

# Minnesota Swimming Pre-Season Meet Hosts Call

October 2025



# Welcome





# Purpose of Call

- Ensure meets are safe, fair, fast, and fun.
- Ensure all Meet Refs and Meet Directors are following the same policies.
- To provide some best practices for hosting meets and Safe Sport Safety.
- Review the sanction process.
- Review relevant USA Swimming rules and LSC policies governing Minnesota Swimming meets.
- Understanding pre-meet recons
- How to find officials for your meet.



# Housekeeping

## 2025-2026 Fall/Winter Championship Meets

- Single Age Dec. 5-7, 2025
- Minnesota Bronze Championship (3 sites) February 21-22, 2026
- Minnesota Regional Championship (6 sites) February 27-March 1, 2026
- 10&U State Championship (1 site) March 7-8, 2026
- Senior State Championship (1 site) March 12-15, 2026
- 11-14 State Championship (1 site) March 19-22, 2026

## 2026 Summer Championship Meet Dates

- Minnesota Regional Championships (MRC - 4 sites) TBD
- 10 & Under State Championships (1 site) TBD
- 11-14 State Championships (1 site) TBD
- Senior State Championships (1 site) TBD

# Sanction Process





# Requesting a Sanction and Associated Fees

- **USA Swimming Requirements - Article 202 (2025 Rulebook pgs 61-69)**
- **MN Swimming Required Forms Found under Hosting Meets:**

<https://www.gomotionapp.com/team/czmnisc/page/documentsresources/mnsi-meet-management>

- **Email Sanction Request Form**
  - \$100.00 – 60+ days prior to the first day of meet
  - \$125.00 – 59-30 days to the first day of meet
  - \$150.00 – 29-15 days to the first day of meet
  - \$250.00 – 7-14 days to the first day of the meet
  - \$350.00 – Less than 7 days to the first day of the meet
- **Meet Information Template** (Meet Referee REQUIRED at time of sanction)
- **Splash Fees:** \$2.00/splash for all meets (\$8.00/relay)
  - Exception: 1-session Bronze or Below meet then \$1.00/splash
  - Billed to your account
- **Sanctioned vs. Approved vs. Block Party**



# Meet Information

Common mistakes when submitting meet information template:

- Template not completely filled in
  - Meet Referee not listed
  - Details in the body of the email rather than taking the time to fill in the template
  - Fees different from Fee paragraph vs the summary page.
  - Pool information not filled in.
  - OOE not inserted into template and not included in email or as an attachment
- Not using form in WORD format so that formatting stays (SHOULD be a fillable form when you open it)
  - Causes me to start from scratch and re-do it all.
  - Dropdowns are not all filled in. (They became text rather than drop-downs.)
- Not using the current meet information template
  - Current template has the currently required wording/paragraphs from USA Swimming
  - NEW template has been posted. (1 for Timed Finals meets and 1 for Prelim/Finals)



# Pre-Meet Recons

Why important?

- ALL athletes in the meet must be covered by insurance to swim in the meet.
- Unless sanctioned as an Approved meet, all swimmers in the meet MUST be USA Swimming registered and be in good standing (if over 18 years old must have APT Training completed).
- If sanctioned as an Approved meet, they must be covered by another insurance (AAU, YMCA, etc.)

**One athlete/non-athlete not registered/in good-standing nullifies the insurance coverage for the meet!!**



# Pre-Meet Recons

## Common Errors - How to Fix?

- Athlete not registered
- Athlete must complete APT Training
- Athlete must compete UN
- DOB Incorrect
- Name wrong
- Transfer needed

# Hosting Safe Meets





# Safe Sport Resources for Meets and Events

- USA Swimming Best Practices and Meet 360

<https://www.usaswimming.org/docs/default-source/safe-sportdocuments/club-toolkit/2.-safe-sport-and-parents/lsc-sanctioned-meet-360.pdf>

- Safety marshals! One of each gender monitoring the pool deck, spectator areas, entrance/exit to locker rooms
- Volunteers at the entrance to the meet - greet/direct athletes, answer questions from spectators, monitor for any unexpected or unusual behavior
- Signage - athletes in locker room only, no photos or videos from behind the blocks
- Announcements - available restrooms for spectators, athletes only in the locker rooms



# Safe Sport

- Reporting concerns
  - Meet Referee
  - Meet Director
  - Coach or other official
- Typical Issues
  - Parent/guardian/spectator on the pool deck
  - Parent/guardian/spectator in the locker room
- [safesport@mnswim.org](mailto:safesport@mnswim.org)
- US Center for Safe Sport - <https://safesport.i-sight.com/portal>
- USA Swimming - <https://fs22.formsite.com/usaswimming/form10/index.html>



# Operational Risk/Report of Occurrence

- No matter the incident, USA Swimming would like it reported.
- A Report of Occurrence is to be submitted any time there is an accident or injury during USA Swimming activities such as Sanctioned or Approved swim meets, swimming practices, contracted Swim-a-Thons or approved social events. The online form does require that certain sections, indicated by an asterisk, must be completed before it can be submitted.
- A copy of the Report of Occurrence confirmation email must be sent to our MN Swimming Operational Risk Chair, Mikaela Bagley ([mikaela.bagley@minnetonkaschools.org](mailto:mikaela.bagley@minnetonkaschools.org)), and Operations Manager, Tracy Meece ([tmeece@mns swim.org](mailto:tmeece@mns swim.org)).
- Connect with Mikaela Bagley of any other concerns related to operational risk



# Meet Marshals

- Per USA Swimming all meets held after Jan 1, 2023, will be required to have at least 2 meet marshals on deck (1 of each gender)
- “Shall wear identifying attire and enforce warm-up procedures and maintain order in the swimming venue. The Marshal shall have full authority to warn or order to cease and desist, and, with the concurrence of the Referee, to remove, or have removed from the swimming venue anyone behaving in an unsafe manner or using profane or abusive language, or whose actions are disrupting the orderly conduct of the meet.”

# Racing Start Certification



## Certification Requirements

- **Swimmers 10 & under OR less than 1 year experience:** Must complete the racing start learning progression from the American Red Cross Safety Training for Swim Coaches Manual and Racing Start Certification Checklist
- **Swimmers 11 & older with 1+ years experience:** Certification based on coach's observation of swimmer's ability to safely control racing start depth
- **All certifications:** Based on coach's professional judgment and cannot guarantee safety

## Transfer Policy

- Swimmers certified at one club must be **recertified** when transferring to a new club
- Previous certification does not carry over between clubs

## Record Keeping

- Each club must retain certification forms for **three years**
- No requirement to submit forms to LSC or competition officials
- Club responsibility to maintain documentation



# ‘Sit and Slide’ Entry Required

- Per MNSI Policy 250, a **‘sit and slide’ entry is required** when entering the pool for warm up or cool down.
- If an official or volunteer observes an athlete failing to ‘sit and slide,’ that athlete will be disqualified from their next individual event. As with other DQs, we will occasionally miss things but we will do our best to enforce this policy consistently.



# Non-Athlete Registration

## Non-athlete check in - MNSI Policy 603 -

<https://www.gomotionapp.com/czmnisc/UserFiles/File/Policies/MSI%20Policy%20%23603%20Non-Athlete%20Member%20Check-in%2006192018.pdf>

- Ensures that only eligible individuals are on deck
- Fees are assessed for violations - unregistered athletes, coaches or officials with expired/incomplete credentials
- The membership card that the person shows upon check-in should be for the position that they are working in at the meet. (Example: If working as an official they should show a card for Apprentice Official/Official/Junior Official. If working as a coach, they should show a Coach card.
- **ALL** requirements for that membership type should show in good standing thru the last day of the meet.



# Athlete Registration

- LSC office completes initial recon report after entry deadline.
  - Please send files to Tracy ASAP after entries close.
  - Meet Referee, Meet Director, Admin Official are copied.
- LSC office completes final recon generally 2 days prior to the meet.
  - **Meet Referee AND Meet Director MUST check athlete registration** using club portal, membership card, or report from LSC office for any athletes in the final recon report.
  - If athlete is not registered and in good standing (APT compliant) by the **start of warmups the first session** of the meet, they are not permitted to compete in the meet.
  - \$100 fine if non-APT compliant athlete competes
  - Screenshots/certificates are not valid proof of APT.
- Insurance is compromised if unregistered athlete is on deck or in water!

Meet Recon Report - 2024



Athlete Name	Member Id	Entered DOB	Age	Error	Dupe Status	Entered LSC	Entered Club	First Name	Last Name	Birth Date	LSC	Club	Member Type	Reg Exp Date	APT Exp Date	Flex Meets	Notes
		12/29/2012	11	LSC/Club in Meet file does not match SWIMS	No Dupes	MN	EDI	Ha		2/29/2012	MN	UN	Premium Athlete	12/31/2024			Change to UN-ED. Athlete must complete unattached at this meet.
		5/4/2005	19	Athlete is 18 and has not completed APT	No Dupes	MN	HAST	C		5/4/2005	MN	HAST	Premium Athlete	12/31/2024	4/29/2024		Athlete must complete APT training prior to Session 1 warm-ups per MNSI policy 238
		8/13/2016	7	Athlete is Flex member and upgrade is required	No Dupes	MN	HAST	E		8/13/2016	MN	HAST	Flex Athlete	12/31/2024		2	Athlete must UPGRADE to premium membership. Has swum in 2 meets as flex member.
		7/26/2004	19	Athlete is 18 and has not completed APT	No Dupes	MN	HAST	Ma		7/26/2004	MN	HAST	Premium Athlete	12/31/2024	7/25/2023		Athlete must complete APT training prior to Session 1 warm-ups per MNSI policy 238
		12/30/2008	15	ID does not match SWIMS	No Dupes	MN	NSST	J		2/30/2008	MN	NSST	Premium Athlete	12/31/2024			Change member ID to match SWIMS: CD92E6AA9C204A

# Officiating





# How to Find Officials for a Meet

- **When should I start finding officials?**

- A Meet Referee is required for sanction. Admins can be harder to find so try to get your admin lined up when you sanction the meet or asap. Try to line up a starter several weeks ahead if not more.
- Finding enough officials can be stressful for a MR- anything a host can do to help is appreciated such as including a sign-up link for officials in emails to the clubs, offering to pay for parking, etc.

- **What about prelim/final meets?**

- The Officials Committee will identify ½ of the lead officials (Meet Referee, lead Admin Referee, lead Chief Judge, lead Deck Referee, lead Starter) and the host club will identify the remaining ½ of the lead officials.

- **Who is a qualified Meet Referee?**

- Varies by Meet size - want to put officials and clubs in positions to be successful.
- [THIS DOCUMENT](#) explains recommended qualifications.
- [THIS DOCUMENT](#) is a list of recommended Meet Referees.

- **Resources**

- Dropbox folder with Officials contact information - all Meet Referees and Meet Directors should have access.
- Club Officials Coordinators.
- Meet Referee and [Admin Official](#) lists.
- Kerra (LSC Officials Chair) and Tracy (LSC staff)



# Minimum and Preferred Staffing for Deck

- **Minimum Staffing (see 102.10)**

- **Invitational (3+ teams)**
  - 1 Referee
  - 1 Starter *(also serving as a Stroke and Turn Official)*
  - 1 Admin Official
  - 1 additional Stroke and Turn Official
- **Dual or Intrasquad**
  - 1 Referee *(also serving as a Stroke and Turn Official)*
  - 1 Starter *(also serving as a Stroke and Turn Official)*
  - 1 Admin Official

- **Preferred Staffing**

- **Meets Below State Championship**
  - 1 Referee
  - 1 Starter
  - 1 Admin Official
  - 4 Stroke and Turn Officials
  - *Additional officials for Stroke and Turn and Relief.*
- **Benefits**
  - Prepare athletes for larger meets.
  - Opportunities for advancement for officials.
  - Relief for officials - avoid burnout.
  - Consistency across LSC



# Preferred Staffing for Timing Table

- Admin Officials are currently in high demand, so please ask Admin Officials early!
- It is recommended that the timing table be staffed with:
  - **Admin Official (at least 1)** - responsible for reconciling times, ensuring times and awards are accurate, processing results in a timely manner.
  - **Timing Console (Colorado)** - responsible for ensuring timing system starts at start of race and is working correctly.
  - **Computer (Meet Manager) Operator** - responsible for obtaining times from timing console
- Reminders from Admin Officials:
  - Most Admin Officials are familiar with timing console and computer but are not 'experts.'
  - Please work to train timing console and computer operators prior to meet to ensure preparedness.



# Registration Required Prior to Apprenticing

- Per new standards for certification, apprentice officials are required to be registered and in good standing PRIOR to coming onto deck to apprentice.

Two options:

- **Register as an apprentice official** (Recommended) - does not require payment of membership fees, completion of APT, background check, concussion training for 60 days. After 60 days, registration as a full non-athlete member is required.
- **Register as a non-athlete member of USA Swimming** - requires payment of membership fees, completion of APT, background check, concussion training.

***If an apprentice official is not registered and in good standing in one of these ways, they should not be permitted on deck.***



# Officiating Block Party and Approved Meets

## Official Apprentice Sessions at Block Party Meets

- Pilot program of meets intended to be easy and fun.
- If the meet is run as an 'OTS approved' meet (certified officials serving in all positions) the sessions can count towards the required sessions for certification.
- If the meet is run as a 'non-OTS approved' meet, which any registered non-athlete members may serve as an official, the sessions **can not count towards the required sessions for certification**.
  - Apprentice officials are welcome to participate to gain additional practice.

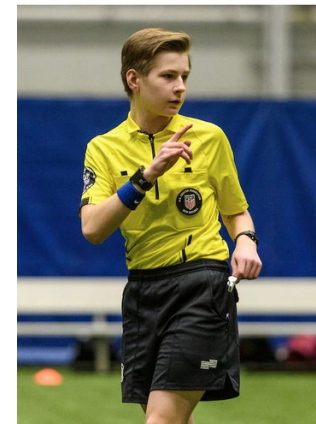
## Official Apprentice Sessions at Approved Meets

- Meets conducted using USA Swimming technical rules in which both USA Swimming athlete members and athlete members of other organizations (e.g. YMCA, AAU, Summer League) are able to participate.
- Per USA Swimming standards for certification, apprentice sessions at approved meets only count towards certification if the host club is a YMCA club due to the reciprocity agreement between USA Swimming and YMCA for officials certification. If the host is a USA Swimming club without YMCA affiliation, apprentice sessions do not count towards certification.



# Junior Officials

- **What is a Junior Official?**
  - New membership category - effective 9/1/2024.
  - 16 or 17 year old volunteering as a Stroke and Turn Official.
  - Common in other sports
- **Why be a Junior Official?**
  - Great way for athletes to earn volunteer hours for team/school.
  - Great way for athletes to gain leadership experience.
- **Where can Junior Officials volunteer?**
  - All sessions they are not competing in, below the LSC championship level.





# Meet Referee Required for Sanction

- Per Policy 220H, the Meet Referee must be identified for a meet to be sanctioned.
- It is also highly encouraged to include the Admin Official in the sanction/published meet information.

*\*\*Note: For prelim/final meet hosts, please discuss your Meet Referee with the Officials Chair prior to sanction. For LSC championship hosts, the Officials Committee will pick the Meet Referee; please send requests to the LSC Officials Chair\*\**



# Officials Stipends and Honorariums

- For in-season meets, the honorarium/stipend is at the discretion of the host club - it is appreciated to be 'up front' with officials about any honorarium offered.
- Many clubs offer \$40-\$60/session to the Meet Referee, lead Admin Official, lead Deck Referee, lead Starter, and lead Chief Judge (if applicable).
- For LSC championship meets, the honorarium for all lead officials is \$40/session. Clubs should provide officials checks, and MNSI will reimburse. Any additional expenses are the responsibility of the host.
- Officiating is primarily a volunteer position. However, a token of appreciation like paid parking goes a long way to helping officials feel appreciated and want to return.



# 4 Hour Rule

- Sessions must be planned to allow events for 12 and under athletes to be completed within 4 hours. *NOTE: does not include open events.*
- If session is planned to be over 4 hours, options exist:
  - Reduce heat intervals - any heat interval below 30 seconds requires permission from General Chair, Admin Vice Chair, or Officials Chair.
  - Ask athletes to voluntarily drop an event.
  - Combine heats especially of distance events.
- If session is still above 4 hours, host shall reject entries on basis of last entries submitted (last submitted entries, first removed from meet). [See MNSI Policy 244.](#)

# Questions?

