

MEET OBSERVATION INSTRUCTIONS AND PROCESS

Following is the process to be used in the Ohio Swimming LSC for meets that are “observed” under the criteria outlined in the Times Policy Manual (located on the USA Swimming website under “Times”). This process does not apply to LSC sanctioned or Approved meets.

The intent of observing swims is to provide an opportunity for primarily High School and NCAA swimmers who cannot compete in LSC sanctioned meets during their association season to achieve times that may be used to enter USA Swimming meets. An important difference between “Approved” and “Observed” is conformance to administrative rules and technical rules (required for Approval) vs. technical rules only (required for Observation).

Following are minimum requirement excerpts from the current Times Policy Manual that must be applied to all High School, Masters, and any other meets authorized to have swims observed. The LSC Times Officer or designee has the responsibility of verifying compliance.

- A. Timing must comply with Timing Rules stipulated in the Technical Rules section of the USA Swimming Rules and Regulations.
- B. Officials used for observation must be stationed at each end of the pool. Meets run by dual certified officials do not require additional USA-S observers at the meet. The number of host Association meet officials (high school, etc.) must meet the minimum requirements as stipulated under Officials in the Technical Rules section of the USA Swimming Rules and Regulations.
- C. The meet shall be on the published calendar of the appropriate school, league, conference, organization, etc. Observation of high school competition shall be authorized for meets noted in the Times Policy Manual Observation Section. Invitational swim meets and championship meets shall be eligible to be observed when officiating standards of the home LSC are met.
- D. All times for observed swims in High School meets shall be entered into SWIMS as LSC UN with the exceptions noted in the Times Policy Manual Observation Section.

OHIO SWIMMING OBSERVED MEET PROCEDURES:

1. The Meet Host/Director determines that the meet should be observed and completes the online application Observation Request.
2. The Meet Host/Director submits the online form to the Ohio Swimming Permanent Office no less than 10 days prior to the meet. Note: a copy of the meet information must be attached to the request and a reason must also be entered if the meet has not been historically observed.
3. Upon approval of the application, an Observation Request Number will be assigned for the meet. A copy of the information will be sent from the OSI Office to the appropriate Officials Observation Coordinator. The Meet Host/Director will be notified of the Observation Request Number.
4. The Meet Host/Director must contact the Officials Observation Coordinator for the Commission in which the meet is to be held, notifying them of the request and also for help recruiting observers for the meet. (List of Commission Coordinators listed below).
5. The Officials Observation Coordinator (or designee) will assign Observers for the meet and notify the Meet Host/Director of the Observers. One of the Observers will be designated as the “team leader”, who will collect the observer’s heat sheets after each session and submit to the OSI Permanent Office.
6. All individual swims (non-relay) will be observed by the observation team unless otherwise directed by the association hosting the meet. The observation jurisdictions will be divided in a balanced fashion among the observers. Non-conforming swims (disqualifications) will be noted on the individual heat sheets with the reason(s) for non-conformance. Observers will sign their heat sheets.

- a. Lead-off or intermediate splits and relays must be requested for observation **in advance of the meet**. Relays, lead-off and intermediate splits will not be automatically loaded into the SWIMS database. A time certification form is required to request the SWIMS database entry. The form must be signed by one of the Observers and submitted to the Permanent Office per instructions on the form.
7. At the end of the session/meet, **the Observation Team Leader will collect the heat sheets** and insure that all non-conforming swims are clearly identified along with the reasons. The observation team leader should summarize all non-conforming swims on the Disqualification Report (published on the OSI website under Officials>Meet Forms), if possible, to help facilitate the times loading process.
8. An unlocked meet backup and copies of the observation heat sheets with the DQ summary report is to be forwarded to the OSI Permanent Office, for entry into the SWIMS database. Note: no entries will be made into SWIMS until the observers heat sheets are received into the OSI Office. The heat sheets may be scanned/emailed or faxed to the OSI Permanent Office.
 - a. NCAA competition results should be sent directly to ncaa@usaswimming.org. Observer's heat sheets are required for validation of NCAA times in the USA Swimming database and should be emailed/faxed to the Ohio Swimming Permanent Office.
9. The meet will be loaded and the mismatched times will remain in the Holding tank for 2 months after the meet. The LSC will charge a \$25/splash fee for entry of observed swim times after the meet has been cleaned and removed from the USA Swimming Times Holding Tank.

OHIO SWIMMING -- CONTACT LIST FOR SCHEDULING OFFICIALS

Ohio Swimming Permanent Office:

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Ohio Swimming Officials Chair:

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Commission Coordinators for Officials – Observed Meets:

<p><u>Northwest (Toledo):</u> Joe Sobczak sobczakjoe@gmail.com</p>	<p><u>Central (Columbus):</u> Rodney Welsh (614) 519-3151 rwelshx2@yahoo.com</p>
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