



## Policies and Procedures

Subject: Conduct of Sanctioned Meets	Document Number: 403	Effective Date: DRAFT
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1. CONDUCT OF SANCTIONED COMPETITIONS – All meets sanctioned by NJSI shall be conducted in accordance with the rules and regulations of USA Swimming (Parts One, Two and Three of USA Swimming Rules and Regulations).
2. SWIMMER’S AGE – NJSI follows the rules set forth in the USA Swimming Rules and Regulations regarding how a swimmer’s age is determined for competition.
  - a. There is one exception for championship meets (please see P&P 404 for details).
3. COACH CREDENTIAL CHECK: All hosts of meets sanctioned by NJSI shall verify coach membership requirements by implementing the following procedure:
  - a. Meet host shall have coaches check-in and verify coaching credentials prior to the start of the meet.
  - b. Meet host shall monitor the deck and remove any persons without credentials.
  - c. Meet host shall report to NJSI any coach who is unable to provide proof of credentials.
4. WARM-UP: shall be conducted in accordance with the guidelines published in NJS P&P 401.
  - a. No diving shall be permitted during warm-up except in those lanes designated for spring starts or relay exchange practice.
  - b. Coaches must always supervise their swimmers.
    - i. Upon request, the Meet Director or Referee shall assign a coach to supervise swimmers who do not have a coach present during warm-up.
5. TIME STANDARDS: Meets sanctioned by NJSI may establish qualifying time standards that swimmers must have achieved before entering events.
  - a. For meets with “slower than” time standards, swimmers may not compete in an event in which they are faster than the listed time standard as of the meet entry deadline.
  - b. For meets with “faster-than” time standards, swimmers should enter the event only if they have achieved the listed time standard for that event.
6. SESSION DURATION – The Four Hour Rule:
  - a. USA Swimming Rules and Regulations Section 205.3.1.F, mandate that except for championship meets, all age group competition be planned to allow the events for swimmers 12 years and younger to be completed in four (4) hours or less for a timed finals session or in total of eight (8) hours or less per day for a preliminary and finals meet.
  - b. NJS requires that ALL competitions, except for championship meets, are to be completed in four (4) hours or less from the published start time for a timed finals session.

- i. When determining the estimated length of a session once entries are loaded, the HY-Tek Meet Manager software can produce a timeline based on the number of heats seeded and the entry times in the file. The heat interval standard is 35 seconds. However, if the meet will be using over-the-top starts, a heat interval of 25 seconds may be used.
  - c. SESSION DURATION VIOLATION: Meet hosts who violate any of the above session duration rules will forfeit the entry fee for those swims that occur after a session has exceeded four hours.
    - i. There are exceptions to the application of this rule due to conditions beyond the control of the meet management (i.e. lightning, timing system failure, power outage).
    - ii. Distance Event Exception: If distance events are included in a session, the four-hour rule only applies to the other events in that session. Distance events are defined as any race of 800 meters or longer.
- 7. DECK CHANGING: As per USA Swimming Rules Article 202.4.11.i, the following statement must be included in all meet announcements:
  - a. "Deck changes are prohibited."
- 8. CHANGES TO MEET INFORMATION: Once the meet information has been sanctioned and distributed, there can be no changes without the express permission of the Age Group Vice-Chair. All clubs must be notified of the change in writing.
- 9. REFUNDS:
  - a. Under normal conditions, refunds of meet entry fees will not be offered by NJSI or the meet host. In situations where the meet fee payment is made at the time of entry submission, these are the
    - i. If the meet host must cut certain events to abide by the session duration rule, the cut events must be refunded.
    - ii. In the event of cancellation of the meet, session or partial session, entry fees will be refunded for all entries that the swimmer was not able to swim.
      - 1. If the swimmer previously scratched from an event that was subsequently cancelled, there will be no refund for that entry.
  - b. Refunds must be issued within seven (7) days of the end of the meet.
    - i. A detailed report of the refunds must be made to the affected club or, if unattached, the swimmer.
      - 1. A copy of that report should be sent to the Administrative Vice-Chair.
      - 2. The report must list the swimmer's name, specific events and entry fee amounts for each event.
      - 3. A total of the refunds being sent should be clearly indicated.
    - ii. Recognizing that there may be expenses that the host club incurred prior to the cancellation, the host club may appeal to the Executive Committee of the BOD for a reduction in the amounts to be refunded.
      - 1. This appeal must be in writing and submitted within seven (7) days of the date the meet was cancelled.
      - 2. It is permissible for the host to delay issuing refunds once the appeal has been submitted.
      - 3. Once the appeal has been resolved, refunds must be sent within seven (7) days of the date of resolution.

Change Log					
Version	Date	Description of Change / Sections	Author or Editor	Authority	Control Number

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