

OBSERVED HIGH SCHOOL MEETS 2020-21

Form B – Request for Observation of Meets in the Season-Culminating Championship Progression

The meet must be a season-culminating Championship, e.g., League, Conference, District, Sectional, State, Regional competition as determined by the LSC. Application shall be on Form B for meets in the season-culminating championship progression, and pertinent information provided to the T & R NTV Designee (Marianne Walling).

Form A - Request for Observation of Non-Season Culminating Meets

Invitationals or meets with three or more teams on an individual school's calendar are not season-culminating competitions. Authorization of such non-championship meets must be approved 10 days prior to the competitions by the LSC and submitted on Form A to the T & R NTV Designee, with a rationale for the observation and description of competitions.

NOTE: HIGH SCHOOL DUAL AND INTRA-SQUAD MEETS ARE NOT OBSERVED BY USA SWIMMING.

HANDLING VIRTUAL MEET OBSERVATIONS FOR HIGH SCHOOL COMPETITIONS

1. Review the Virtual Meet Guidelines published by the NFHS in 2020. Note that the course must be the same at any venue that is part of the observed competition (SCY or SCM).
2. Officials needed at each venue shall include:
 - Referee, starter, at least 1 S & T
 - If at least 2 officials are dually certified, no further observers are needed. If this is not the case, 2 USA-S or YMCA certified observers shall be added to the deck.
3. Timing shall be in accord with 102.24 in USA Swimming Rules and Regulations.
 - Must be the same at each venue
 - 3 manual watches (Dolphins may be used) as primary, each by a separate timer
 - Semi-automatic with 2 or 3 buttons per lane, each operated by a separate timer plus at least 1 manual watch per lane
 - Automatic timing system with 1 back-up watch or button for each lane
4. Request for Observation
 - The virtual meet competition shall be composed of at least three (3) teams (not all venues may be observed). No high school intra-squad or dual meets may be observed.
 - Form A from the Times Policy Manual shall be submitted to the NTV Designee, Marianne Walling (87nocando@gmail.com) with a 10-day notice.

- Form A shall be accompanied by an explanation of the meet set-up, including venues and any special rules of the meet (such as no relays being swum or state association permission to swim aggregate times for relays).
 - Form A signed by the T & R NTV Designee will be returned to the LSC NTV officer (retain this info in your files for the high school season).
5. Handling Meet Results for SWIMS.
- If a virtual meet of three (3) or more teams is contested and not all venues are being observed, a back-up file of each venue's results shall be sent to the LSC Times Officer, along with a list of USA-S DQs from that venue.
 - If all venues are being observed and results merged by an administrative official, the back-up of the merged meet, along with all USA-S DQs from the venues, shall be sent to the LSC Times Officer.
 - Relay team times are not loaded into SWIMS. Lead-off splits may be loaded (select on the upload screen in SWIMS), if, in the judgment of the LSC Times Officer, the lead-off times are valid (automatic timing only).
 - If events for aggregate relay times are permitted by the state association and are contested, only the lead-off time may be loaded into SWIMS (may be from the designated timing used at the meet).
6. How to manage the data entry into SWIMS.
- Load the HY3 or SDIF results into SWIMS.
 - If no USA-S IDs are in the file for USA-S athlete members, use a search and confirm process.
 - All swims will be loaded as LSC-UN per rules for observation for high school meets.
 - Use a "By request" only process and manually add meet to SWIMS and manually add athletes and times.
 - If USA-S IDs are in the meet results file, export a HY3 or SDIF file for only those athletes who have IDs in the back-up and load this into SWIMS electronically.
 - Clean out holding tank errors that are not resolved as soon as possible.

NOTE: POLICY ALLOWS FOR AN LSC FEE TO BE CHARGED FOR THE OBSERVED MEET LOADING PROCESS.