

ARKANSAS SWIMMING

RULES & REGULATIONS

Effective 10/04/2025



ARKANSAS
SWIMMING

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PART I: ARKANSAS SWIMMING, INC. RULES, AND REGULATIONS

SECTION 1:

A. GENERAL

All rules and regulations are subject to the USA Swimming Code. The following rules and regulations are those locally adopted by ARSI House of Delegates (ARSIHOD). ARSI shall be the sport supervising committee for Aquatic Sports as outlined for the State of Arkansas as long as USA Swimming is the World Aquatics member for the United States. USA Swimming's description of the Arkansas Local Swimming Committee (LSC) is the State of Arkansas and Bowie County, Texas.

B. GOOD STANDING

“Good Standing” shall mean any club or individual who abides by all USA Swimming and/or ARSI rules and regulations. Any club or individual who does not comply with USA Swimming and/or ARSI rules and regulations shall be considered not in “Good Standing.” This applies to financial, membership, and administrative obligations.

Any notice questioning “Good Standing” for whatever reason involving any individual or club will be emailed to that individual with a read receipt requested. Any notice questioning “Good Standing” for whatever reason involving a club will be emailed to that club President of record with read receipt requested. The length of time for response will be listed in the notice if necessary. The notice shall state the remedy necessary to return the individual or club to good standing. This provision does not conflict with specific notices otherwise as required by USA Swimming or ARSI rules and regulations.

C. CHANGES

1. Legislation will be allowed when submitted through an ARSI club in “Good Standing” or through an ARSI committee. This legislation, whether submitted by the club or committee, must be reviewed and acknowledged by the appropriate committee within ARSI prior to being placed on the agenda.
2. Legislation submitted for consideration at the ARSIHOD meeting requires approval by a majority vote of the voting delegates present and eligible to vote. Legislation must be submitted seven (7) days prior to an annual, regular, or special meeting of the ARSIHOD.
3. ARSI Committees may bring agenda items to the ARSIHOD meetings without prior approval. Any legislation that is introduced on the floor of the ARSIHOD meeting will require a 90% vote for acceptance or approval.
4. The Board of Directors or the ARSI House of Delegates may modify legislation in any manner, but the modification must be relevant to the proposed subject matter.

D. ARKANSAS SWIMMING, INC. COMMITTEE MINUTES REQUIREMENTS

A copy of each ARSI Committee's minutes shall be forwarded to the ARSI Secretary and a copy sent to the ARSI General Chairman within seven (7) days of said meeting.

E. ARSI HOUSE OF DELEGATES

Please refer to the current year's USA Swimming Rule Book.

The voting members of the ARSIHOD shall be identified at roll call. The voting delegate must be a member of USA Swimming and in "Good Standing." Each member, who is present at roll call, shall be entitled to one (1) vote on each agenda item. There shall be no proxy vote. Members of the ARSIHOD who are eligible to vote include:

Board of Directors:

- General Chair (Executive)
- Administrative Vice-Chair (Executive)
- Senior Vice-Chair (Executive)
- Age Group Division Vice-Chair (Executive)
- Finance Vice Chair (Executive)
- Secretary (Executive)
- Treasurer
- Coach Representative (Executive)
- Senior Athlete Representative (Executive)
- Junior Athlete Representative (Executive)
- Technical Planning Chair
- Safety Coordinator / Safe Sport Chair
- Diversity Chair
- Disability Chair
- Officials Chair
- Ex-officio members (voice but no vote for BOD and HOD):

- Immediate Past General Chair
- Membership / Registration Coordinator
- Sanctions Coordinator

Club Members:

- Club Member Representatives
- At-Large House Members
- Athlete Representatives

Each Group Member shall appoint from its membership a Club Member Representative (non-athlete) and one or more alternates (non-athlete) and one Athlete Representative by sending an email to the ARSI Secretary at least 7 days prior to the Fall HOD meeting. If a club wishes to change its non-athlete voting delegate, then the new voting delegate must be designated in an email from the club's president or head coach. The club's athlete delegate must satisfy the requirements for athlete representatives stated in Appendix B.

At-Large House Members that serve as Ex-Officio Board of Directors include the Sanction Coordinator, Membership / Registration Coordinator, and Immediate Past General Chair. At-Large House Members may vote at House of Delegates. Paid positions are not eligible to vote. Other At-Large House Members that receive a vote, but are not members of the Board of Directors, include the National Times Verification (NTV) / Records Coordinator.

Arkansas Swimming, Inc. will reimburse a club for reasonable expenses for food served, not to exceed \$300, at an ARSI House of Delegates meeting.

F. USA SWIMMING PRIVACY POLICY FOR LSCS

Information concerning members of USA Swimming acquired during the registration process is the property of USA Swimming, and its use is within the control of USA Swimming. USA Swimming strictly limits the use of members' personal information to that information necessary for the conduct of the business of USA Swimming and its LSCs.

The USA Swimming Privacy Policy can be found on the USA Swimming website for reference.

G. MAILING/EMAILING LIST POLICY

Any requests for mailing lists will be supplied only as necessary and in accordance with USA Swimming Rules and Regulations.

SECTION 2: ADMINISTRATION OF THE SWIMMING PROGRAM

A. BASIC POLICY

1. Swimmers' performances will be accepted as valid for records, awards, and meeting qualifying time standards only when achieved in competitions or exhibitions sanctioned/approved by USA Swimming.
2. All USA Swimming competitions and exhibitions in which ARSI-registered athletes perform shall be sanctioned/approved unless exempt in accordance with USA Swimming rules.
3. Meeting of time standards for Arkansas Championships shall be achieved in sanctioned/approved competition.

4. All coaches must be certified according to the USA Swimming guidelines to be a coach member in “Good Standing.”
5. Attending coaches should be prepared to show proof of their USA Swimming registration at all ARSI competitions and exhibitions.
6. Some basic policies, application requirements, meet information, and the requirements that relate to sanctions/approvals are presented in sections below. Meet sanction requests must follow the Meet Sanction Process as listed in Section J below.
7. Any items introduced at the ARSI House of Delegates that require an increase in budget will be directly added to the administrative fee based on the approximate cost of the additional budgeted items unless alternate funding has been secured and presented at the time of the request.
8. **UNESCORTED/UNATTACHED ATHLETE PROCEDURE AT SWIM MEETS:** All athletes who are properly registered (and in “Good Standing”) and meet the rules of eligibility will be allowed to compete in USA Swimming competitions. ARSI Unescorted/Unattached procedures are as follows:
 - a. Unescorted athletes will be allowed to participate.
 - b. The unescorted athlete’s club coach contacts the host club coach or another club coach who will be attending the meet to supervise the athlete during warm-ups and competition.
 - c. Unescorted athletes for whom prior arrangements have not been made must check in with the Meet Referee upon arrival at the meet and be assigned to a substitute coach who will supervise the athlete during warm-ups and competition.
 - d. The burden remains with the athlete who will be attending a sanctioned meet “unescorted.” It is still the responsibility of (a) the athlete, (b) the club coach, and (c) the host club to adhere to the necessary procedures to protect each party involved.

B. MEET SCHEDULING

1. Meet Schedule Requests for meets to be held between September 1st of the current year and March 31st of the following year (“short course season”) must be submitted by June 1 of the current year.
2. Meet Schedule Requests for meets to be held between April 1st and August 31st of the current year (“long course season”) must be submitted by January 1 of the current year.
3. The ARSI Meet Schedule Request Form will be sent to clubs by the ARSI Administrative Assistant in January. All swim meet bids must be submitted on this form. A club which plans to host a swim meet during the specified time period, including its “traditional meet,” must submit a written bid in accordance with ARSI policy. Conflicts will be addressed by the Technical Planning Committee.

4. The ARSI Technical Planning Committee will review the requests. A proposed schedule of swim meets for the upcoming season will be published under the ARSI Planning Calendar by July 1st for the short course season and by February 1st for the long course season's hosts many championship meets each year:
 - a. 14&U Championships (March)
 - b. Senior Championships (March)
 - c. Long Course Championship (July)
5. Bids are voted upon each spring at the ARSI House of Delegates meeting.
6. Host clubs for ARSI championship meets will be voted on first, starting with the ARSI Senior and Age Group Championship meet each season.
7. Each club that plans to host a sanctioned/approved swim meet must have a certified Referee and a certified Administrative Official.
8. Any club which hosts or co-hosts a swim meet must provide at least four certified officials, one of whom must be a certified referee, and one Administrative Official, to work at each session of the meet.

C. USA SWIMMING/ARSI SANCTION, APPROVED MEETS, COVERED, AND OBSERVED SWIM COMPETITION REQUIREMENTS

1. SANCTION – A sanction is a permit issued by an LSC to a USA Swimming group member in Good Standing to conduct an event or meet. According to *USA Swimming Rules and Regulations* membership is required for: (a) all athletes, (b) all certified officials, and (c) all persons acting in any coaching capacity. Conduct of the sanctioned event must conform in every respect to all technical and administrative rules of United States Swimming.

Since all participants in a sanctioned event are members of USA Swimming, and USA Swimming rules apply, full insurance protection applies. The athletes have accident medical coverage; the athletes, non-athletes, and clubs have general liability coverage.

2. APPROVED MEET – An approved meet is a designated meet conducted by organizations other than USA Swimming member clubs and LSCs from which swimmers may use their times as USA Swimming qualifying times. The approved event must conform to all USA Swimming technical and administrative rules and meet standards.
3. Participating USA Swimming athletes, non-athletes, and clubs that are acting on behalf of USA Swimming enjoy USA Swimming insurance benefits. The athletes have accident medical coverage; the athletes, non-athletes, and clubs have general liability coverage. Responsibility for the event coverage lies with the non-USA Swimming meet host.
4. OBSERVED SWIMS AND MEETS – Observed swims are individual performances observed by assigned USA Swimming Officials for conformance with applicable USA Swimming technical rules in a meet conducted by a non-member of USA Swimming (high school, college,

US Masters, etc.) under other than USA Swimming rules. Such swims are designated for the purpose of obtaining a National Time Verification (“NTV”) while participating in a swim meet that is not under control of USA Swimming rules and regulations. Observed meets must adhere to USA Swimming.

5. Requests for observation must be submitted on the appropriate USA Swimming form to the Sanction Coordinator at least 7 days prior to the first day of the meet. Observed swims are restricted to season culminating championship meets of the host organization. A request for observation at any other meet requires the Sanction Coordinator to first receive authorization from USA Swimming. Such requests must be submitted to the Sanction Coordinator on the appropriate USA Swimming form at least 7 days in advance of the meet and must be accompanied by a copy of the meet information.

D. SANCTIONS/APPROVALS—BASIC POLICIES

1. Please refer to *USA Swimming Rules and Regulations* “Sanctions and Approvals” for the full and complete statement of all requirements and conditions of sanctions/approvals. The paragraphs herein provide basic policy information.
2. Activities which must be sanctioned/approved include swim meets, time trials, exhibitions, and swim-a-thons.
3. Sanctions/approvals are granted to club members in “Good Standing” as the sponsor of a competition or exhibition meet within the territorial jurisdiction of ARSI in accordance with USA Swimming and ARSI rules and regulations. Future sanctions/approvals may not be granted to any club failing to fulfill sanction/approval conditions of USA Swimming and ARSI.
4. The format, order of events, qualifying times, entry fees, awards, etc. CANNOT BE CHANGED BY THE HOST CLUB ONCE A SANCTION/APPROVAL IS GRANTED. Championship meets must be held according to the guidelines outlined by ARSI or USA Swimming Rules and Regulations unless prior approval is obtained by ARSI and/or USA Swimming.
5. Meet information may be sent out only **after the** sanction is granted. THE SANCTION NUMBER MUST APPEAR ON THE MEET INFORMATION.
6. An ARSI club may send out or post on the internet an “announcement” of an upcoming meet without a sanction number. This announcement should say “pending sanction approval.” Sanctions/Approvals will be granted only if meets are restricted to a reasonable number of entrants and/or entries. Sessions involving 12 & Under swimmers must adhere to USA Swimming Rules and Regulations. Time trials conducted in conjunction with a sanctioned meet must have a separate sanction number. For additional information pertaining to a sanction for time trials, refer to the following Section 2 G. “Time Trials”.
7. A meet entries reconciliation file (Recon file) shall be sent to the ARSI Sanction Coordinator at least four (4) days prior to the first day of a meet. The ARSI Sanction Coordinator and Membership/Registration Chair shall notify clubs of any registration issues that occur in their

entries. A post-meet reconciliation file shall be sent to the ARSI Sanction Coordinator within three (3) days after the completion of a meet.

8. Inclusion of swimmers with a disability in Arkansas Swimming, Inc., sanctioned meets:
 - a. In all non-Championship meets and time trials sanctioned by Arkansas Swimming, Inc., swimmers with a disability need not have achieved any meet qualifying time standards. The Meet Referee shall have the authority to accommodate the swimmer. The Meet Referee shall work with the Meet Director to provide for facility accommodation requests.
 - b. A swimmer with a disability and/or the swimmer's coach is expected to communicate their request in advance of the meet entry deadline.
 - c. In all LSC Championship meets, swimmers with a disability may enter using USA Swimming Swimmers with Disabilities Parallel Time Standards.
 - d. Refer to the USA Swimming Rules and Regulations for guidance regarding accommodation for swimmers with disabilities.

E. MEET SANCTIONS/APPROVALS—APPLICATION REQUIREMENTS

1. The sanction request form is available as a Jotform on the ARSI website and from the ARSI Sanction Coordinator. The pre-meet Jotform must be filled out by the host team. The post-meet Jotform must be filled out by the host team and submitted so that the fees owed may be determined.
2. All other paperwork (meet information, event list, meet summary form, entry forms, etc.) must be sent to the Sanction Coordinator through the Jotform prior to the deadline to be checked for additions and/or corrections. The meet information must be finalized before the sanction request can be approved. Sanction numbers will not be issued until all information has been finalized.
3. Sanctions cannot be issued for a meet within two (2) weeks of the first day of the meet.
4. Meet information must be distributed and/or made available on the ARSI website and planning calendar and on the host club website as soon as possible **after** receipt of sanction(s). **THE SANCTION NUMBER MUST APPEAR ON THE MEET INFORMATION.**
5. Applications must include the following:
 - a. A complete copy of the proposed meet information, including an event list,
 - b. Name of ARSI-certified Meet Referee and ARSI-certified Administrative Official,
 - c. Names of Meet Directors,

- d. The Registration Coordinator will ensure that all Club Board of Directors, Coaches, and Meet Director(s) are non-athlete members of USA Swimming and are in “Good Standing,”
- 6. The ARSI Sanction Coordinator shall notify clubs within seven (7) days after receipt of a sanction application that it is in process and is expected to be returned by a specific date. The Sanction Coordinator must notify the host club immediately when any additional information is needed to process the request for a sanction promptly.

F. MEET EVENT/ENTRY INFORMATION REQUIREMENTS

- 1. All events and conduct of the meet must conform to the current USA Swimming Code of Conduct and ARSI Handbook.
- 2. Meet information must bear the statement: “Sanctioned by USA Swimming through Arkansas Swimming, Inc. Sanction No. _____.”
- 3. Meet information must state that all swimmers must be currently registered and in good standing.
- 4. Meet information should state whether or not deck entries will be allowed.
- 5. Meet information should include all entry fees and surcharges, including deck entry fees (if applicable).
- 6. Meet information should include scoring and award criteria.
- 7. Meet information should include meet type, meet capacity, and limit on individual entries.
- 8. Meet information must include the order of events, qualifying time standards, if any, and proof of time requirement.
- 9. Check-In and Scratch Rules as adopted by ARSI must be included with meet information for deck-seeded meets. Unless stated otherwise in the meet information, each swimmer has thirty (30) minutes prior to each event to declare entry into the event. If a swimmer does not scratch, then the swimmer is entered. Appendix B contains a copy of the Arkansas Swimming, Inc. Scratch Rules.
- 10. Meet information must include the time trial information, if applicable. USA Swimming rules limit the number of events, including time trials, in which a swimmer may compete per day.
- 11. Appendix A contains a copy of the Warm-up Procedures Guidelines to be included in the meet information.
- 12. Meet information must state either “The competition course has been certified in accordance with Section 104.2.2C(4). The copy of such certification is on file with USA Swimming.” or “The competition course has not been certified in accordance with Section 104.2.2C(5).”

13. Must state “The minimum water depth, measured in accordance with Article 202.3.10C, is xx' xx” at the start end and xx' xx” at the turn end.” where xx represents the number of feet and inches.
14. Must state “Smoking and the use of other tobacco products are prohibited on the deck, in bleachers, locker rooms, or other areas designated as swimmer rest areas.”
15. Must state “Possessing a still or video camera or a cell phone with video capability is absolutely prohibited in all dressing areas, locker rooms, bathrooms, or any other location where swimmers may be dressing. Any person found possessing such devices in these areas will immediately be removed from the meet with all fees forfeited and will be subject to further LSC and/or USA Swimming sanctions and penalties.”
16. Must state “Any swimmer who does not enter the pool feet first during any portion of a warm-up/warm-down period which requires feet first entry shall receive a warning for the first offense rather than a disqualification. Disqualifications are automatic for subsequent violations. In the session in which the penalty is enforced, the swimmer cannot deck enter an event to replace the event from which they were removed. These warm-up rules also apply to the warm-up/warm-down area during the meet.”
17. Must state “Every swimmer entered in the meet must be certified by a USA Swimming member coach as being proficient in performing a racing start or must start each race from within the water. When unaccompanied by a member coach, it is the responsibility of the swimmer or the swimmer’s legal guardian to ensure compliance with this requirement.”
18. Must state “Arkansas Swimming welcomes the participation of swimmers with disabilities in all ARSI-sanctioned events. Swimmers and/or their coaches who may have special needs are expected to contact the Meet Referee to discuss competitive accommodations, and to contact both the Meet Referee and the Meet Director to discuss facility accommodations, prior to the entry deadline for the meet.”

G. TIME TRIALS

1. Conducted in conjunction with a sanctioned meet
 - a. The time trials shall have a separate sanction number.
 - b. The request for the time trial shall be submitted to the Sanction Coordinator at the same time that the meet sanction request is submitted.
 - c. Pay appropriate sanction fees (See Section 2-I).
 - d. Meet information must state that time trials shall be conducted and contain the following information:
 - i. Maximum number of events a swimmer may swim per day (USA Swimming rules limit the number of events, including time trials, in which a swimmer may compete per day),

- ii. Whether or not swimmers shall be entered in the meet to be eligible to swim the time trials, and
 - iii. That there shall be no scoring or awards for the time trials.
 - e. The time trials shall be swum in the order listed by the meet schedule as follows:
 - i. First Day—the day's events, followed by the remaining events in the meet.
 - ii. Second and Subsequent Days—that day's events, followed by the events of the remaining day(s) of the meet, followed by the events of the previous day(s).
- 2. Conducted separately from a sanctioned meet
 - a. The time trials require a sanction number.
 - b. The ARSI Sanction Coordinator must receive the sanction request a minimum of three (3) days prior to the time trials. The request must include the sanction fees, meet information, and schedule of events.
 - c. Pay appropriate sanction fees (see Section 2-I)
 - d. There shall be no scoring or awards.
- 3. All time trials must have a post-time trial recon file that is submitted on or before the required deadline.

H. OFFICIALS TRAINING CLINICS

- 1. Sanctions for officials training clinics are granted to the ARSI Officials Committee acting on behalf of ARSI.
- 2. No sanction fee or deposit is required. There shall be no fee for interested individuals to attend the clinic.
- 3. A sanction application for an Officials Training Clinic must be submitted to the ARSI Sanction Coordinator at least two (2) weeks prior to the clinic by the ARSI Officials Chair. The Officials Chair is responsible for obtaining the instructor for the clinic.
- 4. The clinic shall only be conducted by certified and qualified Referees following an agenda/outline provided by the Officials Chair. The Referee conducting the clinic shall provide the ARSI Sanction Coordinator and the ARSI Officials Chair with a copy of all clinic attendees and their contact information.

I. FEES

Regular meets		
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	Entry Fee	Fee paid to ARSI
Swimmer surcharge to LSC	\$3	\$3
Individual event	no max-host discretion	\$1
Relay event	no max	\$2
Facility fee	no max	0

Championship Meets

	Entry Fee	Fee paid to ARSI
Swimmer surcharge to LSC	\$5	\$5
Individual event	Maximum \$7	\$1
Relay event	Maximum \$14	\$2
Facility fee	Maximum \$20	0

Time Trials events will be billed the same as other events.

ARSI equipment use is always \$100 per session.

The timing equipment rental fees for non-ARSI meets are \$300 per session.

Sanction fees and Deposits

	Sanction fee	
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All meets	\$30	
Time trials with meet	\$10	
Time trials-stand alone	\$25	
Clinic	none	

1. **Deck Entries** (where allowed): Maximum of double the individual and relay event fees (Surcharge applies for swimmers not previously entered).
2. **Officials Training Clinic:** no sanction fee and no deposit required.

J. PRE-MEET AND POST-MEET REQUIREMENTS

1. No later than noon on the fourth (4th) day prior to the first day of the meet, the Sanction Coordinator must receive a copy of the meet entries in the form of a Hy-Tek recon file (CL2 file extension) as an attachment to an e-mail
2. Within seven (7) days after the meet:
 - a. The meet host must send a post-meet Hy-Tek recon file (CL2 file extension) as an attachment to an e-mail to the sanctions chair.,
 - b. The meet host must send a post-meet Hy-Tek results zip file as an attachment to an e-mail to the Top 16/SWIMS official, and the NTV/Records Coordinator. Final results must include the first and last names of the relay members and their ages.
 - c. The meet host must complete the Post Meet JotForm located on the ARSI website and pay the meet fees.
 - d. The meet host must send a post-meet PDF of the final meet results to the ARSI webmaster and the Sanction Coordinator.
 - e. The meet host must send the Meet Official's Record listing all officials who worked the meet and the Meet Referee Report to the ARSI Sanction Coordinator and the ARSI Official's Chair.
 - f. Penalties for failure to comply with the provisions in this section may result in a late fee of \$7 per day.

SECTION 3: REGISTRATION PROCEDURES

A. GENERAL INFORMATION

1. All swimmers competing in sanctioned events must be registered athlete members of USA Swimming. They must meet representation and eligibility rules contained in *USA Swimming Rules and Regulations*. Registration is available on the USA Swimming website.
2. Athletes' membership (registration) fee is set by the ARSI House of Delegates and includes membership in USA Swimming, membership in ARSI, and accident and liability insurance coverage.
3. Except for seasonal athlete registration, membership is for one calendar year (January 1 through December 31). The seasonal athlete registration is for a continuous period of not more than 150 days commencing on the date of registration. (USA Swimming limits seasonal membership to a maximum of 150 days).
4. Any questions or information concerning registration shall be directed to the ARSI Membership/Registration Coordinator.
5. Each club shall appoint a registration/membership chairman who will be responsible for the distribution and collection of forms. This person must be a non-athlete member of USA Swimming through ARSI.
6. Membership cards are available for viewing and printing through the USA Swimming website.
7. The athletes' registration numbers printed on the membership cards from USA Swimming are official and may differ from those generated by the Hy-Tek Team Manager software.
8. Clubs will be fined \$100 for each non-registered athlete who swims at the meet either after being warned during the recon process that the athlete is not registered or by deck entry. In the case of deck entry, the fine will go to the host club for failure to confirm registration.

B. ANNUAL ATHLETE REGISTRATIONS

Athletes applying for membership on or after September 1 will be able to view and present their membership card from the USA Swimming website.

C. SEASONAL ATHLETE REGISTRATIONS

The seasonal athlete registration is for a continuous period of not more than 150 days commencing on the date of registration (USA Swimming limits seasonal membership to a maximum of 150 days). These athletes may participate in sanctioned/approved swim meets in open competition at any USA Swimming meet below Zone Championship level. To participate at the Zone or higher level, athletes must be registered as Premium athletes. The seasonal athlete registration is available on the ARSI website.

D. OUTREACH MEMBERSHIP

USA Swimming outreach membership offers qualified individuals the opportunity to become a USA Swimming year-round athlete member at a reduced fee. Swimmers must show proof of financial need and complete the Outreach registration on the USA Swimming website. Specific qualifications for financial need may be found on the USA Swimming website (www.usaswimming.org/outreach).

E. FLEX MEMBERSHIP

The Flex membership is with USA Swimming covering the cost of the insurance and benefits, and a welcome edition of Splash magazine. The Flex membership, like the year-round athlete membership, is for a calendar year period. Like the year-round membership, individuals who apply for Flex membership on or after September 1 of the current year will receive membership through December 31 of the following year. The Flex membership is available to individuals aged 12 and under. Swimmers who move to the year-round athlete membership category within the same membership year will be able to credit the cost of the Flex membership toward the cost of their year-round membership. Swimmers may participate in two (2) USA Swimming-sanctioned meets per membership year for meets below the LSC Championship level.

F. ATHLETE STATUS CHANGE AND/OR TRANSFER OF REGISTRATION

1. Athletes transferring representation from one club to another must do so within their USA Swimming account. To transfer representation from one USA Swimming club to another, 60 days must elapse without the athlete having represented any USA Swimming club in USA Swimming-sanctioned competition.
2. A \$5 service fee is charged for athletes transferring to a different team within ARSI. A \$10 service fee is charged for athletes transferring from a different LSC to ARSI.
3. Steps for transferring from ARSI to a new LSC or from another LSC to ARSI:
 4. Athletes should initiate the transfer on their USA Swimming dashboard.
 - a. Athletes competing for a secondary school, college, or university need not apply for formal transfer to unattached status at the commencement of their swimming season, nor return to attached status with the club in which they are registered at the end of their swimming season. However, if they wish to attach to a different club than the one in which they are registered, they should initiate the transfer change on their USA Swimming dashboard.

G. CLUB REGISTRATION

1. Club Registration will be done online via the club's USAswimming.org dashboard. Registration must be completed by December 1 to avoid possible insurance consequences. Clubs registering after December 1st will pay \$200.
2. Clubs registering after January 1st will pay \$300.
3. **A club shall not register on deck or with meet entries.**

I. NON-ATHLETE REGISTRATIONS

USA Swimming non-athlete membership is required for club officers and board of directors, coaches, officials, ARSI officers, ARSI House of Delegates members, ARSI committee members, and meet directors.

K. OPEN-CLOSED COMPETITION

An athlete may represent two different organizations if one is in a closed league and one is in open competition (For example, Jane Doe represents ABC Club which is member of ARSI and is in the Central 'B' Summer League, which is also a member of ARSI and a closed league. She can represent ABC Club in all of the closed league swimming competition. Her current ARSI registration card lists her as being affiliated with XYZ Club. That means she must represent XYZ Club in open competition). Athletes in closed league competition are governed by all ARSI rules unless waived by sanction.

PART II: CONDUCT OF MEETS

SECTION 1: MANAGEMENT AND RESPONSIBILITIES

Refer to both the USA Swimming Code and the USA Swimming Meet Director's Handbook in order to obtain more specific information regarding the responsibilities of the Meet Director, Marshal, etc. (Refer to both the USA Swimming Code and the USA Swimming Meet Director's Handbook).

SECTION 2: OFFICIALS

Refer to the current USA Rulebook for the minimum number of officials, their required certifications, and their responsibilities.

SECTION 3: CHAMPIONSHIP MEETS

A. GENERAL RULES

1. Please refer to the ARSI Handbook for basic policies pertaining to the administration of the swimming program within ARSI.
2. The deck should be closed to unauthorized persons.
3. Qualifying times for individual events are published and determined based on the recommendations of the Technical Planning Committee, with a vote of the HOD.
4. Each club is eligible to enter at least one (1) relay in each event. Any additional relays must be comprised of swimmers qualified in one or more individual events (B-Relays must have 8 qualified swimmers, C-Relays must have 12 qualified swimmers, etc). Relays are timed finals and will be swum during finals.
5. 14 and Under Championships and Long Course Championships meets qualifying times will use USA Swimming "BB" time standards. Senior Championship meets will use unique ARSI

qualifying time standards for eligibility. The period for using times to qualify for Championship meets shall begin the first day of the previous year's Championship meet.

6. Swimmers qualified to swim in individual events or relay only swimmers will be allowed bonus events based on the chart below.

Qualifying Times	Bonus Swim
Relay Only	2
1	3
2	2
3	1
4+	0

ALL bonus swims must be in events that are 200 yards or less. Swimmers must achieve at least a USA Swimming Motivational 'B' Time in order to compete in any bonus events. The 400 IM, 500 Freestyle, 1000 Freestyle, and 1650 Freestyle are not eligible for bonus swims.

1. Proof of Times
2. All entry times will be checked prior to the start of the meet through the SWIMS database. Swimmers must have achieved the time standard since the first day of the previous year's Championship Meet of the same course (this includes times achieved at the Age Group Championship meet). Entries not meeting the qualifying time will be removed from the meet except as specified below:
 - a. Coaches will be notified of times that cannot be verified by the SWIMS database. The coach must prove the swimmer has previously achieved the qualifying time with official meet results from a sanctioned meet or approved swim prior to the deadline as stated in the meet information.
 - b. Swimmers will be able to qualify for the 1500 Free with a corresponding 800 Free time. Swimmers will be able to qualify for the 800 with a corresponding 1500 Free time. Swimmers who use corresponding times will be seeded at the qualifying time standard.
3. Each swimmer who is entered in a swim meet is required to pay the surcharge and applicable fees. This includes relay only swimmers.

4. All entries are sent only to the host club. Entries received on or before the deadline date will be accepted. Entries received after the respective deadline will not be accepted, except as specified below.
 - a. Teams that enter Championships in accordance with the current ARSI and USA Swimming rules will be allowed to add swimmers after the entry deadline and pay double entry fees or \$500, whichever amount is less.
5. The host club must notify a club as soon as possible after receipt if one or more of the items constituting a complete initial submission are missing.
6. Meet time trials are limited to the participants entered in the meets who are entered in at least one (1) individual event and are only for the purpose of qualifying for a higher caliber meet.
 - a. The Meet Host is responsible for providing the meet information for both the ARSI Short Course Senior State Championships, 14 & Under Age Group Championships and Long Course Championships to the host clubs no later than 60 days before the meet. In prelims-finals meets with both championship and consolation heats in finals, if the Referee becomes aware of a scratch in the championship heat, then both heats will be re-seeded, moving the fastest consolation swimmer to the championship heat and the alternate to the consolation heat.
7. All scratches and deck entries for the following day's prelim session need to be completed prior to 5:30 p.m. the night before the session. All deck entries will be at qualifying times. **Deck entries are limited to swimmers not already entered in the meet.** Deck entered swimmers must show proof of ARSI membership to the host team's registration chairperson. All deck entries will be double the entry fee and will include appropriate surcharges. New heats may be created as necessary.
8. Clubs will be notified of their warm-up assignments. The order in which clubs can choose early or late warm-ups is determined by the ranking of the clubs at the previous year's Championship meet. At Championship meets held in facilities where there are more than eight lanes available for warm-ups, the host club, with the approval of the Technical Planning Committee, may modify the lane assignments for the third warm-up session to allow for more lanes to be designated for starts. The revised lane assignments must be listed in the meet information. Lane assignments for finals will be provided based on the number of swimmers in finals at facilities where there are no warm down facilities.
9. All awards for the ARSI Championships are standardized and will be purchased by the ARSI Awards Committee.

B. ARKANSAS SWIMMING, INC. AGE GROUP CHAMPIONSHIPS

1. The ARSI 14 & Under Age Group Short Course Championships and Senior Championships shall be three (3) days of competition in a prelim-finals format unless otherwise noted in the meet information. The ARSI Long Course Championship shall be four (4) days off prelims and finals unless otherwise noted in the meet information. Both Short and Long Course championships for ages 10 and under will be timed finals.

2. ARSI Championships are open only to USA Swimming/ARSI registered swimmers. The meet will open with a parade of the teams and the playing of the Star Spangled Banner.
3. Championship seeding is required for prelims-finals events.
4. Swimmers may enter a maximum of three (3) individual events per day as permitted by the current USA Rulebooks to total a maximum of Nine (9) individual events for the Age Group Short Course Championships and the Long Course Championships.
5. Age groups for Short Course Championships will be 10 and Under, 11-12, and 13-14. Senior championships are open age groups.
6. Age groups for Long Course Championship will be 10 and Under, 11-12, 13-14 and 15-16, 17-18.
7. Individual awards for at least the top three swimmers for each event and Individual high point awards for each age group will be presented during finals.
8. The top three teams in the men's, women's, and combined divisions will be awarded.
9. ARSI Age Group Championships Time Trials
 - a. The host club shall obtain a separate sanction for time trials to be conducted in conjunction with the meet for the sole purpose of qualifying for a higher level of competition (e.g., Zone, Sectional, etc.).
 - b. These time trials shall be held immediately following prelims on Saturday and Sunday.
 - c. Time trials are open to all USA Swimming swimmers registered through ARSI. Swimmers must be trying to achieve qualifying times for a higher level of competition.
 - d. Time trial events count toward the maximum of three (3) individual events for the day, but do not count against the total individual events for the meet.

APPENDIX A

SECTION I. WARM-UP PROCEDURE GUIDELINES

(USA SWIMMING/ARKANSAS SWIMMING, INC.)

A. PRE-MEET WARM-UP PERIOD

1. Marshals should be actively supervising the warm-up to ensure that proper procedures are followed.
2. Swimmers must enter the water feet first only at the starting end of the pool. Swimmers must have a coach present to supervise their warm-up.
3. Warm-up times and Racing starts will be determined by the meet host and listed in the meet information.

APPENDIX B

SECTION I: SCRATCH RULES

(ARKANSAS SWIMMING, INC.)

A. INDIVIDUAL SCRATCH RULE

1. Pre-Seeded Meets—Each swimmer shall report promptly to the blocks (or Clerk of Course, if appropriate) prior to the start of each race in which he/she is entered.
 - a. Any swimmer not reporting for or competing in an individual timed final event shall not be penalized.
 - b. Any swimmer not reporting for or competing in a preliminary heat when finals are scheduled shall not be penalized.
2. Events Seeded on the Deck—Any swimmer entered in an individual event that is seeded on the deck, in whole or in part, who has checked in for that event, must swim the event unless the Clerk of Course is notified before the seeding for the event has begun that the swimmer wishes to scratch.
 - g. Failure to scratch prior to seeding and not swimming the event will result in the swimmer being barred from the next individual event in which the swimmer is entered on that day or the next meet day.
 - h. Events seeded on the deck shall be closed for seeding no earlier than thirty (30) minutes prior to the start of the event.
3. Scratching from Consolation Finals and Finals
 - a. Any swimmer qualifying for a consolation final or final in an individual event who fails to compete in said consolation final or final shall be barred from further competition for the remainder of the meet, except as noted below.
 - b. In the event of withdrawal or barring of a swimmer from competition, the Referee shall fill the consolation final or final, when possible, with the next qualified swimmer(s). The heats shall not be reseeded. First and second alternates shall be announced along with the final qualifiers.
 - c. These alternates shall not be penalized if unavailable to compete in the finals.
 - d. Prior to the beginning of the Finals Session when a final has not been swum and a barring or withdrawal is known to the Referee, the Referee shall reseed the consolation final and the championship final, if necessary, to insert the alternate(s) in the appropriate lane(s), filling all lanes in the final.

- e. If a consolation final already has been contested, the final shall be swum without reseeding for the empty lane(s).
4. Exceptions for Failure to Compete – No penalty shall apply for failure to withdraw or compete in an individual event if:
 - a. The Referee is notified in the event of illness or injury and accepts the proof thereof,
 - b. A swimmer qualifying for a consolation final or final notifies the Referee, or the Referee's designee, within thirty (30) minutes after announcement of the qualifiers for that final that he may not intend to compete and further declares his final intentions to the Referee within thirty (30) minutes following his last individual preliminary event, and
 - c. It is determined by the Referee that failure to compete is caused by circumstances beyond the control of the swimmer.

B. RELAY SCRATCH RULE

Pre-Seeded Meets—Any relay team entered in a pre-seeded relay event that fails to compete in or report for that event shall not be penalized.