



Protocols for USA Swimming Observers

As we are invited by the WIAA and/or NCAA to be on deck as observers for USA Swimming we must maintain our professionalism on deck.

The following points are intended as guidelines for observing swims at WIAA and NCAA season ending meets for our Wisconsin, USA Swimming registered athletes:

1. Uniform is white officials shirt, blue pants/shorts/skirt, white socks and white shoes. Please wear your name badge and have your credentials (card) visible.
2. Have a clipboard available with the Observed Swim Certification Report (OSCR) form/instruction sheets.
3. Have some current USA Swimming Disqualification (DQ) report forms.
4. The WIAA and/or NCAA Meet Referee and Meet Management will already know who will be representing Wisconsin Swimming, Inc. on deck as an observer. Please report to the Meet Referee, introduce yourself and show your credentials.
5. Leave recording devices, cameras, pagers and cell phones with your personal belongings. If you have need of a pager or cell phone due to a professional requirement of being "on-call" please set on vibrate.
6. A room for storage of coats and valuables, as well as breaks, will be provided by the host institution.
7. WIAA and/or NCAA officials will be the assigned administrators of these championship competitions and the Meet Referee will meet with you so please follow the verbal instructions.
8. You will be given a heat/psych sheet, if not, ask for one.
9. In some cases, you may be asked to bring a USB memory stick with you to get an electronic copy of the HyTek Meet Manager backup file from the host meet manager at the end of the meet. However, we normally can get those from the WIAA directly.
10. Two or more certified USA Swimming Stroke & Turn Judges are assigned to your meet. Please work out with the other observer which end of the pool you will observe.
11. Position yourself at a stationary location on the opposite side and end of the other observing official, so that both ends and side of the course can be observed.
12. Sometimes one or both observers will also be WIAA assigned meet officials. In that case be sure to coordinate with that official on where best to be positioned, based upon their WIAA assignment. Regardless, in no case shall you walk as a stroke official, even if your fellow observing WIAA official is doing so.
13. You are only observing where the USA Swimming technical rules differ from the rules of the organization running the meet. All other violations are handled by the organization's officials.
14. Please refer to the "Observed Swim Observation Report" document that the Stroke & Turn Judges observing the meet must complete and submit after the meet. This report must include a list of Association officials that shall consist at a minimum of a referee, starter, and two stroke & turn officials (4 officials).
15. Immediately after the meet please complete and send this report, and a copy of the Hytek Meet Manager backup file to Jeanne Drzewiecki (sanctioncoordinator@wisconsinswimming.org). The two observers may share a single report.

Thank you for volunteering to do this important role for our athletes.