

SES Policy for loading data into the National Times Database/SWIMS from OBSERVED MEETS

(Season culminating High School District or State Championships, YMCA/YWCA, Collegiate, or Masters meets)

Observed Swims (USA-S rule 205.5) Official times may be achieved at meets which are not conducted according to USA-S rules, provided that the meet is approved, in advance, for observation, and the particular swim is observed by USA-S certified officials, who confirm that the USA-S technical swimming rules were followed.

The purpose of observing a non-USA-S meet is to provide an equitable and accurate means of proving entry times for USA-S championship level meets and to report times reaching national reportable status (NRT/Top 16 Consideration). While all LSC sanctioned competitions are loaded into the National Times Database, all legal swims from observed meets are not automatically loaded into the database. **Upon written request**, all official times from observed meets will be entered into SWIMS.

Proof of Time Requests from Approved Observed Meets:

- 1) **All times** must be requested by submission of the **SES Individual Verification Request Form** (page 2) by the athlete or coach within **one week** of the last day of the meet and submitted to the LSC NTV Chair. Email requests are not acceptable.
- 2) The athlete's correct USA Swimming ID#, registered full name with middle initial and date of birth is must be with the request. It is preferable that this information be included in the electronic meet entry/results. An LSC administrative fee of \$2.00 per event must be submitted with the request.

All fees payable to Southeastern Swimming, Inc.

SES INDIVIDUAL VERIFICATION REQUEST FORM

Please legibly print all requested information. This form must be submitted to the LSC NTV Chair within **one week** of the last day of the competition. Some meets require that this form be submitted prior to the swim. Check in advance to determine which procedures are in effect for this competition. Turn in completed form to LSC Verification officer or the designated person/location. **Data entry for proof of times subject to verification that competition was conducted in conformance with all applicable USA Swimming Rules & Regulations.** Administrative fees, payable to SES, must accompany this form. Refer to the SES Policy for fee details.

Swimmer Name (as registered with USA-S): _____

USA-S ID# _____ Date of Birth _____ F M

Club Code: _____ LSC: _____

Name of Meet: _____ First Day of Meet: _____

City: _____ State: _____ Meet Referee: _____

Event #	Distance/Stroke (i.e-100 Freestyle)	Course (SCY, SCM, LCM)	Time	Flag (See Below)	Session (See Below)

Session: Prelims, Finals, Time Trials, Lead-off, Swim-off Time Flag: JN = Junior National; R = Reportable

Mail completed form to:
 Trish Mitchell, SES NTV Chair, 3020 Keller Bend Road, Knoxville, TN, 37922-6521
 9/27/05