in the LSC that the meet was run in accordance with the criteria listed in A. 1-4 above. The LSC Verification officer may determine and inform coaches that all times for athletes with full names and birth dates or USA-S ID numbers that meet a championship standard will be loaded into the National Times Database without a specific request.

NCAA Division I meets may be entered into an NCAA database by USA Swimming staff, however all observed NCAA meet results should be entered into SWIMS by the host LSC SWIMS user.

4. A "team" relay proof of reportable time may be entered for a time achieved by a collegiate or high school team or YMCA/YWCA team for a USA Swimming club provided all four relay swimmers represent the same USA Swimming club at the time of the swim. All four names must be listed.
5. Coaches DO NOT have to declare ten days in advance to the observers what events the athletes will be swimming. This may be done on the day of the meet for individual observation. **If a meet is receiving blanket observation (all swims observed), verification requests may be made after the swims. It should be noted that if a swim is in compliance with USA Swimming rules and the meet has received blanket observation, the swim is a valid time whether the coach or swimmer requests a proof of reportable time or not.**
6. **If a USA Swimming observer notes an infraction of a USA Swimming rule that is also an infraction of the NFHS, NCAA, or YMCA rules, and this infraction is missed by the high school, college or Y official, he should note this on his heat sheet and report it to the verification officer. Should that time be requested for National Time Verification purposes, the verification officer should deny the request. Upon receipt of meet results showing the time swum properly (according to high school, college or Y rules), the verification officer should attach the heat sheet with infraction noted by the observer to the meet results and keep this for the next year. Such a time should not be entered into the SWIMS system.**