

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

- ALL INFORMATION NEEDS TO BE PRINTED CLEARLY. TYPED IS PREFERRED. **ACCEPTANCE COULD BE DELAYED IF THE APPLICATION IS INCOMPLETE.**
- NAME: as it appears on your 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: please don't 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: please do not forget the area code
- CURRENT LSC CERTIFICATION: spell out the position (do not use level numbers - not all LSCs are the same); **current** expiration date (M/D/Y)
- CURRENT NATIONAL CERTIFICATION: position **AND** **current** expiration date (M/D/Y)
- CURRENT NATIONAL CHAMPIONSHIP CERTIFICATION: position **AND** **current** expiration date (M/D/Y)
- **INDICATE WHETHER YOUR CURRENT CERTIFICATION/S ARE NEW (1<sup>ST</sup> TIME CERTIFIED) OR RENEW (HAVE BEEN RECERTIFIED)**
- E-MAIL RECEIPT: print very clearly the ENTIRE address; IF you are not on the Internet and want a receipt, send a self addressed, stamped post card to the address below.
- SESSIONS: check YES for all sessions and NO followed by the sessions that you know for sure that you can work.
- SHIRT SIZE: CIRCLE YOUR CHOICE (this is only for host planning - it is not guaranteed)
- Roommate request: Check "Yes" if your name and number can be given to someone else looking for a roommate. Check "No" if you do not want your name and number given out. You will not be assigned a roommate. You will only be given names and numbers of those willing to be contacted.
- ASSIGNMENT REQUEST: ***YOU CAN REQUEST AN ASSIGNED POSITION IF YOU APPLY BEFORE THE DEADLINE DATE, PLAN TO WORK ALL SESSIONS AND COMPLY WITH THE FOLLOWING GUIDELINES.*** Check **Deck Referee** if you are National Championship certified as Stroke and Turn and wish to be considered as a deck referee (usually after a number of meets have been worked successfully at Stroke and Turn and/or Chief Judge);  
Check **Starter** if you are National Championship certified as Stroke and Turn and have met ALL criteria in the Starter Observation Procedures (on the web) and have been approved by two (2) different Head Starters at Time Trials at two (2) or more National Meets, Individuals on the APPROVED STARTERS LIST prior to 6/99 are not required to have a second approval;  
Check **Chief Judge** if you are National Championship certified as a Stroke and Turn (usually after a number of meets have been worked successfully at Stroke and Turn);  
**Starter Observation:** check either **Education** or **Advancement**. Read and understand the Starter Observation Procedure (on the web). **NOTE:** Being approved for assignment does NOT give you National Championship Starter certification. It places you on a list that is used to select starters for assignment at a national meet. Certification is granted after being assigned as a starter and performing successfully at a national meet;  
**MEETING DEADLINE DATES:** To request an ASSIGNMENT, the deadline date MUST be met. If you do not know about your attendance at a particular meet until after the NON-SPECIFIC deadline date, call or e-mail to see if applications can be accepted for non-specific positions.
- RETURN: mail to the address listed on the application; Fax to the number listed without a cover sheet; Or fill out on the web (if you have the capability) and e-mail to [rplwurk@fuse.net](mailto:rplwurk@fuse.net)
- **SPECIAL NOTE – EVERYONE WILL RECEIVE A LETTER FOR ACCEPTANCE OR NON-ACCEPTANCE. IF NOTHING IS RECEIVED, DO NOT ASSUME YOU WERE NOT ACCEPTED.**