

Iowa Swimming Inc.	Section I	Page: I-1
Policies & Procedures	MEET OPERATIONS RULES	Revised: 10/2016

TABLE OF CONTENTS

I. BACKGROUND AND PURPOSE.....	I-2
II. MEET SANCTION CLASSIFICATIONS	I-2
III. OPEN COMPETITION PROCEDURE.....	I-2
IV. MEET ANNOUCEMENTS	I-5
V. MEET SANCTIONING	I-6
VI. DISTRIBUTING THE MEET ANNOUNCEMENT.....	I-7
VII. SPECIFIC MEET OPERATING RULES	I-7
VIII. POST COMPETITION WRAP-UP	I-20
IX. PENALTIES.....	I-21

Iowa Swimming Inc.	Section I	Page: I-2
Policies & Procedures	MEET OPERATIONS RULES	Revised: 10/2016

I. BACKGROUND AND PURPOSE. Section I of the Iowa Swimming, Inc. (“ISI”) Policies and Procedures is a supplement to the USA Swimming Meet Directors Handbook. This Section contains the specific rules and procedures that apply to swim meets that are sanctioned within ISI and may alter the suggestions outlined in the USA Swimming Meet Directors Handbook. Every Meet Director and referee of a meet should familiarize themselves with the USA Swimming Meet Directors Handbook and this Section of the ISI Policies and Procedures.

Additional requirements for ISI Championship Meets are contained in Section K of the ISI Policies and Procedures. Any team hosting an ISI Championship Meet should also familiarize itself with Section K.

II. MEET SANCTION CLASSIFICATIONS. Swimming competitions with ISI shall be conducted under the following classifications.

A. Sanctioned Meet. May only be hosted by a USA Swimming Club. All clubs, athletes, coaches, meet directors, and officials must be members of USA Swimming. All coaches must be current coach members of USA Swimming.

B. Approved Meet. May be hosted by a USA Swimming or non-USA Swimming Club. Both USA Swimming and non-USA Swimming clubs and swimmers can compete in an Approved Meet. The Approved Meet must be conducted in conformance with all technical rules of USA Swimming and officiated by USA Swimming certified officials. If hosted by a USA Swimming club, the non-USA Swimming clubs and swimmers must provide proof of insurance (APP-15) or the Liability/Medical Release Form (APP-14).

C. Observed Meet. A meet conducted by a non-USA Swimming Club under other than USA Swimming rules. Only the Iowa High School State Meets, the Iowa Girls Regionals and Iowa Boys District qualify as Observed Meets. The meet is observed by a minimum of four USA Swimming Stroke and Turn officials for conformance with applicable USA Swimming technical rules. NCAA meets will be observed upon request by the host school.

D. Organized Practice (No sanction required). Must be hosted by a USA Swimming Club. All clubs and swimmers must be members of USA Swimming. All coaches must be coach members of USA Swimming. Coaches must supervise the practice to ensure all USA Swimming safety procedures are followed. Times achieved during a practice are not valid and no announcement or results are required.

III. OPEN COMPETITION BIDDING PROCEDURE. Swim meets within the Iowa LSC are scheduled and awarded under the following bidding procedure.

A. The General ISI Meet Schedule.

1. Approval by Board of Directors. The Coach Representatives to the ISI Board of Directors shall present a General Meet Schedule to the ISI Board of Directors for approval at the ISI December Board meeting.

Iowa Swimming Inc.	Section I	Page: I-3
Policies & Procedures	MEET OPERATIONS RULES	Revised: 10/2016

2. LSC Championship Meets. The General Meet Schedule shall provide dates only for the eight LSC Championship Meets for the forthcoming program year beginning September 1st and ending August 31st. For the purpose of the General Meet Schedule, the eight ISI Swimming Championship meets are: the three ISI Winter Regional Finals, the ISI Age Group Short Course Championship; the ISI Short Course Championship, the two ISI Summer Regional Finals, and the ISI Long Course Championship.

3. House of Delegates Meetings. The Board of Directors will add the Spring and Fall House of Delegates (“HOD”) Meetings to the General Meet Schedule and approve the General Meet Schedule.

4. Publication of General Meet Schedule. The approved General Meet Schedule shall be sent to all ISI club representatives and coaches and posted on the ISI website no later than January 31st of the calendar year.

B. The ISI Annual Schedule of Meets.

1. Bid Application. To host a meet, a member organization must complete the ISI Bid Application to Host a Meet (APP-4). All Bid Applications must be delivered to the ISI Administrative Office March 15th of each calendar year. A club must complete one Bid Application for each meet the club wishes to host.

2. Black-Out Dates. A Bid Application will not be accepted if the Application proposes to host a meet on the same weekend as any Iowa Championship Meet or on the same day as a HOD Meeting.

3. Summary and Publication of Meet Bids. After March 15th but before the Meet Bid Committee Meeting, the ISI Administrative Office will review and summarize all Meet Bid Applications. This summary shall be known as the ISI Schedule of Meets. The ISI Administrative Office will return to bidders any Meet Bid Applications that have errors or questions. The ISI Schedule of Meets will be sent to all Club Representatives and Coaches and posted on the ISI website before March 25th of each calendar year.

4. Meets Exempt from Application Process. A club does not need to complete and submit a Meet Bid Application for any meet of 150 swimmers or less or a closed meet with three or less teams.

C. The Meet Bid Committee. The Meet Bid Committee will be made up of one representative from all ISI Clubs that have submitted a Meet Bid Application. Said committee shall meet on the second Saturday in April at a location and time to be determined by the Admin. Vice Chair. The meeting location must allow for clubs to participate in this meeting via conference call or video conference. In the event that the second Saturday in April is less than one week prior to the Spring HOD meeting, the meeting shall be moved to be held at least one week prior to the Spring HOD meeting. Notification as to a time and place of the Meet Bid Committee meeting will be sent to all club representatives and Coaches and posted on the ISI

Iowa Swimming Inc.	Section I	Page: I-4
Policies & Procedures	MEET OPERATIONS RULES	Revised: 10/2016

website before March 25th of each calendar year. If the second Saturday in April is the day before Easter, then the Meet Bid Committee meeting will be held on the first Saturday in April.

1. Voting on the Schedule. Each club will be given one vote and one voice on the committee. The club's delegate must be designated at the time of roll call of attendance.

2. Purpose of Committee. The purpose of this committee is to work with the clubs to establish the best meet schedule for the upcoming Winter and Summer seasons and to help clubs develop a meet that will assist with the development of the swimmers within the ISI LSC.

3. Attendance Required. In order to be awarded meets, the club must have a representative attend the meeting. Participation via conference call or video conference shall suffice to satisfy this attendance requirement. If technical difficulty with video conferencing occurs at the site of the meeting, the meeting will be delayed one hour. An alternate to the meeting may be to call and participate by phone. The meeting may continue by conference call if all agree.

4. Late Bid Applications Accepted. A club may bring a Bid Application to the meeting. At this time they shall become a member of the Meet Bid Committee, provided they are present before the start of the meeting.

5. Chair of the Committee. The Senior Vice Chair and the Admin. Vice Chair will head the committee and neither shall vote. In case of a tie, the Senior Vice Chair will vote to break the tie.

6. Meeting Procedures:

- a. The Senior Vice chair will chair the meeting.
- b. The Admin. Vice Chair shall call roll.
- c. The chairpersons will provide a calendar and the ISI Schedule of Meets received prior to the meeting.
- d. The Senor Vice Chair will ask for any new bids.
- e. The committee will then add any new bids to the list.
- f. The committee will vote on the bid for each ISI Championship Meet beginning with the winter season followed by the summer season. The summer season shall be considered only after the winter season has been established.
- g. Each committee member will be given two minutes to explain any rationale pertaining to each particular bid.

Iowa Swimming Inc.	Section I	Page: I-5
Policies & Procedures	MEET OPERATIONS RULES	Revised: 10/2016

7. Establishment of the Annual Schedule of Meets. The goal of the meeting is to let the clubs vote on the proposed Annual Schedule of Meets. By the conclusion of the meeting, the forthcoming year's Proposed Annual Schedule of Meets will be established.

8. Changes to the Proposed Annual Schedule of Meets. Changes to meet bids and the proposed Annual Schedule of Meets may occur up to four days before the Spring HOD meeting. All agreed upon changes to the Proposed Annual Schedule of Meets must be communicated in writing to the Senior Vice Chair, the Admin. Vice Chair with a copy of the Notice to the ISI Office.

D. House of Delegate Approval. Once the Proposed Annual Schedule of Meets is established by the Meet Bid Committee, it will be brought to the Spring HOD meeting for approval.

E. Changes to the Annual Schedule of Meets after HOD Approval. Once the Annual Schedule of Meets is approved by the HOD, meets may be added, changed, moved or removed from the schedule, provided the club has met the following conditions:

1. Notification. The club must notify the Senior Vice Chair and the Admin. Vice Chair of the change in writing and a copy of the notice of the change must be sent to the ISI Office.

2. Add or Change Fee. The club shall pay the applicable sanction fee and an additional fee equal to twice the applicable sanction fee for the type of meet that is being added, changed, moved or removed from the meet schedule.

3. Exceptions. If circumstances beyond the club's control are the cause of the removal from the meet schedule, the club shall notify the Senior Vice Chair and Admin. Vice Chair and a copy of the notice shall be sent to the ISI office. They will then recommend to the Board of Directors if suspension of the additional fee is warranted. Suspension of the fee is voted upon by the ISI Board of Directors.

IV. MEET ANNOUNCEMENTS.

A. The Meet Format. The Meet Director is responsible for the compilation of the meet announcement and the meet entry forms. The Meet Director may also be responsible for the development of a meet format (i.e., the events offered and the order of those events). In planning any meet, careful consideration must be given to the demands to be made upon swimmers, officials and spectators, in that order. Coaches can be a valuable resource in this phase of meet planning. A previously successful meet format and common sense are the best guides.

B. Swimmer Event Limitations. USA Swimming Rules 102.2 sets the general rules for the limitations on the number of events a swimmer may compete in per day. However, pursuant to 102.2.7, a swimmer cannot compete in more than four individual events per day for ISI invitational meets and five individual events per day for ISI novelty meets.

Iowa Swimming Inc.	Section I	Page: I-6
Policies & Procedures	MEET OPERATIONS RULES	Revised: 10/2016

V. MEET SANCTIONING. To obtain a sanction for a swim meet, the meet sanction application and meet announcement must conform to all USA Swimming Rules and Regulations and all ISI Policies and Procedures.

A. Steps to Sanction a Meet. The following steps must be taken to sanction a meet that will be held within the ISI LSC.

1. Submit the Application and Fee. Submit the "Application for Sanction" (ISI Form APP-5) and pay the appropriate sanction fee to the ISI Office.
2. Draft Meet Announcement. Submit a draft of the meet announcement in MS Word or some similar editable format to the ISI Admin. Vice Chair and the ISI Administrative Office. Mark on the first page "Draft".
3. Initial Draft Deadlines. First drafts of meet announcement must be emailed or mailed to the Admin. Vice Chair and ISI Administrative Office no later than the following dates:

Invitationals	Minimum 60 days before the meet starts
Closed competition (Duals, Intrasquad, Triangular, etc.)	Minimum 14 days before the meet starts

These dates are deadlines. A meet host will be assessed a \$20 fine if the first draft of its meet announcement is received after these due dates.

B. Sanction Fee. A Sanction number will not be issued until the appropriate sanction fee is paid to the ISI Administration Office. Sanction fees are:

\$5	Intrasquad
\$20	Dual; Time Trials
\$50	Invitational (open or closed); Triangular – One Day
\$100	Invitational (open or closed) – Two or more Days
\$100	Approved Meet – One Day
\$150	Approved Meet – Two or more Days

C. Review of Meet Announcement. The Admin. Vice Chair or the Sanction Committee will review the meet announcement and returned it to the Meet Director and referee named in the meet announcement with any necessary changes. The sanction number will be issued once the meet announcement is approved, the meet sanction application is submitted to the ISI Administrative Office and the sanction fee has been paid to ISI. **NO MEET ANNOUNCEMENTS CAN BE DISTRIBUTED UNTIL A SANCTION NUMBER HAS BEEN ISSUED FOR THE MEET.** A fine may be assessed against the meet host if the meet announcement is distributed before the sanction number is issued.

Iowa Swimming Inc.	Section I	Page: I-7
Policies & Procedures	MEET OPERATIONS RULES	Revised: 10/2016

D. ISI Meet Announcement Requirements. To receive a sanction number, all meet announcements must conform to all rules and regulations of USA Swimming and the following additional ISI policies and procedures:

1. Required Statements. The meet announcement must contain the following statements:
 - a. “Held under the sanction of USA Swimming and Iowa Swimming, Inc.”
 - b. “It is understood and agreed that USA Swimming and ISI shall be free from any liabilities or claims for damages arising by reason of injuries to anyone during the conduct of the event.”
 - c. “Current USA Swimming and ISI policies and procedures will govern this meet.”
2. Late Entries. The meet announcement will establish the rules of that meet regarding the acceptance of late entries. If the acceptance of late entries is not addressed in the meet announcement, then late entries will be accepted up until the start of warm-ups and the late entry fee will be double the meet’s regular entry fee.

VI. DISTRIBUTING THE MEET ANNOUNCEMENT.

A. No Changes. **NO** changes can be made to the meet announcement once the meet announcement has been approved and the sanction number has been issued. The meet host should contact Admin. Vice Chair if changes to the meet announcement are necessary or requested.

B. Deadline for Distribution. Meet announcements are to be sent to all club contacts no later than 45 days prior to the start of the meet. A copy of the of the meet announcement and event file must also be sent to the to ISI Administrative Office. The ISI Administrative Office will post the meet announcement on the ISI calendar of events.

VII. SPECIFIC MEET OPERATING RULES.

A. The Meet Program. The meet host must post either a “Psych Sheet” or a meet program on its Internet web page before the start of the meet or make the meet program available for sale to spectators. The Psych Sheet or meet program should contain all entrants in each event; therefore, it is essential that they be accurate and prepared correctly. Every meet program in an ISI sanctioned meet shall comply with the following specific rules and requirements.

1. Cover Page. The program cover shall contain meet name, ISI sanction number, meet dates, length of course, meet location and the statement “Held under the Sanction of USA Swimming and Iowa Swimming, Inc.”

Iowa Swimming Inc.	Section I	Page: I-8
Policies & Procedures	MEET OPERATIONS RULES	Revised: 10/2016

2. Meet Evaluation and Meet Protest. Every meet program that is printed and sold or otherwise made available to spectators shall contain a Meet Evaluation Form (APP-9) which shall leave the back of the page blank for written comments. Meet Evaluation Forms and Meet Protest forms (APP-10) must be available to any interested parties at no charge. The Meet Protest form should not be included in meet program.

B. Meet Entries.

1. Submitting Entries. ISI Meet Entry Form (APP-7) is used for individual and relay entries. Entries may also be submitted electronically using Meet Manager or other compatible software. When submitting entries electronically a printout of the entries must also be sent with the meet entries. Meet entries are to be accepted no later than 30 days before the start of the meet.

2. Meet Entry Fees. A club or individual submitting meet entries using USA Swimming's On-Line Meet Entry system or a system other than Hy-Tek should use ISI Financial Sheet (APP-8.1, 8.2 or 8.3) to calculate and submit entry fees to the meet host.

3. Payment of Entry Fees. Entry fees are paid by check, or money order made payable to meet host. One check should be used to pay all entry fees and the ISI swimmer surcharge. The meet announcement may provide alternatives for paying entry fees.

4. Entry into the Meet. Once a team entries have been accepted by the meet host, that team is considered entered into a meet. The meet host is not permitted to rescind a team's entries after confirmation that the team is entered into the meet. Confirmation shall be when the meet host has notified the club in writing of its entrance into the meet. A team entering a meet is responsible for entry fees for all swimmers and relays entered into the meet. Changes or scratches in a team's entries prior to the entry deadline do not relieve a team of the responsibility to pay for confirmed entries.

5. Amount of Entry Fees. A meet host may charge any amount for individual and relay entry fees.

6. Entry Fees for Outreach Members. Outreach members of ISI and USA Swimming may enter the maximum number of individual events for a total entry fee of \$5.00, which includes the swimmer's facility-use fee, if any.

7. Late Fees. Meet hosts may charge up to double the normal entry fee for late entries.

8. ISI Swimmer Surcharge. Except for out-reach swimmers, the meet hosts shall collect an ISI Swimmer Surcharge of \$3.00 per swimmer for all ISI sanctioned meets except for intra-squad meets. The ISI Swimmer Surcharge is waived for all meets for all outreach members of ISI and USA Swimming.

Iowa Swimming Inc.	Section I	Page: I-9
Policies & Procedures	MEET OPERATIONS RULES	Revised: 10/2016

9. Facility Fee. Meet hosts may collect an additional surcharge per swimmer to offset facility fees or other meet expenses, except for intrasquad and dual meets wherein no more than \$5.00 per swimmer may be charged in lieu of individual event entry fees.

10. Refunds.

a. Entry Fees. Entry Fees are not refundable except if a swimmer is required to scratch an event in a 'BB' or 'B' meet by virtue of having achieved an 'A' or 'BB' time, respectively, in an event after submitting the meet entry; in this event the entry fee for the scratched event will be refunded.

b. ISI Swimmer Surcharge. The ISI Swimmer Surcharge but not the entry fee will be refunded in the event an entire meet is cancelled.

c. Age-up Exception. If an Age Group meet is postponed by weather or other reason, a swimmer who age up before the new meet date and are eliminated from competition because they do not meet the qualifying time in their new age group, shall be permitted to enter the new age group events at the cut-off time. If they choose not to enter, their original entry fees shall be returned.

11. Spectator Fees. A meet hosts may charge a spectator fee if the meet has qualifying standards faster than the ISI Q time standard.

C. **Entry Deadlines.** The meet announcement will establish a deadline for submitting entries to the meet, no soon than ten days before the meet. This deadline will be strictly adhered to, and failure to comply with it may, in the discretion of the meet host result in a refusal to accept the entry or assessment of an additional fee as a late entry.

Only ISI clubs and non-ISI member clubs that attended the meet the previous year may enter the meet during the first seven days that entries are being accepted. All teams can submit entries after the first seven days.

If a meet host accepts late entries, it must accept late entries at no additional fee in the event a swimmer has achieved a qualifying time for an event in the meet after the entry deadline. Swimmers must provide proof of time to qualify for this exception. Acceptable proof would be final results from a sanctioned meet; final results signed by the meet's referee at the meet the swimmer achieved the qualifying time, by contacting the ISI office for verification from the ISI database or copy from USA Swimming Website Times database.

D. **Submission of Seed Times.** A seed time must be submitted for each individual event and relay entered in the meet. The seed time is the best time achieved in an event swum in the same length pool as the meet will be swum in, unless the meet announcement specifies the best time swum in a pool of a different length. Final results are posted on the ISI website, or can be purchased at meets, since they provide the best method of maintaining records of seed times, and may be required to document a seed time at some meets or if the submitted seed time is

Iowa Swimming Inc.	Section I	Page: I-10
Policies & Procedures	MEET OPERATIONS RULES	Revised: 10/2016

challenged. If needed, times can be obtained or verified from the ISI office. The following rules govern submission of swimmers' times for competition of ISI sanctioned meets.

1. General.

a. Seed times are carried from year to year and from one age group to another as the swimmer gets older.

b. Conversions between yard times and meter times ARE NOT ALLOWED. However, the swimmer still maintains the classification achieved in either the short course or long course pool. For example, if a swimmer has an 'A' time in a 25 yard pool, but has not swum the event in a 50 meter pool, then the minimum 50 meter 'A' can be submitted as an entry time. THERE IS NO RELIABLE WAY TO ESTIMATE TIMES FOR LONGER DISTANCE EVENTS. For example, there is no way to estimate reliably what a swimmer will do in a 100 meter event, by looking at his/her 50 meter times.

c. An organization hosting a meet with qualifying times may allow swimmers from its team or affiliated team to enter the meet even though the swimmers have not met the qualifying times. Such swimmers shall, however, be seeded in the event with no-time ("NT") even if NTs are not accepted from other meet participants.

2. Relay Events. If an actual time is not available or a composite is not possible, a NT seed time must be submitted. The submitted seed time may be a time actually swum by the entering relay team or may be a composite of the individual times of the relay participants. "Split times" shown on final results are acceptable.

3. Time Approvals from Non-USA Swimming Competition.

a. A swimmer may use a time achieved at a non-USA sanctioned swim meet but the swimmers is responsible for proof of time, if needed.

b. ISI certified officials will observe the Iowa High School State Championships, Girls High School Regional meets, and Boys High School District meets. If an athlete is a registered USA swimmer at the time of the swim and the meet satisfies all USA Swimming rules, the times will be entered in the USA SWIMS database.

E. Proof of Seed Times and Penalties.

1. Fine. A fine may be assessed to any swimmer or club of a relay team that has falsified a seed time or has missed a cut-off time unless the swimmer or club is able to prove his or her time. The fine is payable to the meet host.

2. Falsification of Seed Times.

Iowa Swimming Inc.	Section I	Page: I-11
Policies & Procedures	MEET OPERATIONS RULES	Revised: 10/2016

a. Any swimmer or team, at any time may be requested by the meet's referee or his delegee to prove a submitted seed time. Acceptable proof of seed times may include:

- i. Official meet results;
- ii. Official verification by a referee of a meet where the swimmer swam the time;
- iii. Verification of the time from Deck Pass; and
- iv. Verification from the ISI office times database or USA Swimming SWIMS database.

b. Upon determination by the Meet Director and the meet's named referee that a falsification of seed time has occurred, the following fines may be imposed:

- i. A fine of \$10 for each offense;
- ii. The swimmer may be subject to: (a) Reseeding to NT; (b) Disqualification from the event or meet; or (c) Suspension according to the discretion of the meet committee. If fine has been imposed, the swimmer will not be allowed to participate in future USA Swimming swim meets until such time as the fine has been paid. Failure to pay a fine will also forfeit any entry fees paid for future meets.

3. Missed Cut-Off Times.

a. A fine of \$100 will be assessed on any swimmer or club of a relay team that does not meet the cut-off time unless the swimmer or the team is able to prove the entry time within 30 minutes after the close of the session in which that event was swum. If the time is not proven and the fine not paid, the swimmer will not be allowed to participate in the remainder of the meet and all the club's relays will be scratched from the remainder of the meet. The fine will be returned if proof of time is sent to the Meet Director within two weeks from the last day of the meet.

b. Meet hosts who plan to enforce the Missed Cut Policy must clearly state this in their meet announcements.

4. Appeal of Fines. Final appeal may be made by the swimmer to ISI Administrative Board of Review within ten days after formal notification of the penalty assessed under this section.

F. Verification of Members. The meet host must verify that all athletes, coaches, and officials participating in the meet are members of USA Swimming. All member identification numbers must include 14 characters. The first six numbers of the member's USA identification number are the member's date of birth, the first three letters of the athlete's name are next, the athlete's middle initial, and the first four digits of the athlete's last name. For example 022953johssamp.

1. Pre-Meet Reconciliation. As soon as possible after the entry deadline has closed, but no later than the Tuesday before the start of a weekend meet, the meet host must:

Iowa Swimming Inc.	Section I	Page: I-12
Policies & Procedures	MEET OPERATIONS RULES	Revised: 10/2016

a. Send a Meet Manager Backup file to the ISI Administrative Office. Upon receipt, the ISI Administrative Office will check the athlete entry information with SWIMS and notify the meet host and any clubs of any athletes with discrepancies with the athlete registration information. The ISI Administrative Office will work with clubs to correct the registration discrepancies or the athletes will not be permitted to swim in the meet. Times achieved at the meet will not be entered into SWIMS until all registration discrepancies are corrected.

b. For meet hosts NOT using Meet Manager or other compatible software, the meet host club notify the ISI Administrative Office after the entry deadline and indicate which teams will be participating in the meet. The ISI Administrative Office will send a listing of registered athletes for all participating teams. The meet host must verify all athletes or make other arrangements with the ISI Administrative Office to verify the athletes.

c. No USA Swimming registrations will be accepted at any ISI sanctioned meet. Any swimmer who is not a registered USA Swimming athlete member at the time of pre-meet reconciliation must ensure that the ISI Administrative Office has received the appropriate application and fees at least 24 hours prior to the start of competition. Failure to do so will result in the swimmer's entries being scratched and the swimmer will not be permitted to compete in this meet. It is the athlete's responsibility to prove membership, or for the coach to show athlete roster print out from the club portal showing the swimmer is registered with USA Swimming.

G. Officials. The integrity of a swimming competition is dependent upon its administration by competent and conscientious officials. All ISI sanctioned events MUST be conducted by currently registered officials certified either by their LSC or by USA Swimming.

All ISI Sanctioned Meets must have a minimum of five officials appropriately certified by their LSC: A referee, a starter, an administrative official or administrative referee, and two stroke and turn judges. A referee may serve as the named meet's referee and the meet's administrative referee at the same time, but not as a deck referee. The named meet referee may serve as the deck referee, but not as a deck referee and administrative referee.

H. Meet Marshals. Meet Marshals do not need to be non-athlete members of USA Swimming for ISI sanctioned meets. Meet Marshals report to the meet's referee and have authority through the meet's referee to maintain general safety and order throughout the venue. Meet Marshals have full authority to warn or order to cease and desist, and to remove, or have removed from the competition venue anyone behaving in an unsafe manner or using profane or abusive language, or whose actions are disrupting the orderly conduct of the meet. Meet Marshals are to be clearly identified at all times. For example, while on duty, meet marshals shall wear an orange vest.

I. Un-Escorted Athletes. To meet safety requirements during meet warm-ups and competition, swimmers not accompanied to the swim meet by an certified coach must check-in with meet's referee upon arrival at meet. Unless the swimmer, his parent or guardian, or club

Iowa Swimming Inc.	Section I	Page: I-13
Policies & Procedures	MEET OPERATIONS RULES	Revised: 10/2016

coach has made previous arrangements, the meet's referee will assign unescorted swimmers to a substitute coach who will supervise the swimmer during warm-ups and competition. Alternatively, the meet's referee may assigned the un-escorted swimmer to an "unattached or unescorted swimmer" lane for warm-ups. Unescorted athletes should be allowed to participate, and they should be provided with some level of suprvision during warm-ups and competition. Common sense dictates that age and experience enter into the determination.

J. General Meet Operation Requirements. All ISI sanctioned meets must be conducted under the following general requirements.

1. USA Swimming Memberships. All athletes, coaches, officials, clubs and meet directors MUST be current coach or non-athlete USA Swimming members.
2. Proof of Membership. All officials and coaches are required to produce proof of their current membership in USA Swimming as well as coaching and official credntials immediately upon request by the meet's referee or his delegare. A meet host may issue specifically designed meet credentials which the meet host may be required to be worn so they are clearly visable to the meet officials and Meet Director at all times.
3. Coaches Sign-In (APP-29). All coaches participating in this meet must sign the Coaches Sign-In form (APP-29) as verification that all coaching certifications required by USA Swimming and ISI are current. ISI may fine a coach or the meet host for participating at a meet in which the coach does not have current coaching credentials.
4. No spectators on deck. The only people allowed on deck are swimmers participating in the meet, crentialed coaches, officials, and volunteers running the meet. No spectators are allowed within the competition area of the pool. If necessary, the meet's referee shall define the competiton area of the pool.
5. Meet program and meet results. Any club that is represented at any ISI swim meet by one swimmer and a certified coach will receive a complimentary meet program and electronic final results. Hard copy of final results can be requested for \$5.00 on the meet financial form.

K. ISI Required Meet Committee. Before the start of each ISI sanctioned swim meet, the Meet Director or the meet's referee shall established a Swim Meet Committee. This Committee is responsible for resolving disputes and administrative protests that may occur during the swim meet. The Meet Committee will not consider judgment decisions made by the deck officials, as those are under the jurisdiction of the meet's referee. The committee consists of the Meet Director, meet's named referee, a coach representative, an athlete representative, and a meet official.

The Federal law which created National Sports Governing Bodies such as USA Swimming states that an athlete cannot be suspended from competition, even temporarily, without a hearing. Members of the Swim Meet Committee should keep in mind their responsibility to conduct emergency hearings and need to either be available or keep meet

Iowa Swimming Inc.	Section I	Page: I-14
Policies & Procedures	MEET OPERATIONS RULES	Revised: 10/2016

management informed of where they will be during the course of the meet. A meeting of the Swim Meet Committee must be arranged to permit a timely decision even if the athlete must compete under protest. Decisions of the Swim Meet Committee are first tier decisions and may be appealed to the ISI Administrative Board of Review after the conclusion of the meet.

L. ISI Scratch Rule.

1. Applicability. The ISI scratch rule shall be in force at all meets which that have not clearly defined the meet's scratch rules in their meet announcement.
2. Individual Scratch Rule. Each swimmer shall be knowledgeable of the meet starting time and shall report to the proper meet authorities promptly upon call.
3. Pre-Seeded Meets. Each swimmer shall report promptly as outlined in the meet announcement 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. Deck Seeded Events. 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 in the event unless he or she notifies the administrative official or the meet's referee or his designee before the seeding for that event has begun that he or she wishes to scratch. Failure to scratch prior to seeding or failing to declare a false start and not swimming the event will result in being barred from the next individual event in which he or she is entered on that day or the next meet day, whichever is first. Events seeded on the deck shall be closed for seeding no earlier than 30 minutes prior to the start of the competition for the session in which the event occurs.
5. Positive Check-In Events. For deck-seeded events which require positive check-in, swimmers must declare their intent to scratch the event if they are not going to swim the event. The options for swimmers who fail to check-in are:
 - a. Swimmers will be scratched from the event if they fail to check-in by the deadline. They will not be allowed to swim the event.
 - b. Swimmers will be down seeded to the slowest heats and the slowest lanes if they fail to check in.
 - c. Swimmers will be scratched and will only be allowed to re-enter if there are empty lanes available after seeding.
 - d. Other options stated in the meet announcement.

Iowa Swimming Inc.	Section I	Page: I-15
Policies & Procedures	MEET OPERATIONS RULES	Revised: 10/2016

6. Scratching from Finals Heats.

a. Any swimmer qualifying for a final race, regardless if the race is the final heat, consolation heat, or bonus heat, in an individual event who fails to compete in said race shall be barred from further competition for the remainder of the meet, except as noted in paragraph 5. below.

b. In the event of withdrawal or barring of a swimmer from competition, the meet's referee shall fill the consolation final or final when possible with the next qualified swimmer. First and second alternates shall be announced along with the final qualifiers. Alternates shall not be penalized if unavailable to compete in the finals.

c. Where consolation finals have not yet been swum and a barring or withdrawal is known to the referee, the referee shall reseed the consolation final and the final, if necessary, to insert the alternates in the appropriate lanes, filling all lanes in the final.

d. If a consolation final has already been contested, the companion final shall be swum without reseeding for the empty lanes.

e. Declaring a false start or deliberately delaying the meet is not permitted and will be regarded as a failure to compete.

7. Exceptions for Failure to Compete. No penalty shall apply for failure to withdraw or compete in an individual event if:

a. A swimmer qualifying for a consolation final or final race following preliminaries notifies the meet's referee or his designee within 30 minutes after announcement of the qualifiers for that final race that he or she may not intend to compete and further declares his or her final intentions within 30 minutes following his or her last individual preliminary event.

b. It is determined by the meet's referee that failure to compete is caused by circumstance beyond the control of the swimmer.

8. Relay Scratch Rule.

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

b. Any relay team entered in a relay event that is seeded at the meet that has been checked-in and the swimmers' names declared for that event, must swim the event unless the Clerk of Course is notified before the seeding for that event is begun that the relay team wishes to scratch.

Iowa Swimming Inc.	Section I	Page: I-16
Policies & Procedures	MEET OPERATIONS RULES	Revised: 10/2016

c. A relay team member failing to appear ready to swim for the relay event shall be barred from the next individual event in which he or she is entered, either that day or the next meet day. The relay team members who do appear ready to swim shall not be penalized for failure of any relay team members to appear.

d. Relay teams or team members who give acceptable notification to the deck referee of illness, injury, or that failure to compete is caused by circumstances beyond the control of the swimmer(s) shall not be penalized.

M. The ISI Mandatory Warm-Up Procedure. ISI has established prescribed warm-up procedures to govern the warm-up period at all ISI sanctioned meets. The meet's referee of an ISI sanctioned meet must follow and strictly enforce these procedures.

1. Meet Marshals. Meet Marshals must be on duty from the time the pool opens to insure that the ISI Mandatory Warm-Up Procedure is followed and to supervise the use of the pool in general.

2. Coach Supervision. Coaches are expected to actively supervise their swimmers during the warm-up period.

3. General Warm-Up Rules.

a. Three Point Entry. There will be no diving during general warm-up sessions or in other areas designated for warm-ups or cool-downs. All swimmers are to carefully enter the water pool using a feet first three point entry. Cannonballs, horseplay or jumping over swimmers heads to enter the water feet first are not permitted.

b. Lane Supervision. There shall be appropriate supervision for each lane during warm-ups based on the type and size of the meet as determined by the meet's referee.

c. Sprint Lanes. No change in the designated use of a lane for warm-up purposes will be permitted unless authorized by the meet's referee and announced by the meet announcer.

d. Penalties. The meet's referee shall have the power to remove any swimmer, coach or club from the meet for failure to conform to the ISI Mandatory Warm-Up Procedure. Swimmers and coaches are expected to cooperate with the meet's referee and each other in the use of lanes for designated purposes.

e. General Warm-up Period. The following general warm-up periods are required prior to commencing competition:

- i. A minimum 50 minute swimming period prior to clearing the pool for swimmers age 13 & over.
- ii. A minimum 40 minute swimming period prior to clearing the pool for all swimmers age 12 and under.
- iii. A minimum of 30 minutes for intra-squad and dual meets.

Iowa Swimming Inc.	Section I	Page: I-17
Policies & Procedures	MEET OPERATIONS RULES	Revised: 10/2016

- iv. All general warm-up lanes will circle swim and use only push off starts.
- v. All swimmers shall enter the water and begin swimming at the starting end of the pool.
- vi. Starts are not permitted during the general warm-up period.
- vii. Swimmers congregated at the end of lanes blocking circle swimming will be asked to either circle swim or leave the water.
- viii. Unless modified by the meet's referee, the general warm-up period lasts for 50 percent of the total warm-up period.

f. Specific Warm-up Period:

- i. Unless modified by the meet's referee, the final 50 percent of the prescribed warm-up period shall be allocated to specific warm-up procedures. For sessions where swimmers 13 & over will participate, at least one lane must remain for push starts and pace lanes and one lane will remain open general warm-up at all times. For sessions where 12 & under swimmers will participate, at least one lane must remain open for general warm-ups.
- ii. The outside lanes that are used for competition will remain as push start-lanes under the general warm-up procedures unless the meet's referee determines that using the outside competitive lanes will not be an inconvenience to athletes, coaches, officials and spectators.
- iii. Racing starts and sprint lanes will be opened so swimmers may use the starting block and swim one length only beginning at the starting end of the pool.
- iv. No swimmer shall enter the water except at the starting end of the pool.
- v. No swimmer shall be on a block until a backstroker in the water has executed his or her start.
- vi. Pool use is recommended to be as follows:

NUMBER OF COMPETITIVE <u>LANES</u>	RACING STARTS <u>ONE WAY</u>	PUSH ONLY <u>LANES</u>	GENERAL <u>WARM-UP</u>
Four	2,3	1,4	
Five	2,4	1,5	3
Six	2,5	1,6	3,4
Seven	2,6	1,7	3,4,5
Eight	2,7	1,8	3,4,5,6
Ten	2,9	1,10	3,4,5,6,7,8
Twelve	2,11	1,12	3,4,5,6,7,8,9,10

Where circumstances dictate, the meet's referee may open additional lanes for sprint during a portion of the specific warm-up period as specified below.

g. Split Warm-ups. For short-course pools, warm-ups will be split into two sessions when the number of swimmers approaches 75 percent of the maximum allowable swimmers in a warm-up session.

- i. The maximum allowable swimmers in a warm-up session is:

Iowa Swimming Inc.	Section I	Page: I-18
Policies & Procedures	MEET OPERATIONS RULES	Revised: 10/2016

<u>Single warm-up</u>	<u>13 & over</u>	<u>12 & under</u>
6 lane competitive pool up to	120 swimmers	144 swimmers
8 lane competitive pool up to	160 swimmers	192 swimmers

ii. The maximum number of swimmers allowed per session in the meet is as follows:

<u>Split Warm-up</u>	<u>13 & over</u>	<u>12 & under</u>
6 lane competitive pool, max of	240 swimmers	288 swimmers
8 lane competitive pool, max of	320 swimmers	384 swimmers

iii. When there are 20 or more 13 & Over swimmers per competitive lane entered in the meet, the warm-up will be split as follows:

Group I: 25 min general, 20 min specific warm-up.
Group II: 25 min general, 20 min specific warm-up.

iv. There shall be no more than 240 swimmers for a 6 lane competition pools or 320 swimmers for an 8 lane competition pool in a meet with two warm-up periods. More warm-up time must be allowed if the meet host wishes to allow more than the maximum number of 13 & over swimmers.

v. When there are 24 or more 12 & under swimmers per lane entered in the meet, the warm-up will be split. There will be two 30 minute sessions with each having a general and specific warm-up period as follows:

Group I: 15 min general, 15 min specific warm-up.
Group II: 15 min general, 15 min specific warm-up.

vi. There will be no more than 288 swimmers for 6 lane competition pools or 384 swimmers for 8 lane competition pools with two warm-up periods. These numbers may not be exceeded because of the mandatory four-hour rule.

vii. Any time there are 10 & unders warming-up at the same time as 13 & overs, there shall be lanes assigned as 13 & over lanes and 10 & under lanes, so that both age groups can have a safe warm-up. The 11 & 12's can warm-up with either age group. The meet host is to use the above formulas to determine how many lanes are needed for each age group. Specific lane assignments based on age groups. The Meet Director and meet's referee can select an option which best fits their needs. For example:

- Lanes may be assigned as 10 & under only, 11-12 only, and 13 and older only.
- Lanes may be assigned as 10 & under only and 11 and older.

viii. When there are no specified events for swimmers ages 10 and under (i.e. events are designated 'Open' or 'Senior') teams are not required to designate warm up lanes for 10 and under swimmers

Iowa Swimming Inc.	Section I	Page: I-19
Policies & Procedures	MEET OPERATIONS RULES	Revised: 10/2016

ix. Lanes shall be assigned to teams based on the number of entries in each session of the meet.

x. The Meet Director will notify each coach or their designee which warm-up period they are in by the Tuesday before the meet.

h. Violation by a Meet Host. The ISI Board of Directors may impose a fine on the meet host for violation of the ISI Mandatory Warm-Up Procedures.

i. The fine may include a monetary fine of \$100 per session and a loss of future meet sanctions.

ii. Written protests are to be given to the Meet Director by witnesses and the Meet Director must give the protest to the ISI General Chair within 48 hours of the conclusion of the meet.

iii. Meet hosts will have the right of appeal to the ISI Administrative Review Board.

iv. ISI Member meet hosts will not be considered in good standing until fine has been paid.

i. Violation of Procedure by Swimmer. Violation of any safety procedures by a swimmer shall, at the discretion of the meet's referee, be grounds for removal from the warm-up period, the swimmer's next event, or that day's entire meet events. Swimmers who continue to violate safety procedures may be barred from all swim meets for the entire winter or summer season.

N. The ISI Supplements to the Four-Hour Rule. ISI has adopted the following supplements to the USA Swimming four-hour rule of 205.3.1F:

1. Relays. It is recommended that meet hosts format developmental meets such that relays occur at the end of each session. The meet host should be prepared to cancel relays in the event that session lasts longer than four hours. The meet host will refund relay entry fees if relays are canceled because the session exceeded four hours.

2. Late Entries.

a. Late entries are to be placed in open lanes in existing heats.

b. Zero heats may be added if on-time entries and late entries do not jeopardize the four-hour rule in any way.

c. No teams will be separated because of the four-hour rule.

3. The ISI Meet Referee/Director Report (App-12). The meet's referee or Meet Director will complete the Meet Referee/Director Report (App-12) for each session of the ISI Sanctioned Meet. The Report shall explain why a session exceeded four hours, and what was done to limit reduce the time the session exceeded the four-hour rule. Such explanations may include mechanical breakdowns, too many swimmers, age group should have been moved, or certain events should have been combined, and any decisions by the meet's referee and Meet

Iowa Swimming Inc.	Section I	Page: I-20
Policies & Procedures	MEET OPERATIONS RULES	Revised: 10/2016

Director to reduce the session time. The Report shall be submitted to the ISI Administrative Office with all other post meet reports.

4. Violation of the Four-Hour Rule. The ISI Board of Directors may fine a meet host for excessive violations of the four-hour rule.

VIII. POST COMPETITION WRAP-UP.

A. **Meet Results.** Within 14 days following the conclusion of the meet, the meet host must send the meet results to the ISI Administrative Office and to each club participating in the meet as provided in USA Swimming Rule 102.27. The meet host must also send a Meet Manager Back-Up file, or electronic equivalent, to the ISI Administrative Office.

1. In the event of an official split, the individual event swimmer's or a relay lead swimmer's official split times shall be included under event swum and shall include the swimmer's full name, distance and time.

2. Meet results can be printed in a condensed font, so long as the print is large and clear enough so that times can be accurately read.

3. Final results should be printed in Publication Order.

4. Prelim/Final Meets. For meets having a prelim-final format, the final times shall be immediately followed by the prelim times for the event, or they shall be printed side by side.

5. Time Classifications. For age group events, not senior events, time classifications must be denoted or a line must be drawn to indicate A, BB, and B times, regardless of the classification of the meet.

6. Unattached Swimmers. The LSC of an unattached (UN) swimmer must be listed (IA, MN. etc.).

7. New Records. Indicate new records as follows:

- **NIR** for new Iowa records, swum by an Iowa swimmer anywhere.
- **NOR** for new Iowa Open records (swum by any swimmer in a meet within the LSC).

B. Post Meet Reports.

1. 24-Hour Reports. Within 24-hours of the conclusion of the meet, send the following to the ISI Administrative Office:

- a. All Official Split Request Forms (APP-30).

Iowa Swimming Inc.	Section I	Page: I-21
Policies & Procedures	MEET OPERATIONS RULES	Revised: 10/2016

b. Any Reports of Occurrence and submit online form to USA Swimming at usaswimming.org/ROO. Send the electronic confirmation to the ISI Administrative Office when it is received from USA Swimming.

2. Reports due in five days. Within five days following the conclusion of the meet:

- a. Send to the ISI Administrative Office:
- b. Meet Director report (APP-12r);
- c. Coach Sign-In Form (APP-29); and
- d. A copy of the check sent to the ISI Treasurer for the ISI Swimmer Surcharge.
- e. Send to the Officials Chair the list of officials who worked the meet and positions worked.
- f. Send a check for the ISI Swimmer Surcharge to the ISI Treasurer.

3. Reports due within 45-days. Within 45-days following the meet, send the ISI Meet Financial Summary (APP-11) to the ISI Administrative Office.

4. Meet Host Records. The meet host must retain all meet entry forms, team rosters, and timecards and electronic timing equipment printouts for one year.

5. Report to ISI Board. When all requirements are met, if there are any problems with a meet the problems will be presented to the ISI Board of Directors and the meet host will be advised of any action. Any fines levied by the ISI Board will be payable to ISI and forwarded to the ISI Administrative Office.

IX. PENALTIES. The ISI Board of Directors may assess the following Fines upon a meet host.

A. Violation of Mandatory Warm-up Procedures. Non-enforcement of the ISI Mandatory Warm-up Procedure - \$100 for each session.

B. Violation of any sanction requirement. Failing to follow any USA Swimming Rule or Regulation, ISI Policy or Procedure, or the meet announcement during a sanctioned meet - No fine shall be smaller than \$50.00.

C. Entering non-registered swimmers. Any club or person who knowingly enters a swimmer into an ISI sanctioned event who does not have a current USA Swimming membership - \$100.00 fine per non-registered athlete entered into the event.

Iowa Swimming Inc.	Section I	Page: I-22
Policies & Procedures	MEET OPERATIONS RULES	Revised: 10/2016

1. Non-applicability. If a fully completed USA Swimming registration form and fee is received at the ISI Administrative Office at least 24 hours before the meet or if the swimmer is withdrawn before competing there shall be no violation.

2. Appeals and refunds. All disputes are initially referred to the meet's referee and the referee's decision may be appealed to the Swim Meet Committee. Unless acceptable proof is submitted, the swimmer must apply for USA Swimming membership and pay USA Swimming athlete membership fee, or will not be allowed to swim. If membership is found later, the USA Swimming membership application fee shall be refunded.

D. Payment of Fines. All fines payable to ISI and are to be sent by the meet host to the ISI Administration Office. The ISI Board of Directors may suspend a club's membership or withdraw any previously issued sanctions for swim meets if the fine is not paid. All checks returned for insufficient funds or because of stop-payment are subject to a \$15.00 service charge.