

		<h2>Policies and Procedures</h2>	
Subject: National Time Verification Certification	Document Number: 421 Version Number: 01	Effective Date: April 6, 2019 Last Revision: April 6, 2019	

1. NATIONAL TIME VERIFICATION CERTIFICATION (NTV) – Times qualifying a swimmer for national competition must be certified through the issuance of an NTV by an NTV official.
 - 1.1. An NTV official of the LSC in which the qualifying time is achieved must submit the NTV to the SWIMS database.
 - 1.2. Qualifying times swum in OKS – All times achieved at an OKS sanctioned or approved meet is to be submitted by the meet host to the NTV Chair for inclusion in the SWIMS database.

2. Observed Swims – In order for meets that are not sanctioned or approved to have observations of swims for National or U.S. Open qualifying times, the following process must take place.
 - 2.1. A written request for observation must be made prior to the meet in accordance with Article 202.5 of USA Swimming Rules and Regulations.
 - 2.2. An NTV will be issued if the qualifying time is achieved and approved by the USA Swimming observers.
 - 2.3. The proper paperwork in the form of a request for observation must be filed prior to the swim (or following the swim, if the time was for an individual freestyle event) at meets that are not under blanket observation.
 - 2.4. The meet host must submit meet management data files and documentation for all observed swims to the NTV chair.
 - 2.5. Any observed but not approved swim for conformance to USA Swimming technical rules will have no NTV issued.
 - 2.6. Requests for NTVs from observed meets must be made at or within two weeks of the conclusion of the meet.
 - 2.6.1. Requests made more than two weeks after the conclusion of the meet must include a \$5.00 administrative fee (to OKS) for each requested swim

Change Log					
Version	Date	Description of Change / Sections	Author or Editor	Authority	Control Number
01	04-06-19	Restructure of P&P / whole document	D. Mink	BOD	OKS-0001