

## Observed Meet Sanction Procedures – Florida Gold Coast Swimming

### 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. Times of USA Swimming members are eligible for inclusion in the SWIMS database.

**Process** - In order for a meet to be “Observed” the following process followed:

1. Select the appropriate application.
  - a. Form A – Request for observation of a Non-Season Culminating Meet (example: High School Invitational). **Due – 10 Days prior to meet.**
  - b. Form B – Request for Observation of a Season Culminating Meet (example: High School County Championship, FHSAA State Series Meet) – **Due 5 Days prior to the meet.**
2. Complete the form and forward it to the National Times Chair ([jaythomas@comcast.net](mailto:jaythomas@comcast.net))

### 3. PRE MEET PROCEDURES

Please remind the Meet Referee that the meet is being observed. The Referee should assign officials to observe the events where high school rules differ from USA Swimming rules. If the officials are dually certified, additional officials are not required to be assigned.

During the meet, the officials should annotate which events/heats/lanes have swimmers who did not comply with USA Swimming rules. These should normally only be the 200 Medley Relay, 200IM, 100 Back. The disqualifications in the other events should be identical since there are no rules differences. The Referee should turn these annotated heat sheets into the meet director after the meet.

### 4. POST MEET PROCEDURES

The Meet Director shall perform the following steps with the Meet Manager Database:

- A. Make a copy of the database in Meet Manager by selecting FILE/SAVE AS - Append the words "USA-S OBS" to the end of the meet name and save the file.

- B. Purge all diving results. Select FILE/PURGE/REMOVE EVENT RESULTS AND SEEDING. Select the diving events and select RESET.
- C. In the Meet Setup Page - Append the words "USA-S OBS" to the end of the meet title.
- D. On the SETUP/REPORTS PREFERENCES/REPORT HEADERS. Header 1 - Put the name of the meet and the words "USA-S OBS" at the end. On header 2 put the wording "ALL NON DQ SWIMS COMPLY WITH USA-S RULES". Add the sanction number. Select both check boxes (show report headers only and show sanction number).
- E. Send a complete backup within 3 days of the conclusion of the meet to [jayfthomas@comcast.net](mailto:jayfthomas@comcast.net)

Failure to follow the above procedures may result in the times not being included in the SWIMS database.

**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 102.16 – USA Swimming Rules & Regulations.
- [ ] The number of Association officials must meet the minimum requirements as provided in Article 102.12 – 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 be in position for **all** swims for which observation has been requested. Observers 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. Observers should remain on deck throughout the entire meet.
- [ ] 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:

**Step Two** – Approved by:

\_\_\_\_\_  
LSC NTV Official  
Date: \_\_\_\_\_

\_\_\_\_\_  
for Program Operations  
Date: \_\_\_\_\_

# Florida Gold Coast Swimming REQUEST FOR OBSERVATION – Form B

This form is to be used to request authorization for observation of High School, YMCA, Collegiate, or Masters meets for verification purposes. If High School, the meet must be an invitational leading up to a District or State Championship; if Collegiate, the meet must be in the qualifying progression for the season culminating championship. Observation authorization for meets that are not in the qualifying progression must be requested on Request for Observation – Form A.

**Conditions:**

- 1) Electronic Timing must be used in accordance with conditions outlined in 102.16 – USA Swimming Rules & Regulations.
- 2) Officiating
  - a) The meet must be officiated by a minimum of 4 certified officials. If two of those officials are also certified by USA-S and are stationed at both ends 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, in which case heat sheets would be marked indicating compliance or non-compliance with USA Swimming Rules;
  - b) Or, a minimum of two USA Swimming stroke & turn certified officials shall be assigned, one at each end of the pool, to verify compliance with USA Swimming Technical Rules for those swims requested to be observed.
  - c) The senior USA Swimming certified official must verify compliance with applicable rules and procedures. The senior official will coordinate with the host to ensure a copy of the official meet database is made with all swims that did not comply with USA-S rules DQ'd. An electronic backup of the USA-S observed results shall be sent to the National Times Coordinator at [jayfthomas@comcast.net](mailto:jayfthomas@comcast.net) within 3 days of the conclusion of the meet.
- 3) Proof of Times Requests
  - a) If an athlete's USA-S ID # is included in the electronic meet results, no individual request for data entry into the SWIMS system will be necessary. The LSC NTV official will enter times for any such athlete into SWIMS. b) If the above data is not included in the electronic results, individual requests for times must be made to the LSC NTV official where the meet took place.

Name of Meet: \_\_\_\_\_ Date(s): \_\_\_\_\_

Name of Facility: \_\_\_\_\_ 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 4 certified officials (HS, NCAA, YMCA) and also observed by a minimum of two assigned USA Swimming Stroke & Turn certified officials, one at each end of the competition course if two of the meet officials are not dually certified USA-S. **Officials must remain on deck throughout the whole meet.**

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

1) \_\_\_\_\_ 2) \_\_\_\_\_

3) \_\_\_\_\_ 4) \_\_\_\_\_

Name of Meet Director \_\_\_\_\_ Phone \_\_\_\_\_

Name of Meet Referee \_\_\_\_\_ Phone \_\_\_\_\_

Signature of Meet Referee or Meet Director \_\_\_\_\_

This form must be received by the designated person in the LSC 7 days prior to the beginning of the meet.

Approved: \_\_\_\_\_ (LSC NTV Official) Please send copy to National Coordinator

Questions: Jay Thomas – FG National Times Chair – [jayfthomas@comcast.net](mailto:jayfthomas@comcast.net) – 954-873-3370

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