

# High School Observation Request Guidelines

## Form A (Non-Season Culminating Championship Meet)

### For Consideration by Alaska Swimming

High School times may be accepted from a Non-Season Culminating Championship Meet if the following requirements are met. These requirements are to provide Alaska Swimming Athlete Members an opportunity to achieve times in the SWIMS database, while also reducing the workload on Alaska Swimming Volunteers. Each observed meet must be carefully reviewed by multiple Alaska Swimming volunteers, and these guidelines will aid a smooth, successful process. More information can be found in the [USA Swimming Rulebook Article 202.8](#). Questions should be sent to one of the Alaska Swimming volunteers below.

Josh Gregory, Alaska Swimming General Chair, [coachjosh@aksst.com](mailto:coachjosh@aksst.com)

Patrick Burda, Alaska Swimming National Times Chair, [ak.swim.meet.results@gmail.com](mailto:ak.swim.meet.results@gmail.com)

Angela Heaphy, Alaska Swimming Membership Chair, [akswimmembership@gmail.com](mailto:akswimmembership@gmail.com)

#### Pre-Meet Guidelines

1. Complete Form A below and submit to Patrick Burda at least 10 days prior to the meet.
2. Enter USA Swimming ID # for each USA Swimming Registered Athlete ONLY. DO NOT enter USAS ID # for non-USAS Registered Athletes.
  - a. MM > Athletes > double click athlete > enter Reg ID #
3. Submit a registration recon to Angela Heaphy at least 3 days prior to the meet. ONLY INCLUDE athletes with a USAS ID #.
  - a. MM > File > Export > USA-S Registration > check 'Only Include Athletes with a USS ID'

#### Post-Meet Guidelines

1. Ensure all information for each USAS Registered Athlete is correct.
2. Export results for USAS Registered Athletes ONLY.
  - a. MM > File > Export > Results for Swim Manager or SWIMS or NCAA or USMS > check 'Only Include Athletes with a USS ID'
3. Submit results file to Patrick Burda.

#### Please Note

- **Flagged results during the 'SWIMS Exception Report' WILL be deleted.** It is the coach's responsibility to ensure all information is correct for each USAS Registered Athlete.
- Submitted results which include Non-USAS Registered Athletes **may void results for the entire meet.** DO NOT SUBMIT RESULTS FOR NON-USAS REGISTERED ATHLETES.
- **USAS** will not approve observations for Dual Meets or Time Trials. Meets must have a minimum of three participating teams to be considered for observation (invitational).
- **USAS** will not approve meets that do not follow the [NFHS High School Event Order](#).

**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, 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  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 103.13.1 & 2 – USA Swimming Rules & Regulations.

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 observed meets shall be reported to the LSC NTV Officer.

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 NTV designee for approval.

**Step One – Accepted by:**

**Step Two – Approved by:**

\_\_\_\_\_  
LSC NTV Official

\_\_\_\_\_  
NTV Designee for Program Operations

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

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