

## **HOW TO FILL OUT AN APPLICATION FOR NATIONAL CHAMPIONSHIP LEVEL MEETS**

Complete all information on the form. If hand entered, please print clearly.

**Acceptance could be delayed if the application is incomplete.**

- **NAME:** as it appears on your membership card
- **LSC CODE:** the region in which you hold local certification and receive your training. *LSC* stands for *Local Swimming Committee*. Example: IE for Inland Empire; LE for Lake Erie; PV for Potomac Valley. Please do not use local swim club codes or registration numbers. LSC codes are in Appendix 6-A and boundary descriptions are in Appendix 6-D in the rulebook.
- **ADDRESS:** street number, street, apt. #
- **HOME PHONE:** do not forget the area code
- **CITY, STATE, ZIP:** full name of the city, do not abbreviate; state code (ex. OH, NY, CA), zip code (at least the first 5 digits)
- **WORK PHONE:** do not forget the area code
- **E-MAIL RECEIPT:** print very clearly the ENTIRE address; IF you do not have email, confirmation will be by telephone.
- **LSC CERTIFICATION:** Position – select from S&T, Chief Judge, Starter or Referee and *current* expiration date (M/D/Y); Check whether your indicated certification is NEW (1st time certified) or RENEW (has been re-certified)
- **SESSIONS:** check “YES” for all sessions OR “NO” followed by the sessions that you know for sure that you can work.
  - Note: Applicants who can work all sessions will be given first consideration for acceptance. Applicants who are unable to work all sessions will be given second consideration and notice of their status may be delayed. Please do not check “YES” if you have no intention of working all sessions!
- **SHIRT SIZE:** Mark YOUR CHOICE (this is only for host planning - it is not guaranteed)
- **ROOM MATE REQUEST (if included on the application form):** If you check “yes” and you are selected, your name, email address and phone number will be emailed to other accepted applicants checking “yes.” It is up to you to make your own arrangements.
- **ASSIGNMENTS:** Please select your first and second choices for an assigned position (Deck Referee, Starter, Chief Judge and Stroke and Turn). Only applications received prior to the deadline date will be considered. Applications will generally be considered as follows:
  - Deck Referee – must be a **N3 Referee** - usually not considered until after having worked several National Championship meets successfully at Stroke and Turn and/or Chief Judge.
  - Starter – must be a **N3 Starter** - usually not considered until after having worked several National Championship meets as a Stroke and Turn Judge;
  - Chief Judge – must be a **N3 Chief Judge or N3 Referee** - usually not considered until after having worked several National Championship meets as a Stroke and Turn Judge;
- **N3 Advancement Evaluation Requests.** Read and understand the “Guidelines for N3 Evaluations at National Championship meet Time Trials” and “N3 Starter Evaluation” or “N3 Referee Evaluation” (on the web) before checking these boxes. Eligible candidates for advancement may also apply at the first officials meeting, if they have their supporting documentation. Evaluations for N3 recertification will generally only be done for positions worked at the meet, and will only be valid if you are available to work all sessions. There are limitations on how many National Championship meets can be used for recertification purposes.

**MEETING DEADLINE DATES:** To be considered for appointment as a Deck Referee, Starter or Chief Judge, the deadline date MUST be met. If you do not know about your availability to attend the meet until after the deadline date, call or e-mail to see if applications are still being accepted for Stroke and Turn Judge (Line) positions.

- **RETURN:** Submit by email online or print and Fax or mail to the contact person listed at the bottom of the form.
- **SPECIAL NOTE – Everyone will receive a letter or email for acceptance or non-acceptance. If nothing is received eight (8) weeks prior to the start of the meet, do not assume you were not accepted. Contact the “Mail To” person on the bottom of the application to check on your status. Please do not contact for application status earlier than eight (8) weeks prior to the first day of the meet.**