

## 2025 HIGH SCHOOL SWIMMING MEET OBSERVATION PROCEDURES

This year we will be observing all 3 levels of high school championship meets: district, regional, and state championships. Invitational meets will also be considered on an individual basis as has been done in the past.

Requests for observation for any of these meets must be submitted **NLT than 10 days** prior to the first day of the meet.

The requirements for observation of any meet are:

1. Completed Request for Observation Form (please download the updated versions of the form):
  - a. [Form A](#) for invitationals
  - b. [Form B](#) for season culminating meets
2. Copy of the meet announcement
3. Timing must comply with USA Swimming Rules and Regulations Timing Rules (currently Article 102.24).
4. At least two currently certified USA Swimming Stroke and Turn judges.
5. A list of USA Swimming disqualifications compiled by the official in charge.
6. A final backup of the meet.

In order for times achieved at a high school meet to be loaded into the USA Swimming SWIMS database, it is **extremely important that all swimmers should be entered with their full legal first and last names (not preferred names), middle initial and correct date of birth.** ID numbers are no longer required. Please emphasize to the high school coaches the importance of getting this information from the athletes and using it when submitting entries.

For any meet held in Virginia Swimming, please send all of the information requested above to me. I will handle loading the times into SWIMS.

Please contact me with any questions that you may have.

Mary Turner  
434-352-5451  
[Nationaltimescoord@virginiawimming.org](mailto:Nationaltimescoord@virginiawimming.org)