

To all coaches, meet directors, and officials involved with Virginia High School League or Virginia State Independent School League swimming:

This year, we will be observing only 2 layers of high school meets: either a regional meet and the state championship or a district meet and the state championship, if a regional meet is not contested. Invitational meets will be considered on an individual basis as was done previously.

In order for times achieved at a high school meet to be loaded into the Virginia Swimming Searchable Database or the USA Swimming SWIMS Database, the swimmer's full name and USA Swimming ID Number must be listed in the meet results (therefore, in the meet database). The club coach and the swimmer will have to be responsible for seeing that this is included. The high school coach will have to be provided with the information and the importance of his/her using it made clear.

Several forms which may be of help to you and your swimmers in getting their high school times from championship progression and high level invitational meets included in the above databases can be found on the Virginia Swimming website and printed for use.

1. [Requirements for Observation](#). This form lays out the requirements for observation at a HS meet from the stand point of the meet director and officials in charge.
2. [Request for Observation Form A](#) must be used if a meet is an invitational which will involve some fast swimmers. This form must be submitted by me to the NTV Coordinator **30 days in advance of the meet**.
3. [Request for Observation Form B](#) must be submitted to me at least **10 days** in advance of a meet in the championship progression, either district or regional, or state.

District Officials Chairs will be asked to arrange for observation in their districts. Your help with these matters will be greatly appreciated. If you have questions, please email me at nationaltimescoord@virginiawimming.org.

Terry Randolph
Virginia Swimming National Times Coordinator