

OBSERVATION PACKET

OBSERVATION #: IN24181

**Valparaiso High School Girls Swimming
& Diving Championships**

Meet Name

2/1&3/2024

Date

Please read through all materials carefully and be sure to pass the paperwork marked OBSERVER INSTRUCTIONS on to the USA Swimming Observers.

Make enough copies of the Observation Process for each participating team/coach at your meet. This will ensure that all teams/coaches have the same information.

Please see that heat sheets get to the USA Swimming observers so that they can mark all USA Swimming DQ's and give to the the Head Observer to pass along to the Indiana Swimming office after the meet.

OBSERVATION PROCESS

***COPY THIS PAPER FOR ALL VISITING COACHES ATTENDING THE MEET.
THIS IS TO ENSURE THAT EVERY COACH KNOWS WHAT'S GOING ON
AND THE PROPER PROCEDURES!***

Times achieved in high school, and other meets not sanctioned or approved by USA Swimming will be acceptable for SWIMS ONLY IF ALL OF THE FOLLOWING CONDITIONS ARE MET:

1. The meet must be officiated by at least four association officials (IHSAAYMCA). A **minimum** of two additional USA Swimming Certified stroke & turn officials are needed unless two of the four association officials are dually certified by USA Swimming and provided those dually certified officials are on opposite corners of the pool. Observers shall be permitted access to the deck and be in position for all swims for which observation has been requested. Observers shall be positioned at each end of the course diagonally.
Officials must remain on deck throughout the entire meet.
2. It is the preferred method of USA Swimming that the ENTIRE meet be observed for technical compliance. If the entire meet is not being observed, USA Swimming observers must be notified prior to the start of the meet about the individual swims that need to be observed for which the certification will be requested as SWIMS requests **CANNOT** be written for individual swims that were not observed (this includes all strokes).
3. The Observers must mark all DQ's in their working heat sheets and then give to the Head Observer to get needed information to Indiana Swimming. **Head observer will retain the working/marked copies of heat sheets until the end of the h.s season.**
4. **Items to be sent back to Indiana Swimming by USA Swimming Head Observer:**

EMAIL within 3 business days of meet to michele@inswimming.org

With the following:

1. **A complete MM backup of the meet**
2. **A complete list of USA Swimming DQ's/infractions OR
An email stating that ALL swims were in compliance.**

Results file will not be loaded on the USA Swimming side of SWIMS until an email from Head Observer is received with DQ information (and of course the backup is received).

Again, Head Observer is to retain working/marked copies of heat sheets until the end of the h.s season.

5. Splits within a swim are NOT automatically picked up like they may be in Team Manager or Team Unify. Relay lead-offs are the ONLY splits automatically imported by SWIMS. Examples would be the 1000 of a 1650, 200 of a 500, 100 of a 200, etc. If you desire a split to be entered into SWIMS, please email michele@inswimming.org with the specifics to be entered.

INSTRUCTIONS FOR THE OBSERVERS

FOR NON-USA SWIMMING COMPETITIONS

(High School, etc)

ADMISSION / CREDENTIALS FOR MEET

HS STATE: The IN Swimming office, in cooperation with the Indiana Officials/Rules Chair, will arrange to get credentials for 2 or more USA Swimming Observers for each of the High School State Meets (boys & girls).

OTHERS: The person who applied for the Observation will arrange for credentials for said meet for the USA Swimming Observers

PLEASE MAKE SURE TO FOLLOW THE PROCEDURES AND RULES BELOW:

You must be a current USA Swimming member and a USA Swimming official within IN or another LSC with at least a Technical (Stroke & Turn) certification. If you are not from INDIANA – please email Michele DeLuna (michele@inswimming.org) with your current certification level information for validation purposes.

AT-MEET RESPONSIBILITIES

Observe all events as requested (either the entire meet; every heat or specific swimmers in specific events) for compliance of USA Swimming technical rules. Please DO NOT raise your hand to USA Swimming DQ a swimmer. **Simply write “DQ” next to that swimmer’s name in the heat sheet and the description/reason for the disqualification, i.e. delay initiating turn at turn end # 1 (DIT #1), etc.**

Before you leave the meet, you must submit to the Head Observer, your signed working copy heat sheets with all DQ marked.

Thanks for your help!! If you are interested in observing additional meets (ie: IHSAA State Finals), contact Tony Young at the Indiana Swimming Office: tony@inswimming.org