

**MEET OBSERVATION INSTRUCTIONS and PROCESS**  
**OHIO SWIMMING INC.**

Following is the process to be used in the Ohio Swimming for meets that are “observed” under the criteria outlined in the NTV (National Time Verification) Handbook. Additional details and forms are contained in the USA-S Meet Observation Package (2004-2005). This process does not apply to sanctioned or approved meets.

1. The meet host/director determines that the meet should be observed and selects either Form A or Form B (Form B is to be used for meets in a championship series; Form A is for all other meets where there is a reasonable chance that some swimmers will meet USA-S Championship, World Cup or U.S. Open qualifying standards).
2. The meet host/director contacts the Observation Coordinator for the Commission in which the meet is to be held to request observers for the meet.
3. The Observation Coordinator recruits observers (4 recommended; 2 minimum) to observe the meet. The names and phone numbers of the observers are given to the meet host/director. One of the observers is designated as the “team leader”.
4. The meet host/director completes Form A or Form B and submits it to the Ohio Swimming NTV Chair at least 10 days prior to the meet. Note: for a Form A meet, a copy of the meet information must be attached to the request.
5. The OSI NTV Chair will approve Form B meets and send a copy of the approved form to the meet host/director and the National Times Coordinator. Form A meet applications will be accepted and forwarded to the National Times Coordinator for approval. The National Times Coordinator will return the approved Form A to the OSI NTV Chair who will send a copy to the meet host/director.
6. All swimmers will be observed by the observation team (blanket observation process). The observation jurisdictions will be divided in a balanced fashion among the observers. Non-conforming swimmers will be noted on the individual heat sheets with the reason(s) for non-conformance. Observers will sign their heat sheets.
7. At the end of the session/meet, the observer team leader will collect the heat sheets and insure that all non-conforming swimmers are clearly identified along with the reasons. The leader will countersign the heat sheets along with the meet/session referee. The team leader should summarize all conforming swimmers, if possible, to facilitate making the special back-up summary for NTV purposes.
8. The completed heat sheets and summary will be given to the meet host, who will create a back-up file of the meet results “for NTV purposes” with the nonconforming swimmers DQ’d. This file, along with the hard copy heat sheets of the observers will be forwarded to the OSI NTV Chair for entry into the SWIMS database. Note: no entries will be made into SWIMS until the observers heat sheets are received by the NTV Chair!

The key contacts for Ohio Swimming are listed on the following page.

## OHIO SWIMMING -- NTV CONTACT LIST

### **Ohio Swimming NTV Chair:**

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### **Commission Coordinators – Observed Meets:**

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