

Swimming Meet Directors

If you are conducting a meet and wish that the times be considered for USA Swimming National Championships or other USA Swimming National or regional meets, you are asked to fill out the request of observation for National Time Verification (NTV) (form A or B). Requests are evaluated by the Local Swimming Committee and may be approved or denied.

The form B is for season culminating meets. Form A is for all other meets. These form requires 10 days advance notification. However, to assure that the appropriate officials are present the sooner the request is made the better chance of approving the meet.

One of these forms should be sent to:

Chuck Kunsman
NTV Chair, Lake Erie Swimming, Inc.
26800 Farringdon Ave
Euclid, Oh 44132
Chuck163@yahoo.com

As the National Time Verification chair for Lake Erie Swimming, Inc., you will need to send an electronic Hy-Tek Meet Manager (unlocked) backup to me at the conclusion of the meet.

I will also need observation request form for each swim that is requested. Without the time verification request form the times cannot be submitted to USA Swimming. These forms will be provided by the USA Swimming observers or the meet referee and is available on the Lake Erie Swimming web site under forms (www.lakeerieswimming.com). **This form must include the swimmers USA ID or the full name and birth date of the athlete.** Forms without the USA ID cannot be processed.

NTV requests that are made after the conclusion of the meet are subject to a \$25.00 administrative processing fee for each time request. Forms for late requests are on the Lake Erie web site. These late requests should be made directly to me with the attached fee in check form made to: **Lake Erie Swimming, Inc.**

Times are uploaded to USA Swimming by me and can be view on the USA Swimming web site times link (www.usaswimming.org).

If you or a coach requested a time and do not find it on the web site within two weeks of the meet, contact me with the relevant information and I will attempt to make the correction.

Thank you for your cooperation,

Chuck Kunsman
NTV Chair, Lake Erie Swimming, Inc.