

## OBSERVED SWIMS - REQUIREMENTS & PROCEDURES

**202.5 REQUIREMENTS FOR OBSERVED SWIMS**— Swims may be observed by assigned USA Swimming or YMCA officials for conformance with USA Swimming technical rules in a meet conducted under other than USA Swimming rules. Official times achieved at observed swims may be submitted for entry into the SWIMS database if all of the following conditions are met (effective 9/17/11):

1. The meet must be a season-culminating Championship, e.g., League, Conference, District, Sectional, State, Regional, or be specifically approved by the USA Swimming Program Operations Vice President or designee. A time trial held in conjunction with the season-culminating championship meet that is officiated in accordance with the same standard as the championship meet may also be observed.
2. Requests for USA Swimming observers for certification of times from meets in the championship progression must be made to the host LSC in accordance with LSC procedures at least 10 days prior to the meet. Applications for observation of all other meets must be made to the host LSC at least 10 days prior to the meet. Authorization of such non-championship meets must then be approved by the USA Swimming Program Operations Vice President or designee.
3. A USA Swimming official must verify that all swims approved for USA Swimming purposes were in accordance with the requirements of 102.24 (Timing Rules), 103.3 (Racing Course Dimensions), and 103.13 (Starting Platforms).
4. Where the technical rules of the stroke differ from USA Swimming as defined in Article 101, at least two USA Swimming observers, who shall be certified Stroke & Turn Judges assigned or approved by the LSC, must be present, one at each end of the course, to verify compliance of the swim or swims with that part of the USA Swimming rule that differs from the organization's rule. Where the technical rules as listed in Article 101 are identical to those of the organization under whose rules the meet is being conducted, the judgment of the organization officials shall be sufficient. An individual swim being observed requires notification to the observers prior to the start of the competition. The times should be entered, upon request, into SWIMS, the National Times Database.

### Procedure for Application of Observed Meet

#### I. *Season Culminating Championship Meet*

- Use Request for Observation— Season Culminating Championship Meet— **Form B**
- Complete **Form B** with pertinent information and send to the Pacific Swimming Office, 1374 Lupine Court, Concord CA 94521, at least 10 days before the meet (30 days in advance is recommended).
- After completion of the meet, fill in the Relay lead off swimmers and the lead off split times using Relay Lead off Times Request Form.
- A DQ log listing all the USA-S Stroke violations should be kept and verified by the Meet Referee.
- The Meet Referee must verify the meet results including the relay lead off split times.

- **Submit Results:**
  1. Create a set of High School results for the league championship meet.
  2. Create the meet back-up file (Hy-Tek = file, backup).
  3. Send meet results and back-up file to [NTV@pacswim.org](mailto:NTV@pacswim.org) following standard Pacific Swimming meet results submission procedures. For meets with Preliminaries and Final sessions, be sure to submit results for both sessions.
  4. Submit a copy of the USA-S DQ log signed by the meet referee and a copy of the signed Relay Lead-Off Split Request Form to the Pacific Swimming Office address above.

**This should be done within five (5) days following completion of the meet.**

## ***II. Non Season Culminating Meet***

- Use Request for Observation– Non-Season Culminating Meet– **Form A**
  - Complete **Form A** with pertinent information and send to Pacific Swimming Office, 1374 Lupine Court, Concord CA 94521 at least 10 days before the meet for review (30 days in advance is recommended). The request must include a reason & explanation for the request.
  - The Pacific Swimming NTV Official will send this completed form to the USA-S Program Operations Vice President or designee for approval.
  - The non-season culminating meet will be considered as an observed meet after approval by the USA-S Program Operations Vice President or designee.
  - After completion of the meet, fill in the Relay lead off swimmers and the lead off split times using Relay Lead off Times Request Form.
  - A DQ log listing all the USA-S Stroke violation should be kept and verified by the Meet Referee.
  - The Meet Referee must verify the meet results including the relay lead off split times.
- **Submit Results:**
    1. Create a set of High School results for the meet.
    2. Create the meet back-up file (Hy-Tek = file, backup).
    3. Send meet results and back-up file to [NTV@pacswim.org](mailto:NTV@pacswim.org) following standard Pacific Swimming meet results submission procedure. For meets with Preliminaries and Final session, be sure to submit results for both sessions.
    4. Submit a copy of the USA-S DQ log signed by the meet referee and a copy of the signed Relay Lead-Off Split Request Form to the Pacific Swimming Office address above.

**This should be done within five (5) days following completion of the meet.**

Any question regarding this process please contact the Pacific Swimming NTV Official at [NTV@pacswim.org](mailto:NTV@pacswim.org), or call the Pacific Swimming Office at (925)822-7913.