



Policy & Procedures Manual Wisconsin Swimming, Inc.

Policy 2: Meet Entry Procedures

Effective Date: ~~June 24~~October 27, 2025

Last Revision or Review Date: ~~June 24~~October 27, 2025

Scope: This policy provides direction to LSC Members for all elements relating to meet entry procedures. Where conflicts between USA Swimming and LSC policy appear, USA Swimming shall prevail.

2.1 Requirements for Entry into Sanctioned Meets

- 2.1.1 Every club that is entered as a team in a USA Swimming sanctioned meet must have a USA Swimming club membership. Members of a club are not eligible to compete as a team if that particular club does not hold a current USA Swimming club membership. Such swimmers for a non-member club must compete "unattached" and may not swim on a relay and may not score team points.

2.2 Meet Announcement

- 2.2.1 Meet Announcement shall include the following:

- A. Location and date
- B. Facility name including water depth (water depth measured for a distance of 3 feet 3.5 inches (1 meter) to 16 feet 5 inches (5.0 meters) from both end walls and starting platform height)
- C. A statement indicating that host will ensure the required course dimensions:
- D. Meet Time Schedule including warm-up times and procedure
- E. Host Team Name
- F. Sanction Number/Approval Number with a conspicuously located statement that reads: "In granting this sanction/approval, it is understood and agreed that USA Swimming and Wisconsin Swimming, Inc. shall be free from any liabilities or claims for damages arising by reason of injuries to anyone during the conduct of the event."
- G. Entry Fees and Deadline
- H. Admission Fees
- I. Order of Events
- J. Entry Limitation, including meet policy regarding deck entries and/or associated fees, and whether Meet Management is accepting either. The following statements shall be included:
 - a. "Unless explicitly stated otherwise, a swimmer found, prior to seeding, to have exceeded the session, daily, or overall meet entry limit shall be scratched from any and all events that occur beyond the allowable limit, in the order that events are contested."

~~b.~~ "Unless explicitly stated otherwise, a swimmer found to have competed in events beyond entry limits shall be administratively disqualified from any and all events that were swum beyond the allowable limit."

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- K. Classification of Meet
- L. Waiver Form
- M. Timing System
- N. Program Cost
- O. Concession Facilities
- P. Awards
- Q. Name, telephone number, and email address of Meet Director
- R. Use of electronic Meet Entry Form (See Wisconsin Swimming website, www.wisconsinswimming.org, or contact Meet Entry Coordinator) if submitting entries manually, for Meet Entry Form.
- S. Include the name and email for Meet Referee, Entry Chair, and Administrative Official.
 - a. Assistant Meet Referee(s) shall also be identified with name and email for each session for which the Meet Referee is unable to be present, and who will have delegated authority from the Meet Referee for such sessions of the meet.
 - b. If the named Administrative Official is not able to be present for all sessions of the meet, at least one Administrative Official for each session shall also be identified with name and email.
- T. Meet Directors, Meet Referees, Assistant Meet Referees, Administrative Referees and Administrative Officials must be current USA Swimming Non-Athlete Members in good standing
- U. Notification that non-LSC entrants must bring current USA Swimming cards.
- V. For a meet conducted in an outdoor pool, procedures for threatening weather and closing the pool, for handling any weather-related meet delay, for resuming the meet, and for refunding entry fees (if any refund, for events not competed).
- W. Use of audio or visual recording devices, including a cell phone, is not permitted in changing areas, rest rooms, or locker rooms.
- X. The statement: "Any swimmer entered in the Meet must be certified by a USA Swimming member coach as being proficient in performing a racing start or the swimmer 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."
- Y. The statement: "Operation of a drone, or any other flying apparatus, is prohibited over the venue (pools, athlete/coach areas, spectator areas and open ceiling locker rooms) any time athletes, coaches, officials and/or spectators are present."
Exceptions may be granted with prior written approval by the Vice President of Program Operations.
- Z. The statement: "Deck changes are prohibited."
- AA. MAAP Acknowledgements: "All applicable adults participating in or associated with this meet, acknowledge that they are subject to the provisions of the USA Swimming Minor Athlete Abuse Prevention Policy ("MAAPP"), and that they

understand that compliance with the MAAPP policy is a condition of participation in the conduct of this competition.

BB. An athlete member at a sanctioned meet who is 18 years of age or older, who had not completed the Athlete Protection Training (APT) by the date of the swim, will not be able to upload into SWIMS. These athletes will also be considered “not in good standing” and can be subject to fines under Wisconsin Swimming Policy 11.2.1.”

CC. For open water competitions, the policy for abandonment, the race timeline, the course map, and a statement whether the race will be an “escorted” or “unescorted” event.

2.2.2 The entry and waiver forms for the meet must request:

- A. Team Alpha Code and Team Name;
- B. Each Swimmer’s Name, Age and USA Swimming Membership Number;
- C. Coach and/or designated coach representative at the completion; and
- D. Name & phone number of person to contact regarding any entry issue.

2.2.3 This entry form will constitute the official entry for competition. If the entry form is in an electronic format, a hard copy must be included with the signed waiver form.

2.2.4 The Meet Committee will resolve any discrepancies in the Meet Announcement.

2.2.5 The LSC Sanction Manager may require a Meet Host to forfeit all received entry fees to the LSC, for participants which exceed the sanction limit. This forfeiture shall not include delays.

2.2.6 Deck entries will not be accepted unless otherwise specified in the Meet Announcement. If accepted, swimmers will be seeded in the slowest heat.

2.3 Reservations

2.3.1 Participating teams may request an entry reservation from the Meet Host. Reservations cannot be postmarked before:

Fall-Winter Season:

- The second Tuesday of September for LSC teams; and
- The third Tuesday of September for non-LSC teams.

Spring Summer Season:

- The second Tuesday of March for LSC teams; and
- The third Tuesday of March for non-LSC teams.

2.3.2. To hold any entry reservation, A Meet Host may require a deposit not to exceed the actual entry fee. Any reservation deposit may not be cashed or deposited before the meet entry deadline specified in the sanctioned or approved Meet Announcement.

2.3.3. If a meet is over-reserved with entries postmarked on the reservation date, then seven (7) days after the reservation date (to permit receipt of all reservations postmarked on the reservation date), the Meet Host reduces the reserved entries in the following manner:

- A. If the meet reserved entries exceed the entries limit by less than fifteen percent (15%), the Meet Host shall reduce each team’s entries by the percent that the meet is over-reserved.
- B. If the meet reserved entries exceed the entries limit by more than fifteen percent (15%), the Meet Host shall conduct a lottery among all teams to identify

team(s) whose entries are returned to the team(s), i.e., the team(s) will not participate in the meet until the entry limit is reached.

- C. If the lottery identifies a team whose entries reduce the reservations to less than the entries limit, the Meet Host may advise the team that the team may reserve the number of entries available to the entries limit. However, if that team declines to participate in the meet, the Meet Host may accept entries from another team that the lottery otherwise would have determined could not participate, until the entry limit is achieved.
 - D. When a meet is over-reserved, the Meet Host must notify all teams submitting reservations of the results of either the fifteen percent (15%) reduction in entries or the results of the lottery within fourteen (14) days of the reservation date.
- 2.3.4. A Meet Host may accept, on a first come first served basis, entry reservations from clubs that reserve for all days of the Meet, except evening only sessions, not just selected days. To be considered, all days must be at least plus or minus thirty percent (30%) of any single day's entry reservations.
- 2.3.5. Entry reservations must be received by the entry deadline started in the Meet Announcement. Reservations must be submitted on the current LSC Meet Reservation form.
- 2.3.6. A Meet Host not accepting reservations until the Meet Announcement is posted must:
- A. Indicate an entry deadline in the Meet Announcement for non-LSC teams that must be a minimum of two (2) weeks after the date the Meet Announcement is posted on the LSC website. Non-LSC teams may send entries before the non-LSC entry deadline to establish priority for non-LSC teams; but these entries may not bump any Wisconsin Swimming entries received before the non-LSC entry deadline.
 - B. Reduce the number of meet entries, when entries received by the entry due date exceed the number permitted in the same manner as is required for reservations that exceed the permitted number of entries (Refer to 2.3.3 above).

2.4 Meet Host Responsibilities

- 2.4.1. The Meet Host must send the Meet Announcement to the LSC Webmaster for posting on the LSC website, www.wisconsinswimming.org, for all LSC sanctioned open meets at least twenty-one (21) days prior to the entry deadline. The Meet Host must include a Meet Event File for the purpose of importing events into Team Management software.
- 2.4.2. If the published Meet Announcement is changed, the Meet Host must notify teams of these changes. If the changes prevent clubs from meeting their reservation quotas, the unused reservation moneys must be refunded.
- 2.4.3. Seven (7) days before any sanctioned meet or approved meet, or less (as deemed by the LSC prior to a LSC Championship Meet), the Meet Host must send an .sdi file to the LSC Managing Director to ensure that all athletes entered in a sanctioned meet are current member athletes of USA Swimming. A complete meet back-up must be sent to the LSC Treasurer seven (7) days before all sanctioned/approved meets or less as deemed by the LSC prior to an LSC Championship Meet.

- 2.4.4. Meet Final Results: The Meet Host must send Meet Final Results as follows:
- A. Managing Director and the Sanction Manager in electronic form, a complete UNLOCKED meet back-up within forty-eight (48) hours of the Meet.
 - B. In cases where a USA Swimming National Meet requires an Official Verification Card (OVC) request, and has an entry deadline less than seven (7) days after the Meet, Meet Final Results must be sent electronically to the OVC/Records Coordinator, Sanction Manager and Managing Director at least twenty-four (24) hours before the USA Swimming National Meet entry deadline.
 - C. Webmaster, to be posted on the LSC website, and Treasurer within fourteen (14) days after the meet in three (3) forms:
 - a. Locked data base;
 - b. Results file to be imported into a Team's database; and
 - c. PDF results in standard publication format.
- 2.4.5. Meet Reports: Sanction Manager and Treasurer must receive the completed meet final results (completed in full as per Policy 2.4.4 and Policy 2.4.7) in electronic form within seven (7) days after the meet.

NOTE: "Electronic form" means a computer file created by meet management which may be sent by electronic mail (e-mail) or posted to a website. In cases where Meet Finals Results in electronic form are not available for any reason, printed Meet Final Results must be distributed.

- 2.4.6. Meet Host must prepare Meet Final Results as follows:
- A. Identify the meet, e.g., name, sanctioned/approved number, location, date, pool length on each page, and the pages must be numbered.
 - B. Identify teams participating by full names and locations.
 - C. Identify unattached swimmers with their LSC status, e.g., UN-WI, UN-ILL, etc.
 - D. Provide first and last names, ages, and team affiliations for all swimmers.
 - E. Provide event information in publication order by:
 - a. Separating events by age group and gender; and
 - b. Listing events in the following order: freestyle events, backstroke events, breaststroke events, butterfly events, individual medley events, freestyle relay events and medley relay events.
 - c. Listing events from shortest distance to longest distance within each stroke/event.
 - F. Treat prelim/final formats and leadoff swims as one event.
 - G. Provide first and last names of competing relay swimmers, their ages, and their order of swimming.
- 2.4.7. For LSC Championship Meets, the Meet Final Results also must include:
- A. All relay leadoff splits from an automatic timing system;
 - B. Team or individual scores, if applicable;
 - C. Time Trial results in the same format as Meet Final Results, i.e., the same order as the Meet Final Results. Mixed gender events are not acceptable for entering Time Trial Results into the USA Swimming SWIMS database.
- 2.4.8. Each participating group member is responsible for ensuring that all entered swimmers are validly registered USA Swimming athlete members for all sanctioned

meets. Any swimmer who has entered the meet and is not registered as a USA Swimming athlete member may not swim in a sanctioned meet.

- 2.4.9. In addition to Meet Final Results, the Meet Host must submit the following reports for a sanctioned meet in electronic format:
- A. Meet Report to meets@wisconsinswimming.org within seven (7) days of the meet.
 - B. Meet Financial Statement to meets@wisconsinswimming.org within seven (7) days of the meet.

2.5 LSC Championship Meets

- 2.5.1 Meets may be designated as Championships Meets only by the LSC and no Meet Host may use the word "Championship" unless authorized to do so.
- 2.5.2 The LSC, in cooperation with the member clubs, will host or award the Championship Meets and include financial support where needed. The General Chair, Age Group Chair, and Senior Chair shall be responsible for the coordination of this meet and for establishing a format for delegation of work effort among participating clubs, where necessary.
- 2.5.3 The Meet Host must forward to the LSC Webmaster a Psych Sheet format report on the LSC website on the Tuesday preceding the start of the meet for posting on the website.

2.6 LSC Hosted Meets

- 2.6.1 The LSC may host LSC and regional championships and regional qualifying meets. Clubs entering LSC hosted meet have the duty to provide workers and may be required to forward a forfeitable deposit of \$10.00 per swimmer, but not to exceed \$250 per club, for each day of the meet as mentioned in the Meet Announcement. Although the LSC will cooperate with member clubs, the LSC should not accept responsibility, except to an insignificant degree, to host a meet.
- 2.6.2 The Meet Director for LSC sponsored meets may be compensated for his/her efforts, not to exceed \$500.00. This amount is subject to approval by the House of Delegates.

2.7 Entry and Seed Times- LSC Championship Meets

- 2.7.1 Qualifying standards may be achieved by a swimmer in any meet providing the printable/viewable meet results.
- 2.7.2 All individual swimmers entered in a LSC Championship Meet must be eligible to swim in the meet. A Meet Recon report shall be generated after the entry deadline has passed. A second Meet Recon report will be run following the "new cuts" deadline as well. Swimmers and relays that do not meet the eligibility requirement shall be withdrawn from the meet. A swimmer's eligibility may be challenged at any time prior to the meet and at any time during the meet. Any swimmer who swims in the meet and is found to be ineligible will be disqualified from the meet and will forfeit all awards or points achieved. A fine of two hundred dollars (\$200) will be assessed against the Club or, if there is an unattached swimmer, against the swimmer.

- 2.7.3 If obvious inaccuracies occur within a particular team's entries, the LSC Chair is authorized by the LSC to fine the team.
- 2.7.4 Proof of Time:
- A. A swimmer, who does not swim equal to or faster than the meet qualifying time standard or is disqualified from an individual event, must prove his/her time, i.e., must provide documentation that he/she has swum at least as fast as the entry qualifying standard, or pay a fine in the amount of two hundred dollars (\$200). Non-Championship meets with qualifying times may establish other proof of time penalties or fines.
 - B. Acceptable proof of time includes any printable/viewable meet results that identifies the swimmer by name, their time, the meet name, and the date on which the swimmer achieved the qualifying time.
 - C. The results of a Time Trial, conducted at or in conjunction with the meet for which the proof is required, are not acceptable.
 - D. A team with an unresolved proof of time must prove the time or pay the fine by the conclusion of the meet.
 - E. A team owing a proof of time penalty or an unattached swimmer owing a proof of time penalty may not enter an LSC sanctioned or approved meet until the proof of time fine is paid. The Meet Director shall inform the Sanction Manager about the team or unattached swimmer owing the outstanding fine and provide contact information. The Sanction Manager shall advise the team or the unattached swimmer regarding the fine and inability to participate in another sanctioned or approved meet.
- 2.7.5 Disability Swimmers: For policies and information related to entries into LSC Championship Meets by disability swimmers, please refer to LSC Policy 28: Swimmers with a Disability.

2.8 Meet Fees

- 2.8.1 Entry Fees: The Meet Host shall specify entry fees for its meet. The Meet Host retains the entire amount collected for any entry fees except for Splash Fees as specified in Policy 2.8.2. If no Entry Fees are charged by the Meet Host, a Sanction or Approval fee will still be owed to Wisconsin Swimming, Inc as specified in Policy 1.2.1. Fees for an individual event, relay event, or any per swimmer charge, are all inclusive of an Entry Fee.
- 2.8.2 Splash Fee: A Meet Host shall remit to the LSC:
- A. For all meets: to the LSC General Fund and LSC Facility Grant Fund, four dollars (\$4.00) Splash Fee per swimmer for any sanctioned or approved meet charging a fee for the athlete to compete in the meet, including relay only swimmers.

HK-2 ACTION: Adopted	Defeated	Adopted/Amended	Tabled	Postponed	Pulled
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B. Splash Fee Waiver:

- a. The Splash Fee will be waived for any meet not charging an Entry Fee as in Policy 2.8.1.
- b. The Splash Fee will be waived for the Wisconsin YMCA State Championship meet. No splash fee will be waived for non-Wisconsin LSC clubs, including any non-Wisconsin YMCA championship meets, unless approved by the Wisconsin LSC House of Delegates.

2.8.3 Proof of Time Fine: The Meet Host must impose a penalty/fine upon non-achievement at the competition if the time standard is not substantiated through acceptable proof of time. The Meet Host retains any proof of time fine.

2.8.4 Additional Fees: A Meet Host may levy additional fees, which shall be designated the time of submitting the Meet Bid. After the Meet Schedule has been voted on and approved at the LSC House of Delegates meeting, the Meet Host may not levy any additional fees.

Date of Revision	Policy Section(s)	Changes Made
March 23, 1999	2.8.2	Coach Reimbursement Added
January 27, 2004	2.2.4 2.3.1 – 2.3.3	Added Meet Committee may resolve discrepancies in Meet Information Amended to clarify handling reservations over Meet entries and renumbered 2.3.4-2.3.7
April 27, 2004	2.4.1	Added requirement for posting Meet Information on LSC website
April 26, 2005	2.2.1 2.4.4.F 2.4.6.C 2.7.5 2.8.1.C.g 2.8.4	Eliminate paper when feasible Q & R Encourage electronic entries; Meet Referee often is only Official known at time Meet Information is prepared Encourage use of electronic communications Specify Time Trial Results Format Add SWIMS database as acceptable Proof of Time; add conditions for acceptable Proof of Time Add Pentathlon to Quality Meets Add Proof of Time penalty
June 26, 2007	2.8.2.1	Increase Splash Fee to \$3.00
June 23, 2009	2.4 – 2.8	Make meet reporting requirement paperless
October 26, 2010	2.2.1 2.3.6 2.4.1 2.8.3	Add specific conditions for pool depth measurement and identified whether pool is certificated in accord with USAS Rule 104.2.2C(4) Delete mail and e-mail Meet Announcement: use Meet Announcement for consistency with USAS Rules Delete mail and email Meet Announcement Decrease Splash Fee to \$2 with review by December 31, 2013 Generally changed the term “Meet Information” to “Meet Announcement” per USAS Rule Book

HK-2 ACTION: Adopted	Defeated	Adopted/Amended	Tabled	Postponed	Pulled
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April 24, 2012	2.2.1.F 2.2.1.J 2.2.1.V 2.7.1 2.7.2	Added Statement, per USAS Rule Book Clarified deck registration and deck entries information Added information on nonuse of audio and visual equipment Broadened the type of Meets from which seed times may be used Added ability to challenge swimmer eligibility
April 24, 2012	2.7.6.A – 2.7.6.B 2.7.6.D	Expands acceptable proof of time and establishes a fine of \$200 Deletes the penalty for failure to prove time, of not competing in another individual race and prohibiting relays from competing
June 19, 2012	2.2.1.W 2.4.6.A 2.7.2 2.7.4.F 2.8.4 2.8.5	Added statement required by USAS Rule 202.3.A Added page numbers required per USAS Rule 102.27.1 Deleted “shall” for clarification Added language to establish a means to enforce failure to pay proof of time Added language that meet host retains proof of time penalty/fine for clarification Deleted to allow team decision to pay a surcharge
January 22, 2013	2.7.4 2.8.3.C 2.8.5	Proof of time updates Splash fee waived where no entry fees required Surcharge fee updated
April 24, 2013	2.7.4.F	Clarified language
June 25, 2013	2.2.1.Q 2.2.1.S 2.8.3	Meet announcement shall include email address of Meet Director Meet announcement shall include email address of Meet Director and Administrative Official Splash fee increased to \$3
April 26, 2014	2.8.3.C	Splash fee waiver granted to Wisconsin YMCA State Championship meet
October 25, 2016	2.2.1.X	Added statement required by USAS Rule 202.4 REQUIREMENTS FOR SANCTION pertaining to drones. Added statement required by USAS Rule 202.6 REQUIREMENTS FOR APPROVAL pertaining to deck changing
April 21, 2017	2.7.5	New section referencing Policy 28: Swimmers with Disabilities expanding eligibility to compete at LSC Championship Meets.

HK-2 ACTION: Adopted Defeated Adopted/Amended Tabled Postponed Pulled

October 24, 2017	2.2.1 C and F 2.4.3 & 2.4.4 2.2, 2.4 and 2.7 2.7.4 D 2.8.1	Housekeeping and required USA Swimming language Replaced references to “Registration Coordinator” to new position of “Administrative Manager” Change all references of LSC Sanctioning Officer, Sanction Chair, Administrative Chairman, or Administrative Chair to be referred to either LSC Sanction Coordinator or simply Sanction Coordinator. Delete entirely Waived all fees to WI Swimming for meets with \$0.00 meet fees Added 8 and Under, Silver State Championship, and Single Age Spring Championship meets Added options to offer even longer distance events for 10 and Under and 11-12 age groups. Added Open Water and IMX Challenge meets
January 22, 2019	2.7.5	Modified to refer to Policy 28 for consistency
October 22, 2019	2.4	Corrected references for Sanction Manager and Operations Manager. Changed deadlines for filing meet results and reports to 48 hours and 7 days respectively.
April 25, 2020	Various	Replace “Sanction Coordinator” with “Sanction Manager”
June 15, 2021	2.4.9 C, 2.8.2, 2.8.3 B,	Remove policy provisions related to elimination of Policy 12 – Travel Fund on 4-16-2021
January 25, 2022	2.8.2 A and B	Housekeeping to correct Splash Fee amount to \$4.00 as per prior action and be applicable to relay only swimmers
October 25, 2022	2.2.1J and 2.4.8	Removed references to deck registration.
December 27, 2022	2.8.2 A 2.2.2 B	Clarification on Splash Fees for all meets going to both the General Fund and Facility Fund. Deleted as no longer applicable
October 24, 2023	2.2.1 C 2.2.1 S 2.2.1 T 2.2.1 AA 2.2.1 BB 2.2.1 CC 2.4.3 & 2.4.4 2.4.9 B & C 2.8.1 A	Revised to match 2023 USAS legislation HK-11 Added “Entry Chair” to required listing Add requirement for “Meet Directors, Meet Referees and Administrative Officials must be current USA Swimming Non-Athlete Members in good standing” Per USA Swimming Rule 202.4(M), added MAAP Acknowledgement verbiage as requirement to Meet Announcement. Added USA APT requirement for athletes age 18 or over Per USA Swimming Rule 202.4(N), added open water competition verbiage as requirement to Meet Announcement, Corrected title of “Managing Director” Changed “twenty-one (21)” to “fourteen (14)” Deleted “Quality Meets”
Adopted on November 28, 2023 & ratified on January 23, 2024	2.8.1 2.8.4	Clarified a Sanction or Approval fee will still be owed to Wisconsin Swimming, Inc Changed to “additional fees” and removed reference to fees going to LSC.
Adopted April 19, 2024 & ratified on April, 20, 2024	2.4.9 2.4.9 B 2.4.9 C	Amend to require all reports to be submitted electronically. Amend Meet Financial Statement filing requirement to submit electronically within 7 days. Remove requirement to submit a hard copy of the Meet Report along with Splash Fees.

HK-2 ACTION: Adopted Defeated Adopted/Amended Tabled Postponed Pulled

October 22, 2024	2.7.1 2.7.4B	Amend to allow qualifying standards to be achieved from any meet. Amend to allow proof of times to be in "printable/viewable" formats
Adopted and ratified on January 28, 2025	2.6.1	Increase deposits to \$10/athlete and \$250/club max
March 25, 2025	2.8.1 and 2.8.2	Amend to clarify LSC splash fees should apply to meets that charge any fee to the athletes competing
June 24, 2025	2.2.1 S & T	Clarify requirements to identify Asst. Meet Referee(s) and additional Admin Officials
<u>October 27, 2025</u>	<u>2.2.1 J a. and J b.</u>	<u>Add required language to provide uniform procedures for Administrative Officials, based on current practices, when it is found that swimmers have been over-entered and/or competed beyond allowable limits.</u>