

7.3.4 Procedure for Requesting Observation of Season Culminating High School Conference Championship Meet

.1 Eligibility

- A. The meet must be listed as a Conference Championship by the Conference. A swimmer may swim in more than one of these competitions and go on to the State Championship Series. All observed swims are eligible for inclusion in the SWIMS database under this policy regardless of the number of meets in which the swimmer participates.

.2 Application and Submission Procedure

- A. Applications (Local Swimming Committee Request for Observation – Season-Culminating Championship Meet Form B) will be available via the ISI website.
- B. A completed application no later than 10 days prior to the start date of the meet.
 - 1. Form must include the Name of Meet, Date(s), Name of Facility and Location
 - 2. Form must include a minimum of two USA-S registered officials who have agreed to observe this meet.
 - 3. Form must include the name and the contact number of the Meet Referee.
- C. The coach submitting the complete application will be notified of its approval/disapproval at least five days prior to the start of the meet. The coach will have 48 hours from notification to correct any problems with the application and resubmit the form to the ISI office.
- D. A final determination on the status of the resubmitted application will be made by ISI Staff within 24 hours.
- E. Following each approved meet, the registered officials observing the meet must submit signed heat sheets including any DQ information to the ISI Office within 10 days of the completion of the meet. *Failure by the officials to submit this information to the ISI Office will invalidate the Observation Request for all swimmers in the meet.*
- F. The Coach of Record for any swimmer participating in the observed meet must submit NTV Request (Individual) form to the ISI within 10 days of the completion of the meet. *Failure by the Coach of Record to submit the form within the allotted time will invalidate the Observation Request for any swimmers for which they are the Coach of Record.*
- G. ISI Staff will submit legal observed swims received on the proper and required forms within the deadline period for inclusion in the SWIMS database.