



Policy & Procedures Manual

Wisconsin Swimming, Inc.

Policy 4: Meet Conduct

Effective Date: *October 22, 2024*

Last Revision Date: *October 22, 2024*

Scope: *This policy provides direction to all LSC members, athletes, officials, coaches, and parents relating to meet conduct.*

4.1 Wisconsin Individual Scratch Rule

Each swimmer shall inform himself/herself of the meet starting time and shall report to the proper meet authorities promptly upon call.

- 4.1.1 Scratching Events in Pre-Seeded Meets – Each swimmer shall report promptly to the starting blocks prior to the start of each race in which the swimmer 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.
- 4.1.2 Scratching Events in Deck Seeded Meets – Any swimmer entered in an individual event who has checked-in for the event must swim in the event. Failure to swim the event will result in the swimmer being barred from his/her individual event, in which the swimmer is entered on that day or the next day, whichever is first. No penalty shall apply for a failure to compete if the swimmer or the coach notifies the Deck Referee, prior to his/her assigned heat, of a Declared False Start.
- 4.1.3 Scratching from Bonus Heats, Consolation Finals, and Finals:
 - A. Any swimmer qualifying for a bonus heat, consolation final, or final race in an individual event, who fails to compete in said bonus, consolation final, or final race, shall be barred from further competition for the remainder of the meet. Disqualification under this section shall apply only to swimmers qualifying based on the original preliminary results. However, if a swimmer or coach is notified prior to the start of the session that the swimmer has scratched into a bonus heat, consolation final, or final race in an individual event, and then accepts the position but fails to compete, that swimmer shall be barred from further competition for the remainder of the Meet.
 - B. In the event of withdrawal or barring of a swimmer from competition, the Meet Referee shall fill the bonus heat, consolation final, or final race, when possible, with the next qualified swimmer(s). First and second alternates shall be announced along with the final qualifiers. These alternates shall not be penalized if not available to compete in finals. However, if an alternate is notified that he/she has scratched into a bonus heat, consolation final, or final race prior to the start of the session, and that swimmer accepts the position and then does not compete, that swimmer is barred from further competition for the remainder of the meet.

- C. When bonus/consolation finals have not been swim and a barring or withdrawal is known to the Meet Referee, the Meet Referee shall reseed the bonus/consolation final, if necessary, by inserting the alternate(s) in the appropriate lane(s), filling all lanes in the final race.
- D. If a bonus heat or consolation final has been contested, the remaining final shall be swum without reseeding for empty lane(s).
- E. Finals shall include those events in a preliminary-finals competition, but swum as timed finals, with the fastest heat swimming in finals. A swimmer who fails to compete in a timed final event or in the fastest heat swimming with finals, who has checked-in for the positive check-in, is barred from competing in the next individual event in which the swimmer is entered either on that day or on the next day, whichever is first. A Declared False Start is allowed in a timed final event with the fastest heat swimming with finals.
- F. Exceptions for failure to compete – No penalty shall apply for failure to withdraw or to compete in an individual check-in event if:
 - a. The Meet Referee is notified in the vent of illness or injury and accepts the proof thereof.
 - b. A swimmer qualifying for a C, B, or A (bonus heat or consolation final or final race) race, based upon the results of the preliminaries, notifies the Meet Referee within thirty (30) minutes after announcement of the qualifiers for that race that he/she may not intend to compete, and further declares his/her intention not to compete within thirty (30) minutes following his/her last individual preliminary event of the session.
 - c. The Meet Referee determines that failure to compete is caused by circumstances beyond the control of the swimmer.

4.2 Wisconsin Relay Scratch Rule

No penalty exists if a member of a relay team or the relay team itself fails to compete in a timed final or preliminary/finals competition.

4.3 Minimum Finish Judging

A minimum of one (1) place judge and preferably two (2) place judges, shall record the places/finishes of all competitors in a heat for timed finals, preliminaries, and final races. An exception occurs when no automatic timing system is used. Then, two (2) places judges are required.

4.4 Minimum Number of Officials

4.4.1 Sanctioned and Approved Meets

A minimum of four (4) Officials, as described below, shall be present at all times during competition of a meet, including dual meets. Additional Officials are recommended for major meets, especially for any meet with a Prelims/Finals format.

- A. One USA Swimming certified Starter, who may serve as a Stroke and Turn Judge when sufficient other Officials are not available;
- B. One USA Swimming certified Referee, who cannot serve in any other capacity (except in a dual meet where they can also serve as a Stroke and Turn Official);

- C. One Administrative Official, certified by the LSC Officials Committee, who cannot serve in any other capacity; and
- D. One certified Stroke and Turn Official, or another certified Starter/Referee.

4.5 Warm-up Procedures

- 4.5.1 The warm-up procedure establishes the requirements for any USA Swimming member club requesting sanction/approval from Wisconsin Swimming, Inc. The intent is providing an adequate, fair, and safe warm-up for all competitors and coaches. In conformance with Wisconsin Swimming Policy 2.2.1.C, the Meet Announcement shall specify warm-up times and procedures.
- 4.5.2 The warm-up procedures shall provide a minimum of a five (5) minutes quiet period between warm-ups and actual competition during which no one is permitted in the competitive pool.
- 4.5.3 Following are several definitions/descriptions contained/used in the procedure:
 - A. General Warm-up: Circle swimming only, entry into the water shall be a feet first three point entry for all competition
 - B. Sprint: One directional swimming from starting end only, racing starts from starting blocks are permitted.
 - C. Push/Pace: Circle swimming only, one or two lengths only, begin at starting end only, no racing starts from starting blocks.
 - D. Kicking/Pulling with Boards or Paddles: Not permitted in competition pool; permitted in separate diving well or in adjacent pool.
 - E. Marshal: A Host Club member, familiar with warm-up procedures, on deck during entire warm-up, with authority to recommend to the Meet Referee disciplinary action for violators of procedures.
- 4.5.4 A diving well physically linked to the competition pool, as in an "L" shaped pool, may be available for general warm-up, kicking/pulling during the warm-up period, and for warm-downs only during competition with limits on the number of swimmers in the water at the same time. The Meet Referee or Marshall(s) may close the diving well to all individuals at their discretion.

4.6 Coaches Responsibilities

- 4.6.1 Coaches shall instruct their swimmers about safety guidelines and warm-up procedures as they apply to conduct at meets and at practices.
- 4.6.2 Coaches shall supervise their swimmers throughout the warm-up at meets and at all practices.

4.7 Host Team Responsibilities- Meet Marshals & Lifeguards

- 4.7.1 A minimum of two (2) Meet Marshals, who report to and receive instructions from the Meet Referee and/or Head Marshal, shall be on deck during the entire warm-up session to enforce safety guidelines and warm-up procedures.
- 4.7.2 Meet Marshals, with the approval of the Meet Referee, shall have the authority to remove any swimmer or coach who violates safety guidelines or warm-up procedures from the deck for the remainder of the warm-up session or the meet
- 4.7.3 A Meet Host must provide at least one certified Lifeguard for the pool who has no other responsibilities in accord with Wisconsin Administrative Code. The Lifeguard(s) needs not be member(s) of USA Swimming.

4.7.4 For non-contiguous warm-up facility, other than one separated by a bulkhead and supervised by a Red Cross certified Life Guard, the Meet Marshals shall make periodic inspections of this pool, but they are not required to observe this warm-up pool on-going.

4.7.5 The Meet Director, Coaches, and Officials must be current non-athlete members of USA Swimming, and in good standing.

4.8 Official's Compensation

Most Officials volunteer their time to officiate swim meets. Meet Hosts should not expect to compensate Officials financially. When necessary, the Meet Host's normal compensation for an Official is fifty dollars (\$50) a session.

4.9 Meet Host Responsibility for Providing Timers and Officials

The Meet Host shall have a full complement of Officials, arranged prior to the day of the meet. Meet Hosts should not expect to find Officials from the audience (This includes Timers). Timers may be requested for both short and long course meets. With the exception of LSC Championship Meet however, they may not be mandatory for team entry into the meet as Timers ultimately are the responsibility of the Meet Host.

4.10 Meet Host Responsibilities- LSC Announcements

The LSC may use up to two (2) pages in Meet Host's Heat Sheets for LSC announcements, at no cost to the LSC, to promote LSC-sponsored activities. An LSC Officer, Committee Chair, Coordinator, or Director will provide the Meet Director with an electronic copy of the announcement(s) at least seven (7) days prior to the first day of the Meet. For a Timed Finals Meet, the announcement(s) is included in the Heat Sheets for each session. For Prelim-Finals Meet, the announcement(s) needs be included only in the Heat Sheets for Preliminaries. If Heat Sheets are not printed, providing a handout at admissions is acceptable.

4.11 No Smoking

There shall be no smoking permitted within fifty (50) feet of any designated competitive area.

4.12 Participating Club Responsibilities

Each club shall be required to exercise proper control over its swimmers, including adult supervision at all times in the rest area, and to clean up its designated team area at the end of the meet.

4.13 Deck Changing

4.13.1 Deck changing is prohibited.

4.13.2 Penalty for violation of this policy:

- A. First Offense: warning to the other athlete of LSC policy from the Meet Referee and notification to the coach.
- B. Second Offense: removal from the athlete's next individual event.
- C. Third Offense: removal from the remainder of the meet.

4.14 Supersession, Postponement, or Cancellation of the Meet

The USA Swimming Rulebook makes accommodation for these circumstances. The following is cited directly from Section 102.7.4A – F of the 2015 USA Swimming Rulebook.

4.14.1 Rule 1-2.7.4 A – F: Postponement or Cancellation

- A. If, prior to its commencement, unusual or severe weather or other conditions preclude the possibility of safely and effectively conducting a meet or an event, the meet committee may cancel or postpone it.
- B. Should a meet or event have actually commenced, in conjunction of the Referee having judgment that the meet cannot safely and effectively continue because of weather conditions (or for some other compelling reason), the Referee, in his/her sole discretion, may suspend the meet or event until conditions warrant continuance. If circumstances do not warrant continuance, the Referee may cancel the meet or event, or postpone it to a future date or time with the approval of the meet committee.
- C. A decision to cancel or postpone shall be final.
- D. Should an event have actually commenced but is terminated prior to an official finish and is postponed to another time or date, it shall then be conducted between the swimmers who were officially competing in the event at the time of the termination.
- E. Incomplete events will not be awarded or scored; however, times achieved in accordance with 102.24 up to the point of cancellation shall be considered official.
- F. Upon cancellation of a meet or particular event, entry fees for teams or swimmers may be refunded, in whole or part, at the discretion of the meet committee. The decision of the meet committee on refunding may be appealed to the LSC Board of Review for hearing under the provisions of Part Four.

4.14.1.1 Meet Committee (per 2015 USA Swimming Rulebook Glossary)

Unless otherwise specified in the meet announcement, the Meet Committee shall consist of the Meet Director, Meet Referee, and coach and athlete members as appropriate.

4.14.1.2 Rule 102.11.5: Referee Shall give a decision on any point where the opinions of the judges differ, and shall have authority to intercede in a competition at any stage to ensure that the appropriate racing conditions are observed.

4.14.2 Recommended Meet Suspension, Postponement or Cancellation Procedure Based on USA Swimming Rulebook

- A. Concerns may arise regarding the safe or effective conduct of the meet or event due to environmental, facility, or other unforeseen issues including, but not limited to, deteriorating air quality, water quality, weather or temperature conditions (that cannot be rectified). Situation arises prior to the meet:
The Meet Committee may:
 - a. Postpone;
 - b. Cancel; or
 - c. Convene a meeting of a Coach and Athlete representative from each participating team for discussion and vote regarding postponement or cancellation
- B. Situation arises after the meet or event has commenced:
The Meet Referee, in his/her sole discretion may:
 - a. Suspend the meet or event until conditions warrant continuance
 - b. If conditions do not warrant continuance, the Meet Referee, with the approval of the Meet Committee may then:

1. Cancel the meet
 2. Postpone the meet
 3. Convene a meeting of a coach and Athlete representative from each participating team for discussion and vote regarding postponement or cancellation
 - C. Remainder of Rule 102.7.4.C – F shall apply as well
- 4.14.3 Open Water Abandonment Rules
- A. 701.2.2A: The Host Committee shall include in the Meet announcement: The policy for abandonment
 - B. The following officials of the meet have the authority to:
 - a. Withdraw the sanction on race day if adequate safety precautions are not in place and shall notify all race participants of the revocation prior to the beginning of the race, should the race organizer proceed with the competition.
 - b. To stop the race at any time should conditions change and safety becomes a concern.
 1. Meet Director (701.7)
 2. Independent Safety Officer (701.8)
 - c. The Safety Officer, in conjunction with the Medical Officer, shall advise the Referee if conditions are unsuitable for staging the competition and/or make recommendations for the modification of the course or the manner in which the competition is conducted (701.13.6 and 701.14.3).
 - C. Venue Standards
 - a. Temperature: The race shall not begin if the following conditions are not satisfied: (702.2)
 1. The water temperature shall not be less than 16⁰ C (85⁰ F);
 2. For races of 5K and above, the water temperature shall not exceed 29.45⁰ C (85⁰ F).; and
 3. The air temperature and water temperature when added together shall not be less than 30⁰ C (118⁰ F) or greater than 63⁰ C (177.4⁰ F).
 - b. Water Quality (702.3)
 1. If water quality meets the standards of the local testing authority, the water quality will be deemed acceptable unless otherwise determined by the Safety Officer or Independent Safety Monitor.
 2. If an exceptional event such as a heavy rain or flooding affects the water quality, the Referee, the Medical Director, or the Independent Safety Monitor shall have the authority to postpone or cancel the race.
 - D. Abandonment (704.2)- Where emergency conditions require a race to be halted before it is completed, the following shall apply:
 - a. Races of 10K or shorter: In the event of abandonment, the race shall be re-started from the beginning at the earliest possible time and the full distance completed.

- b. Races longer than 10K: If the race is abandoned prior to the lead swimmer completing three-fourths of the distance of the event, the race shall be re-started from the beginning at the most appropriate time, as decided by the meet committee. The full distance will be completed. If the race is abandoned when the lead swimmer has completed at least three-fourths of the race, the race shall be considered complete. The final placing's of all swimmers shall be determined by the Meet Referee.

4.14.4 Situations not covered above shall be determined by the Meet Committee.

Date of Revision	Policy Section(s)	Changes Made
October 26, 1999	4.1.3	Amended to eliminate the penalty for alternates failing to show at Finals
	4.5.1	Amended to allow 30 minute warm-ups for 12 and under competition
January 27, 2004	4.1.3.F	Amended to add "shall" is scratch procedure
	4.7	Amended to comply with Wisconsin Administrative Code that Life Guard has no other responsibility
January 23, 2009	4.5.2.A	Amended to require a feet first three point entry
June 28, 2011	4.1.2 & 4.1.3.D – E	Clarified use of Declared False Start
	4.3	Amended Finish Judging for consistency with changed USAS Rule
	4.4	Amended to require three Officials for dual meets; not additional Officials required for major meets
	4.5	Provide consistency between Policy 2.2.1.C and 4.5 regarding warm-ups; require minimum of five minutes quiet time prior to competition
	4.8	Changed focus to Officials normally volunteering
April 24, 2012	4.2	Deleted any penalty for relay failure to compete
October 23, 2012	4.7.3	Deleted "Red Cross"
June 19, 2012	4.10	Amended to allow LSC to put announcements in heat sheets
	4.11	Renumbered
	4.12	Renumbered
January 22, 2013	4.4.1	Amended to state four officials required due to new Administrative Official requirement
	4.4.2	Amended to include requirements for Administrative Official
	4.4.3	Amended to include requirements for Administrative Official
June 25, 2013	4.4.1	Amended to include requirements for Administrative Official
April 26, 2014	4.13	Added Deck Changing requirements
April 25, 2015	4.14	Added Suspension, Postponement, or Cancellation
June 3, 2015	4.14	Housekeeping: Format Rule consistent with other Rules
October 25, 2016	4.13.1	Revised as required by USAS Rule 202.6 to "Deck changing is prohibited."
April 1, 2022	4.9	Add exception for State Championship Meets
October 22, 2024	4.7.5	Add the term "in good standing"