

## INSTRUCTIONS to OFFICIALS FOR PROCESSING OBSERVED HIGH SCHOOL MEETS

Arrive at the meet with:

- several copies of the observation request forms that are posted on the NE Website under FORMS/POLICY/MEET MANAGEMENT: [Individual Observation request form](#)
- highlighter, pen, stapler or paper clips and a large envelope to put the forms and money in.

Spread the word on deck (or have them make an announcement) to the teams/coaches that you are there to collect observations so that all the USA Swimmers can take advantage of it.

Set up an area where you collect the observation forms and the money (checks made payable to NE Swimming, or cash) There is no need to bring cash for change, they should have exact change (\$5.00 per observation)

Take a heat sheet and highlight the swims that need to be observed, or in the case of many, you can observe the whole meet and make note of the DQ's.

If someone is requesting a lead off relay observation, be sure to highlight that on the form so it is clear to us. Relays are not loaded automatically so I need to know that information.

When the meet is over, request from the computer operator a copy of the full meet results that you can include with the forms. Ask them if they will send the NE Swim office a hy-tek back-up or results file of the meet.

If they are sending a hy-tek back up, you do not need to write their times on the forms.

Alphabetize the forms by the swimmer's last name.

Count the cash and total the checks and **write the amount on the outside of the envelope with your signature.**

Use overnight, or priority mail envelopes that you can put the cash in as well (no loose change please). Take out the postage (round up) money and record that on the envelope.

Mail on Monday (everyone wants the times in fast)! to the

NE Swimming Office,  
1241 Highland Ave. Rear,  
Needham, MA 02492

Or, call me at 781-449-0270 to arrange a place to meet.

Carol Healey