

**2007-2008 SES Policy for loading data into the National Times
Database/SWIMS from OBSERVED MEETS**

(Season culminating High School District or State Championships,
Collegiate or Masters meets)

Observed Swims (USA-S rule 202.5) - a swim observed by assigned USA Swimming officials for conformance with USA Swimming technical rules in a meet conducted under rules other than USA Swimming rules. Official times may be achieved at meets which are not conducted according to USA-S rules, provided that the meet is approved, in advance, for observation, and the particular swim is observed by USA-S certified officials, who confirm that the USA-S technical swimming rules were followed. While all LSC sanctioned competitions are loaded into the National Times Database, all legal swims from observed meets are not automatically loaded into the database.

Proofs of reportable times will be entered into the National Times Database only upon receipt by the LSC verification officer, within **one week** of the competition, of: 1) the Meet Manager export file of meet results of conforming swims, attested to by the Meet Referee, containing only athletes with **current and accurate** USA-S ID #'s. 2) "Unlocked" Meet Manager backup of official results. 3) Hard copy or email with notations indicating those swims not in compliance with USA Swimming Rules. Backstroke and anything to do with backstroke (Back, IM and Medley Relay) needs to be annotated showing swims that do not conform to USA-S rules.

**For those USA-S swimmers without USA-S ID's or inaccurate ID #'s, a
written request and fees must be submitted (page 2).**

Leadoff splits for individual events and relays must be specifically **requested in
writing.**

Email requests are not acceptable.

Submit Forms to:
Trish Mitchell
Southeastern Swimming National Times Verification Chair
3020 Keller Bend Road
Knoxville, TN 37922-6521
Questions: piscina@comcast.net

2007-2008 SES INDIVIDUAL VERIFICATION REQUEST FORM

Please **legibly** print all requested information. This form must be postmarked and submitted to the LSC NTV Chair within **one week** of the last day of the competition. Data entry for proof of times subject to verification that competition was conducted in conformance with all applicable USA Swimming Rules & Regulations. Administrative fees of \$4 per time, payable to SES, must accompany this form. Late fees of \$8 per time must be submitted if after the deadline.

USA-Swimming Registered Name: First _____
 Middle Initial _____ Last _____
 USA-S ID#: _____ Date of Birth: _____
 F _____ M _____ Email (required): _____
 Club Code: _____ LSC: _____
 Name of Meet: _____ First Day of Meet: _____
 City: _____ State: _____
 Meet Referee: _____

Event #	Distance/Stroke (i.e-100 Freestyle)	Course (SCY, SCM, LCM)	Time	Session (See Below)

Session: Prelims, Finals, Time Trials, Leadoff, Swim-off
Leadoff splits for individual events and relays must be specifically requested in writing.

Mail completed form to:
 Trish Mitchell, SES NTV Chair, 3020 Keller Bend Road, Knoxville, TN, 37922-6521
 Questions: piscina@comcast.net