1/8/2012

TIMES MODULE

POLICY AND GUIDELINES

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USA Swimming Measuring and Certifying Competition Pools

SWIMS TIMES MODULE

1.0 OVERVIEW

In June 2003 USA Swimming launched a browser based database system that consolidated 30 different types of databases utilized by volunteers and staff to serve its 350,000 athlete and non-athlete members. With membership data and times data linked for the first time, SWIMS (**S**wimming **W**eb-based **I**nteractive **M**embership **S**ystem) is a comprehensive and inclusive database. SWIMS is a composite of membership data and history and a databank of times swum for nearly every athlete member since June 2003. It is expected that LSC SWIMS officers will submit all eligible times from LSC sanctioned competitions into SWIMS to provide USA Swimming with complete data for meet entry, athlete tracking and research

2.0 PURPOSE

2.1 The purpose of this manual is to provide general guidance to the swimmers, coaches and volunteers who will be providing or using the times data in the SWIMS system. The guidelines describing the functions of the Times Module of SWIMS are meant as a handbook for the LSC Times Volunteers who use SWIMS.

2.2 Times for USA Swimming members that have been entered into SWIMS are visible on the look up feature on the USA Swimming website.

2.3 The primary purpose of the Times module in SWIMS is to provide a database of all official times that conform with the requirements stipulated in the Timing Rules section of the Technical Rules portion of the USA Swimming Rules and Regulations. Open Water times are not included in the SWIMS database.

3.0 RESPONSIBILITIES

3.1 Each LSC is responsible for data entry of times within its geographical boundaries. There may be exceptions as agreed upon by specific LSCs.

3.2 Times from the following meets will be entered into SWIMS by the host LSC:
A. Sanctioned and approved LSC Meets.
B. YM/YWCA National Championships.
C. Other swims that have been authorized for observation.

NOTE: Times from observed swims and approved meets will be entered into SWIMS by the LSC for USA Swimming member athletes with USA Swimming ID numbers or full legal names and birth dates provided in the electronic meet results or separately on paper, with the exception that times from observed NCAA meets will be entered by USA Swimming staff.

3.3 The following meets do not fall under the LSC responsibility for data entry:
A. USA Swimming Trials, ConocoPhillips National Championships, including time trials, and the United States Open Championships.
B. USA Swimming Short Course (SCY) Championships, including time trials.
C. USA Swimming Speedo Junior Championships, including time trials.
D. World Cup, World Championships (short and long course), Olympic Games, World

University Games, Pan American Games, Pan Pacifics, Junior Pan Pacifics, including time trials (Inclusion of times from these meets will be done for American athletes only). Foreign athletes who wish to use these times to compete in USA Swimming meets should present results to USA Swimming staff (Times) for inclusion in SWIMS.

E. Grand Prix meets, including time trials, unless the LSC is specifically requested to enter the meet into SWIMS.
F. Certain International competitions at which a USA Swimming National Team competes.
G. NCAA meets. Observers will be assigned by the LSC.
H. Foreign meets authorized by a FINA member that are attended by USA Swimming registered swimmers (See description of foreign meets in 4.4 and Form D.).

4.0 TYPES OF MEETS INCLUDED

This summary is intended to help clarify the key differences about the various types of swims generating "official" USA Swimming times. More detailed information and definitive regulations are available in USA Swimming Rules and Regulations (Article 202) in which requirements and conditions for sanction, approved competitions and observed swims are defined.

4.1 SANCTIONED MEET

A. All participants must be members of USA Swimming (including meet directors, coaches [all persons acting in any coaching capacity must be coach members], officials, athletes, and participating clubs).
B. Meet must be conducted under USA Swimming technical and administrative rules.
C. All official times achieved will be recognized by USA Swimming.

4.2 APPROVED MEET

A. There are no requirements for USA Swimming athlete membership for meet participation.
B. Approvals may be issued to non-member clubs/organizations for meets conducted in accordance with USA Swimming technical rules, including those requirements stipulated under the Timing Rules section of the Technical Rules portion of USA Swimming Rules and Regulations.
C. Approvals may be issued to member clubs for closed competition (such as YMCAs) conducted in accordance with USA Swimming technical rules.
D. Approvals may be issued to member clubs for open competition conducted in accordance with USA Swimming technical rules if that competition has been specifically approved by the USA Swimming Program Operations Vice President or designee. (See Form E in attachments.)

4.3 MEETS WHERE SWIMS ARE OBSERVED

A. There are no requirements for USA Swimming athlete membership for meet participation.
B. Meet is conducted under technical rules other than USA Swimming (e.g., high school, NCAA, Masters, IPC).
C. A request for observation must be made to the LSC at least ten (10) days prior to the meet. Policies and procedures may vary between LSCs.

D. Times from swim(s) observed and approved by USA Swimming appointed and certified officials acting as observers are recognized by USA Swimming. Official times of USA Swimming members are eligible for inclusion in the SWIMS database. A USA Swimming official must verify that all swims were in accordance with the requirements stipulated under the Timing Rules, Racing Course Dimensions, and Starting Platform sections of the Technical Rules portion of the USA Swimming Rules and Regulations.

4.4 FOREIGN MEET

A. For times from a foreign meet sanctioned by another FINA member to be included in SWIMS, the meet must comply with the minimum standards for an official time as stipulated under the Timing Rules section of the Technical Rules portion of the USA Swimming Rules and Regulations and be approved in advance by the Program Operations Vice President or designee(see Form D in attachments).

B. This category of foreign meet does not include international competitions at which the USA Swimming National Team is competing. Times submission from such International meets is the responsibility of USA Swimming staff to submit.

C. The USA Swimming member must be representing his/her club or swimming unattached for a time to be included in SWIMS. If a USA Swimming member is also a foreign federation athlete, the swimmer may represent his/her foreign club in a foreign meet.

D. Swimmers who wish to compete in international meets outside of Mexico, Canada, and the Virgin Islands must obtain a Foreign Travel Permit through the LSC Registrar and USA Swimming Membership Services before competing in a foreign meet.

4.5 TIME TRIALS

A. Time trials conducted at meets other than the competitions defined in 3.3 must conform to the following:

(1) Time trials must be sanctioned by the LSC and conducted in accordance with all USA Swimming Technical Rules and abide by the Requirements For Sanction stipulated in the Administrative Regulations of Competition portion of the USA Swimming Rules and Regulations.

(2) Time trials must be authorized in accordance with established LSC procedures.

(3) If a time trial is conducted in conjunction with an approved meet, a high school, collegiate meet or other meet authorized for USA Swimming observation and it is officiated to the same standard as the authorized meet, times may be entered into SWIMS.

(4) All time trials meeting the above specifications should be uploaded into SWIMS.

(5) Electronic results (SDIF, .cl2, XDIF, HY3) of the time trials may be loaded into SWIMS as part of an accompanying swim meet or separately. <u>The preferred method is separate results files. All results must be entered into the proper event description in the meet file.</u>

4.6 ALTITUDE ADJUSTED TIMES

A. Information on Altitude Adjusted Times May be Found in the USA Swimming Policy Manual. Altitude Adjusted Times may be used to enter USA Swimming Sanctioned Meets; they may not be used for records or recognition purposes.

B. Times achieved at an altitude of 3,000 feet or above may be adjusted as follows:

Time Adjustment

Event Distance	3000-4250 Feet	4251-6500 Feet	Above 6500 Feet
200	.50 Sec.	1.20 Sec.	1.60 Sec.
400 or 500	2.50 Sec.	5.00 Sec.	7.00 Sec.
800 freestyle relay	2.00 Sec.	4.80 Sec.	6.40 Sec.
800 or 1000	5.00 Sec.	10.00 Sec.	15.00 Sec.
1500 or 1650	11.00 Sec.	23.00 Sec.	32.50 Sec.

(1) Subtract the time indicated above from the actual time achieved at altitude. This is the time to be used on the entry form and seeding will be based on that time. Information relative to the adjustment accompanying the entry form must include name of swimmer, event, date of performance, elevation location, actual time, corrected time and signature of coach.

(2) A swimmer or relay may use the above adjustments to meet the national qualifying time standard and seeding will be based upon that time.

5.0 SWIMMING RECORDS

World Records and USA Swimming Records (including American and United States Open Records, National Age Group Records, Zone Age Group Records, and LSC Records) must comply with the requirements stipulated under the Rules for Timing Records section of the Technical Rules portion of the USA Swimming Rules and Regulations. USA Swimming record applications shall be submitted to USA Swimming and shall be approved by the Times and Recognition Committee.

5.1 Applications for all USA Swimming records shall be posted on the USA Swimming web site.

5.2 Applications and all required paperwork for American and United States Open Records must be submitted within 14 days of performance.

A. An American Record may be established only by United States citizens eligible to compete under and achieving an official time in accordance with USA Swimming rules. Records may be established in or outside of the United States.

B. A United States Open record may be established only within the geographical territory of the United States by any person eligible to compete under and achieving an official time in accordance with USA Swimming rules.

C. Pool measurement as stipulated under the Pool Measurement portion of the American and United States Open Records sub-section of the Technical Rules section of the USA Swimming Rules and Regulation is required. It can accompany the record application or already be on file with USA Swimming. Certifications last indefinitely unless structural changes are made to the pool. Measurement must be attested to by a registered surveyor or engineer using a steel tape or other acceptable method.

D. Measurement of pools with one or more moveable bulkheads must be confirmed at the conclusion of the session during which the time was achieved.

E, Times must be registered by automatic equipment (Level 1) and submitted in hundredths of a second.

F. If an American Record or United States Open Record is set at the USA Swimming National Championships, Junior National Championships, United States Open Championships, or any USA Swimming Selection Meet, National Event staff and/or Program Operations designees will compile and submit all documentation and ensure that all requirements have been met.

5.3 Applications and all required paperwork for NAG records must be submitted within 30 days of performance.

A. Only USA Swimming members who are U.S. citizens representing a USA Swimming club or competing unattached are eligible to establish National Age Group records. Times submitted for Age Group Records must comply with all requirements stipulated in the National Age Group Recognition Program detailed in the Administrative Regulations of Competition of the USA Swimming Rules and Regulations.

B. The official times for establishing specific records must be achieved and determined in accordance under the Timing Rules section of the Technical Rules portion of the USA Swimming Rules and Regulations.

C. If a NAG record is set at a USA Swimming National Championship, Junior National Championship, United States Open, or USA Swimming Selection meet, National Event staff members and/or Program Operations designees will provide documentation and ensure that all criteria are met.

5.4 Specific requirements for Zone Age Group records and LSC records will be set by the appropriate Zone or LSC.

6.0 AGE GROUP RECOGNITION PROGRAM

6.1 It is the responsibility of the Times and Recognition Committee to establish an Age Group Recognition Program and the NAG motivational time standards chart. The Times and Recognition committee may consider and make changes prior to the start of a new awards period in accordance with the USA Swimming Rules and Regulations.

6.2 The Age Group Recognition Program will recognize the following:

A. The top ten individual times in a single age group beginning at age 11 through age 18.

B. The top ten relay times beginning with age group 11-12 and continuing for the 13-14 and 15-18 age groups.

6.3 The Age Group Recognition Program will use a 12 month qualifying period beginning on September 1 of the prior year to August 31 of the current year to determine eligibility.

6.4 <u>All times must be reported no later than **October 1st** of the current year for the previous 12 month period (September 1-August 31)</u>. The final list will be posted to the website no later than November 15th.

6.5 A time that would have made the top ten list if correctly submitted prior to the deadline may be awarded a certificate of performance at the discretion of the Times and Recognition Committee. A supplemental list may be published after the list has been declared final; however, no previously recognized authentic time will be removed from the final listing.

6.6 The Times and Recognition Committee has the authority to resolve issues that may arise. Corrections and additions are the duties of the LSC tabulators. It is the LSC tabulator's responsibility to screen the lists posted throughout the year for discrepancies and omissions. Questions should be addressed to the LSC tabulators.

6.7 Each LSC shall appoint a Top Times tabulator to lead these responsibilities. A list of all LSC tabulators will be available on the web site.

6.8 Until the Top Ten Times list is final, lists of current age group top times achieved and retrieved from the USA Swimming web site are drafts and may contain errors.

7.0 TIME VERIFICATION PROCESS – APPROVED YMCA MEETS

7.0.1 Effective September 1, 2006, the YMCA of the USA adopted the USA Swimming technical rules for the conduct of all of its swimming competitions. As a result, there are no longer any differences in the technical rules by which swimmers will be judged when participating in swimming competitions hosted by either USA Swimming or the YMCA. As a further result, YMCA swimming competitions (multi-team meets, large invitationals, and championship competitions) should be eligible to be treated as an "approved" meet as defined under USA Swimming Rules and Regulations and there is no longer a need for "observed swims" with respect to YMCA swimming competitions.

7.0.2 The following is a list of the requirements for a swim meet hosted by a YMCA swimming club to be considered an Approved Competition

A. Requests for approved meets should be submitted to the LSC Sanction Chairman of the LSC in which the meet will be conducted.
B. YMCA clubs who are also USA Swimming clubs may host sanctioned competitions, but only in their capacity as a USA Swimming club and only if all competitors in the competition are members of USA Swimming.
C. Written application for approval shall be made not later than the period established by the LSC prior to the competition. The LSC may establish a fee for processing such applications. Fees to the LSC according to their policies and by-laws may be assessed. Application for approval shall be accompanied by a complete meet or event information and statement of the nature and value of prizes to be awarded. Payment of a fee or expenses to the assigned USA Swimming officials shall not be a requirement for the approval.
D. An issued Approval is not transferable.
E. No further Approvals shall be given if the YMCA club has failed to satisfy expense obligations to athletes or to award prizes as stated on its entry blank or meet information until such obligations are satisfied or the prizes awarded.
F. No Approval will be granted if the words "Olympic", "World," "Nationals," "United States of America" or any derivative thereof is used in any manner in connection with the competition unless consent for such usage is obtained from USA Swimming.
G. The following clause must appear on all approval forms and on all forms upon which official approvals are granted: "In granting this approval it is understood and agreed that USA Swimming shall be free and held harmless from any liabilities or claims or damages arising by reason of injuries to anyone during the conduct of the event."
H. Complete results shall be submitted to the LSC within a period of time established by the LSC.
I. All approvals must be signed by an authorized representative of the LSC and record kept by the LSC.
J. An Approval may be withheld or withdrawn by the LSC if the competition was not conducted in accordance with the above requirements.
K. If an event is to be contested in more than one LSC's or country's jurisdiction, the application for approval shall be submitted to the LSC in which the event begins. The LSC granting the Approval shall notify the other LSC(s) and/or the governing body of the other country in which the event is being contested of the details of the event.
L. YMCA clubs who are also registered as USA Swimming clubs should be aware that USA Swimming insurance may not provide coverage when hosting an approved competition or when attending an approved competition if not all competitors from the club are USA Swimming members.

7.1 Mutual Guidelines for YMCA Teams and USA Swimming Officers for SWIMS Database

The following are criteria that must be met if a YMCA team wishes to have times for its athletes entered into SWIMS:

A. The meet must be run according to the guidelines of PART ONE, Technical Rules, USA Swimming Rules and Regulations.
B. The meet shall be "Approved" by the host LSC according to its by-laws or formal policies and in accordance with the Requirements for Approval section of the Administrative Regulations of Competition of the USA Swimming Rules and Regulations.

7.1.1 Upon completion of a swimming competition and within seven (7) days of the end of the meet, the Meet Manager Back-up File should be sent to the SWIMS Times Officer in the LSC. The LSC may also require that a back up file be sent to the LSC Registrar for review. The SWIMS officer will export a meet results file which will include the times for USA Swimming registered athletes for loading into SWIMS.

7.1.2 Times loaded into SWIMS will show the athletes attached to the USA Swimming club name if that name is the same as the YMCA team name. If the name of the team is different, the times may show up as LSC UN.

8.0 TIME VERIFICATION PROCESS – OBSERVED SWIMS

8.0.1 The intent of observing swims is to provide an opportunity primarily for 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).

8.0.2 Observation is for the specific purpose of ensuring that swims performed by USA Swimming members are in compliance with the Timing Rules, Racing Course Dimensions, Starting Platform , and Individual Strokes & Relays sections of the Technical Rules portion of the USA Swimming Rules and Regulations Meets run by dual certified officials (ex. NFHS/USA-S, NCAA/USA-S) do not require additional USA-S observers at the meet. The dual certified officials shall record any USA-S disqualifications for USA-S swimming rules which would not be disqualifications under the rules of the meet. Where the technical rules as listed in Article 101 are identical to those of the host organization, the judgment of the organization officials shall be sufficient.

8.0.3 At meets which do have separate USA-S observers (2 are acceptable), the USA-S observers shall record ONLY disqualifications for USA Swimming rules which would not be disqualifications under the rules of the meet. Where the technical rules as listed under Individual Strokes & Relays Of the Technical Rules of the USA Swimming Rules and Regulations are identical to those of the host organization, the judgment of the organization officials shall be sufficient.

8.0.4 An administrative disqualification or an organization disqualification that is not a violation of USA Swimming technical rules should not invalidate an achieved time. Either the dual certified officials or the USA-S observers shall work with meet administration to record/report

the time when submitted to the SWIMS times' database for non-NCAA competitions. For such a disqualification in NCAA competitions, please provide details/times to the Program Operations VP or designee.

8.1 Following are certain minimum criteria that must be applied to all high school, collegiate, Masters, and any other meets authorized to have swims observed. The LSC NTV officer has the responsibility of verifying compliance.

A. Timing must comply with the Timing Rules stipulated in the Technical Rules section of USA Swimming Rules and Regulations.

B. If separate officials are being used for observation, at least one official must be stationed at each end of the pool.

C. The number of host Association meet officials (high school, NCAA, etc.) must meet the minimum requirements as stipulated under Officials in the Technical Rules section of the USA Swimming Rules and Regulations.

D. The meet shall be on the published calendar of the appropriate, school, league, conference, etc. Observation of high school competition shall be authorized for meets in the championship progression and large invitational meets run according to championship protocols and specifically authorized by the Program Operations designee. NCAA dual meets, invitational swim meets and championship meets shall be eligible to be observed if officiating standards are met.

E. A time trial held in conjunction with a meet whose swims are authorized for observation may also be observed if the time trial will be officiated to the same standard as the authorized meet.

F. All times for observed swims in high school meets shall be entered into SWIMS as LSC UN with the exception noted in 8.4 D.

8.2 With the implementation of the NCAA Database in SWIMS, all NCAA meets or meets where NCAA teams are competing are loaded into SWIMS by USA Swimming staff members. A list of all meets authorized for observation is maintained by the Times and Recognition Committee. LSC Times Officers shall send a list of all meets authorized for observation in the LSC to the committee representative. This list is posted on the USA Swimming web site under *Times and Teams/Times Information/Times Verification.*

8.3 Observed swims not in compliance with USA Swimming rules should be recorded and compiled by a USA Swimming NTV official in the host LSC. For NCAA meets, a list of swims not in compliance should be sent to the Times and Recognition Committee representative. At the end of the current NCAA season any swims not in compliance with USA Swimming Rules and Regulations will be removed from the database.

A. The LSC is encouraged to provide a list of valid observed swims from non-NCAA meets posted on the LSC website within two weeks of the competition; or if complete results have been posted elsewhere, a link to the results and a listing of those swims that were NOT in compliance with USA Swimming rules. A record of observed swims not accepted should be kept by the LSC NTV official for a period of one year.

B. Upon request, and although not a rules requirement, notification of any swims not accepted due to USA Swimming technical rule violations should be provided to swimmers involved.

8.4 To have a meet authorized for observation of swims, a request must be made to the designated LSC official at least ten days prior to the meet in accordance with LSC rules.

A. For meets other than a season-culminating Championship, use Form A. Should Form A be approved by the LSC it must then be forwarded to the Program Operations Vice President or designee. The request must include a reason and explanation for the request.

B. For all meets leading directly to a season-culminating championship, use Form B. Form B may be approved by the LSV NTV Officer. (The LSC is responsible for determining whether observation can be properly conducted and will determine which meets will be authorized for observation of swims.)

C. Approved times for swims in non-NCAA meets should be entered within two weeks of the competition into SWIMS by an LSC NTV official or LSC SWIMS officer upon receipt of the following:

(1) Complete and legible verification requests (if non-electronic results are utilized).

(2) Official electronic meet results or printed final results with notations indicating those swims not in compliance with USA Swimming Rules. The designated USA Swimming certified official present must attest to the LSC NTV official that the meet was run in accordance with the minimum criteria listed above. The LSC NTV official may determine that all times for athletes with full legal names and birth dates or USA Swimming ID numbers will be loaded into the SWIMS database without a specific request.

D. The time for a relay achieved in a high school meet may be entered into SWIMS for a USA Swimming club provided all four relay swimmers represent the same USA Swimming club at the time of the swim. All four names must be listed and a specific request made for this manual data entry into SWIMS. Note that some state high school associations may not permit club affiliation, even for relays, during the high school season.

E. If a non-NCAA meet is receiving blanket observation (all swims observed) individual verification requests may be made after the meet.

F. The LSC may choose to load all observed times and relay lead-off splits from non-NCAA meets into SWIMS. In this case, the coach can assist in the process by making sure their swimmers are entered into the meet using their full legal names and that the DOB's are provided. If a swim is in compliance with USA Swimming technical rules and the meet has received blanket observation all swims (unless a disqualification is noted) are valid times. The LSC may establish a fee for entry of observed swim times from non-NCAA meets.

9.0 USA SWIMMING SCHOLASTIC ALL AMERICA PROGRAM

9.1 The USA Swimming Scholastic All America Team is comprised of high school student athletes who have a grade point average of 3.5 or higher and have competed in an individual event in the Open Water National Championships, IPC or USPC meets stipulated by the Times and Recognition Committee or have a qualifying result in the SWIMS database during the designated qualifying period. The qualifying period will be from July 1 of the previous year through June 30 of the current year. Applications must be submitted by August 1.

A. Applicants must have completed 10th, 11th or 12th grade.

B. Applicants must be USA Swimming member athletes.

C. Applicants must have participated in an individual event within the qualifying period in a meet whose results are in the SWIMS database or have competed in the Open Water National Championships or the appropriate Disability Championship meet. Achieved times (pool) must meet the qualifying standards printed on the SAA application and posted on the USA Swimming website (Member Resources/Awards and Recognition/Scholastic All-American).

D. Relay-only swimmers do not qualify for SAA.

9.2 Scholastic All America applications will be posted on the USA Swimming web site.

9.3 Awards for Scholastic All American recognition will include:

A. Three certificates to be awarded to each individual achieving SAA status (one for the athlete, one for the school and one for the USA Swimming club).

B. A special pin to each individual earning a 4.0 GPA.

C. A special award to each individual named to the SAA team three times.

D. Outstanding Achiever recognition is given to each individual who places first at the USA Swimming National Championships and maintains a 4.0 GPA.

Times and Recognition Committee
(January 2012)

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RECOMMENDED LSC SCHEDULE FOR TIMES MODULE

Times should be loaded into SWIMS as soon as practical (1-3 days) after the meet. Each LSC is requested to adhere to the following guidelines in order to maintain the integrity and purpose of SWIMS:

- Official meet results are provided to the SWIMS officer no later than 1 week from the last day of the meet.
- Results are uploaded into SWIMS by the officer no later than 2 weeks from the last day of the meet.
- The LSC is encouraged to provide a list of valid observed swims from non-NCAA meets posted on the LSC website within two weeks of the competition; or if complete results have been posted elsewhere, a link to the results and a listing of those swims that were NOT in compliance with USA Swimming rules. A record of times not accepted should be kept by the NTV official for a period of one year.
- The SWIMS Times holding tank should be cleaned as soon as possible.

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, Collegiate, 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 [ ] College [ ] 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 103.3.1 and 103.13.1 & 2 – USA Swimming Rules & Regulations.
[ ] Athletes will be permitted to wear only one suit meeting the USA-S guidelines in competition.
[ ] 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 non-NCAA meets shall be reported to the LSC NTV Officer; USA-S disqualifications from NCAA meets shall be sent to the T & R Committee representative/Program Operations designee.
[ ] 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 for approval.

Step One – Accepted by:

_____
LSC NTV Official
Date:_____

Step Two – Approved by:

_____
Suzanne Heath for Program Operations
Date:_____

LOCAL SWIMMING COMMITTEE
REQUEST FOR OBSERVATION – SEASON-CULMINATING CHAMPIONSHIP MEET
Form B

This form is used to request authorization for observation of swims at High School, Collegiate, Masters or other association season-culminating Championship meets. Observation requests for meets that are not season-culminating Championship(s) must be made on Request for Observation – Form A.

Application Requirements:

1) Timing systems must comply with conditions outlined in 102.24 and the facility must comply with 103.31 and 103.13.1 & .2 – USA Swimming Rules & Regulations.
2) Athletes will be permitted to wear only one suit meeting the USA-S guidelines in competition.
3) Officiating:
   a) The number of Association officials must meet the minimum requirements as provided in Article 102.10 – USA Swimming Rules & Regulations. If the association stroke and turn officials are also certified by USA-S and are stationed at each end of the pool, no additional observers are necessary. Officials may note compliance with USA Swimming Technical Rules only for those swimmers requesting observation, or the entire meet may be observed.
   b) Or, a minimum of two USA Swimming certified officials shall be assigned, one at each end of the pool, to verify compliance with USA Swimming Rules for those swims requested to be observed.
   c) Where the technical rules as listed in Article 101 are the same as the host organization, the judgment of the organization officials shall be sufficient.
   d) The designated USA Swimming certified official must verify compliance with applicable rules and procedures, and shall forward any proof of times requests and final results for non-NCAA meets to the LSC NTV official.
   e) Disqualifications for USA-S violations from NCAA meets shall be reported to the T & R committee representative/Program Operations designee; disqualifications from non-NCAA meets shall be reported to the LSC NTV Officer.
4) Proof of Times Requests:
   a) If an athlete's USA-S ID # or full legal name and birth date is included in the electronic meet results, no individual request for data entry into the SWIMS system should be necessary. The LSC NTV official or SWIMS data officer shall enter times for any such athlete into SWIMS.
   b) If the above data is not included in the electronic results, individual requests for times may be required by the LSC NTV official where the meet took place.

Name of Meet:_____ Date(s):_____

Name of Facility and City_____

By signing below, the Meet Referee or Meet Director verifies the following:

Check one of the options listed below, and complete the remainder of this section.

[ ] This meet will be observed in its entirety, exclusively by USA Swimming Officials, according to staffing guidelines specified in USA Swimming Rules & Regulations.

[ ] This meet will be officiated exclusively by USA Swimming officials, but due to the limited number of verification requests expected, only swims specifically requested in advance will be observed for compliance with USA Swimming Rules.

[ ] This meet will be officiated by the proper number of Association officials and also observed by a minimum of two assigned USA Swimming Stroke & Turn certified officials, one at each end of the competition course, in compliance with USA Swimming Rules**.**

Names of currently certified USA Swimming officials who will officiate at the meet:

1) _____ 2)_____

3) 4)

Name of Meet Referee Phone

This form must be received by the designated person in the LSC at least 10 days prior to the meet.

Approved: _____ (LSC NTV Official)

Please send copy or provide list of authorized meets electronically to Program Operations' designee.

HIGH SCHOOL REQUEST FOR ELECTRONIC LOADING

Form C

USA Swimming Team Name_____

Meet Name_____

First Day of Meet_____

Please enter the following data into the electronic meet results for loading into SWIMS if it is not included in the computer already:

ATHLETE ROSTER – FULL LEGAL NAMES ONLY

LAST NAME	FIRST NAME	MI	DOB	HIGH SCHOOL

REQUEST FOR TIME SUBMISSION FROM FOREIGN MEETS
FORM D

This form is to be used to request that times achieved by USA Swimming member athletes at meets sanctioned by another FINA member be entered into the SWIMS database. The USA Swimming member must be representing his/her club or be swimming unattached. The meet must comply with the minimum standards for an official time from a USA Swimming meet according to Article 102.24 in the USA Swimming Rules and Regulations.

NOTE: Times from international competitions that include the USA Swimming National Team are automatically submitted.

Swimmers who wish to compete in international meets outside of Mexico, Canada, and the Virgin Islands must obtain a Foreign Travel Permit through the LSC Registrar and USA Swimming Membership Services before competing in a foreign meet.

For times to be included in SWIMS the meet information should be submitted for approval to the Program Operations' designee 10 days in advance. SWIMS data entry shall be completed in coordination and with the approval of Program Operations.

Conditions:

1) The meet must be sanctioned by a FINA member. A link to the posted meet information on the FINA Member's web site must be provided to the Program Operations' designee.
2) A link to official meet results on the FINA member web site must be provided to the Program Operations' designee.
3) It is recommended that a .cl2 file or SDIF file of official results for USA Swimming members be provided, with a list of member athletes for whom inclusion of times is being requested, to the Program Operations' designee. If the USA-Swimming ID numbers and/or birthdates are not in the meet results, those must also be included for each participating athlete.

Name of Meet: _____Date(s):_____

FINA Member:_____ Host Team: _____ Web Link:

_____ (Meet Information)

Person Requesting SWIMS time submission: _____

Position: _____ Phone: _____ Email:

_____ This form or information contained therein should be

emailed or faxed to the Program Operations' designee:

Suzanne Heath
suzanneheath@suddenlink.net
FAX 252-974-0732

Times will be entered into SWIMS within 2 weeks of receipt of the meet results by the Program Operations' designee.

FORM E

SWIMS Times Module Policy Manual

Meet Approval Request to Program Operations

Reference USA Swimming Rules and Regulations 202.4 .3 **Requirements for Approval**

Approvals may be issued to member clubs for open competition conducted in accordance with USA Swimming technical rules if that competition has been specifically approved by the USA Swimming Program Operations Vice President or his/her designee.

Request for Approval: _____ club of the _____ LSC

Hereby requests approval of the following meet:

_____

Date_____ Facility _____

Person initiating request_____

Position_____

Email address_____

Requirements

- The meet must be approved by the home LSC before submission to Program Operations.
- Approval meet status shall not be a means to avoid participants having USA Swimming membership.
- Reasons for hosting the meet as approved rather than sanctioned are as follows:

_____

_____

_____

_____

_____

_____

Approved by LSC:

_____

Approved by Program Operations:
Suzanne Heath, designee,
suzanneheath@suddenlink.net
252-974-0732 FAX

_____

_____

Date

In granting this approval it is understood and agreed that USA Swimming shall be free and held harmless from any liabilities or claims for damages arising by reason of injuries to anyone during the conduct of the event.