

# Florida Gold Coast Swimming – Observed Meet Sanction Procedures

## 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, Masters).
- 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 Florida Gold Coast Swimming National Times Verification Officer, Allan Golding ([fgcmeetsanction@gmail.com](mailto:fgcmeetsanction@gmail.com)).

## 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 will 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. However, there may be situations in which swimmers are permitted to compete in high school meets wearing tape that would be illegal in USA Swimming. These swimmers should also be disqualified. The Referee should turn these annotated heat sheets into the meet director after the meet.

## **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. Enter the USA-Swimming specific disqualifications into the database.
- D. In the Meet Setup Page - Append the words "USA-S OBS to the end of the meet title.
- E. On the SETUP/REPORTS PREFERENCES/REPORT HEADERS. Add the observation number in the sanction number field. Select the second check box (Include Sanction # with Header 1).
- F. Send a complete backup file within three (3) days of the conclusion of the meet to Allan Golding ([fgcmeetsanction@gmail.com](mailto:fgcmeetsanction@gmail.com)).

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 USA Swimming staff leader or National NTV designee **require 10-day advance application**. Such meets include High School, 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 National NTV 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:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

Is this meet on the regular, published calendar?                     Yes     No

Type of Meet:     High School                     Masters                     Other

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 USA Swimming Rules & Regulations.

The number of Association officials must meet the minimum requirements. There must be a referee, starter and two stroke and turn officials 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 pool deck. If at least two of the association meet officials are dually certified by USA Swimming, 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 observed meets shall be reported to the LSC NTV Officer

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.

The reason & explanation for this request 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) \_\_\_\_\_

**Name of Meet Referee** \_\_\_\_\_ **Email** \_\_\_\_\_

This form must be submitted and accepted by the LSC NTV Official prior to submission to the Time s Committee NTV designee.

**Step One – Accepted by:**

**Step Two – Approved by:**

\_\_\_\_\_  
LSC NTV Official

\_\_\_\_\_  
USA Swimming NTV Designee

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**LOCALSWIMMING COMMITTEE - REQUEST FOR OBSERVATION  
SEASON CULMINATING CHAMPIONSHIP MEET**

**Form B**

This form is used to request authorization for observation of swims at High School, 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 USA Swimming Rules & Regulations.
- 2) **Officiating:**
  - a) The number of Association officials must meet the minimum requirements (a referee, starter and two stroke and turn officials) 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 in position on deck, 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 and in position on the deck, 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 observed meets to the LSC NTV official.
- 3) **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: \_\_\_\_\_ 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 positioned on deck 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 \_\_\_\_\_

Email \_\_\_\_\_

**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 the Times Committee NTV designee.