

## 2026 Southern California Swimming Request for Observation – Instructions

### Pre-Meet

1. **Secure Officials:** The responsible party (person completing the form) must arrange for USA Swimming certified officials (Referee, Starter, Stroke & Turn) to work the meet and ensure adherence to USA Swimming rules.
2. **Complete FORM A or FORM B as appropriate at least 10 days prior to the meet in its entirety.**

[Form A](#) – for meets not in the championship progression (*such as invitationals for 3 or more teams*)

[Form B](#) – for high school season culminating Championship meets (leagues, CIF, NIAA Regional and State Meets, etc.).

3. **Pay the observation fee** – pay the \$125 observation fee [HERE](#)
4. **Approved** – The SCS Office will issue a sanction number and post to the SCS website.

**Meet Entries** - Swimmers and coaches who want times to be uploaded into the USA Swimming SWIMS database must provide the Computer Operator with the following information:

1. **Full name as registered with USA Swimming**
2. **USA Swimming Membership ID**
3. **Correct Birthdate**

If this information is not provided, there is no guarantee that the times will match with the swimmer in the USA Swimming database and special requests for upload will need to be submitted by the USA-S Club Coach [HERE](#).

### Post-Meet

1. **Results Submission** - The Responsible Party must submit the **full backup** (not just the results file) and USA Swimming Disqualifications Report through the form [HERE](#) within 10 days.
2. **SWIMS** – The LSC will upload the times into SWIMS. Those swimmers with IDS and birthdates will be matched accordingly. Those without will remain in the error tank unless a request to match is submitted [HERE](#)

### Questions??

Contact [observations@southerncaliforniaswimming.org](mailto:observations@southerncaliforniaswimming.org)