

## **Maryland Swimming, Inc. Observed Swim Meet Policy and Procedures**

### **POLICY**

Maryland Swimming supports observed swimming competition under the coordinated efforts of the Technical Planning, Officials & SWIMS chairpersons when the following procedures are followed. The qualifying observed meets shall be limited to high school or collegiate league and conference championship meets conducted within a swimming venue controlled by a Maryland Swimming affiliated and registered club. The meet must have at least two properly registered and certified S&T officials who will perform the requested observations and timing adjudications to ensure they are performed in accordance with the current USA Swimming Rules and Regulations.

### **PROCEDURE**

1. Between 30 and 60 days prior to the start of competition, the meet host or representative is responsible for requesting the observation. The observation request shall take the form of the United States Swimming/Maryland Swimming, Inc. Application for Sanction. The Application can be found on the Maryland Swimming web site ([www.mdswim.org](http://www.mdswim.org)) Administration tab. It shall be submitted to the Technical Planning chair via email or fax. At a minimum the request must include the following meet specifics: dates, location, host organization, league or conference affiliation, meet referee, observing officials (may perform dual roles as USA-S observer and league conference swimming official, see notes below) and a single host point of contact for coordination.
2. The Technical Planning chair will validate the request, acquire additional information and coordinate the request with the Officials chair.
3. The Officials chair will validate the status of the named officials to ensure they are properly registered and active USA-S certified officials and communicate such to the Technical Planning chair.
4. The Technical Planning chair will provide the approval to conduct the observations to the meet host once all issues are resolved. Courtesy notification of approval will be provided to the Officials and SWIMS chairpersons.
5. The meet host is responsible for making every effort to acquire the competitor's USA Swimming valid registration number and enter it accurately into the meet management software.
6. The meet referee or observing officials coordinator is responsible for coordinating the observing officials to ensure (a) all requests for observation are performed, (b) official times are determined in accordance with the applicable rules, (c) making the appropriate notes and records so that competitors who swim legally under the league or conference rules but not under USA Swimming rules are discernable and (d) providing the meet host with the results of the observations. A copy of observation notes for all swimmers observed shall remain with the meet host as a part of the meet record and a copy shall be forwarded to the SWIMS chairperson along with the times to support and validate the athletes times.
7. If the meet host wants the observed swimmer's times entered into the USA Swimming SWIMS database, the meet host is responsible for providing the

information required to the SWIMS chairperson within 3 days after the conclusion of the meet. It is preferable that only times of legally performed observed swims are provided, however electronic meet results are welcomed with a statement of exactly which swims were observed.

## NOTES

1. Under no circumstances can a meet host request an 'approved' meet status if the meet notice does not explicitly state that the technical rules contained in Part One of the current USA Swimming Rules and Regulations will be followed.
2. Observed swims are restricted to athletes who are registered members of USA Swimming and should be restricted to those swimmers who have a reasonable chance of showing improvement over a personal best time, challenging an existing record or striving to make a national championship time standard.
3. The meet host must ensure the competitors and coaches understand that observation requests must be made to the meet referee or observing officials coordinator no later than the start of each meet session so that the officials are notified, aware and in a position to perform the observation
4. The observed swims must conform to the technical stroke rules of Article 101 in the current and applicable USA Swimming Rules and Regulations.
5. Timing systems utilized for the purposes of creating official times must adhere to the table in Rule 102.16.4.
6. Adjudication of times for the determination of the competitor's official time must adhere to Rule 102.16.5.
7. A minimum of two USA Swimming-certified officials are required to perform observations so that there can be one at each end of the pool during each and every observation. An official can perform in the capacity of the meet official and observing official so long as the proper notes and information is provided to make the determination whether a competitor was legal for the meet results and observation results independently.
8. It is recommended the meet host arrange for a separate set of qualified officials (suggest a minimum of three) to perform the observations against the USA Swimming rules and regulations entirely independent of the staff observing the meet under the prevailing swimming rules.
9. It is recommended the meet referee or observing official's coordinator create a log to capture the entire list of swimmers (by event) observed to include notes as to whether the performance was legal and the official time determined in accordance with the current USA Swimming rules and regulations. The log should include a brief description of the timing systems, timing adjudication protocols and meet management software used for the meet. By creating, completing and signing a log, the meet host and SWIMS chairperson will have a complete record of all athletes observed.