

Iowa Swimming, Inc.	Section K	Page:	K-1
Policies & Procedures	CHAMPIONSHIP MEETS	Revised:	12/07/2025

I. BACKGROUND AND PURPOSE. Section K of the Iowa Swimming, Inc. (“ISI”) Policies and Procedures contains the specific rules for IASI Championship Meets and only applies to IASI Championship Meets. IASI Championship Meets must also follow the rules of Section I to the extent they are not overridden by the specific rules in this Section K. *(Revised 10/01/2017)*

The purpose of the series of Iowa Swimming’s Championship Meets is to provide quality competitive experiences to the maximum number of athletes. By balancing individual and team components, with emphasis given to continuous development, the aim is to provide a structure that fosters growth in all forms. The standards developed for these meets manage the size of the meets, and also provide a mechanism which promotes development and progression through competition and goal achievability.

Within the LSC’s Championship series of meets, the goal of the highest level of championship meets is to bring the LSC’s fastest swimmers together and provide a quality competitive swimming experience. Additional levels of championship meets will be used to provide opportunities for all of the LSC’s swimmers to compete and strive for improvement.

(Revised: 10/10/2021 effective 04/01/2022)

II. GENERAL RULES FOR ALL IASI CHAMPIONSHIP MEETS.

A. Number and Name of ISI Swimming Championship Meets. IASI shall sanction at least one short course and one long course championship meet during the 12-month period beginning September 1st and ending the following August 31st. Subject to approval by the IASI House of Delegates, the IASI Technical Planning Committee (“TPC”) may change the number and name of any IASI Championship Meet as it deems necessary and appropriate. *(Revised 10/01/2017)*

B. General Rules for All ISI Championship Meets. The following general rules apply to all IASI Championship Meets, unless otherwise modified by the rules for the specific championship meet. *(Revised 10/01/2017)*

1. **Timer/Official Allocation.** Clubs and unattached athletes participating in any IASI Championship Meet must provide 50 percent of the timers and officials on a prorated basis according to the number of athletes at the meet from each team. Provided the host club publishes the timer allocations by the deadline set forth in the meet announcement, if an assigned team does not fill an assigned Timer position, that team will be assessed a fine of \$300 for each session not filled. *(Revised 12/07/2025)*

2. **An ISI Sportsmanship-Spirit Award.** An IASI Sportsmanship-Spirit Award will be awarded to one team at each ISI championship meet. A committee consisting one coach and one athlete from each team and the referee of the meet will select one recipient of the sportsmanship award at each IASI Championship Meet.

Iowa Swimming, Inc.	Section K	Page: K-2
Policies & Procedures	CHAMPIONSHIP MEETS	Revised: 12/07/2025

3. Heat Sheets. Session heat sheets will be posted during the meet so they are available for review by athletes, coaches and spectators. Posting of the heat sheets shall be done in multiple locations throughout the venue in sufficient time for all athletes to be aware of their heat and lane number for each entered event. Each team's coaching staff and each coach for an unattached athlete will be supplied with a heat sheet for each session of the meet.

4. Selection of Championship Courses, Dates, and Locations. With approval of the Board of Directors, the Coaches Committee will establish the course distance used for all championships, the dates of all championships, and the locations of the highest level championship for each season at the fall meeting preceding the Meet Bid Meeting in which the meet calendar is being set. *(Revised 05/01/22 HOD)*

5. Authority for IASI Championship Meet Planning. In the calendar year preceding the meets being planned, the following shall outline the process to determine all aspects of each IASI Championship Meet:

- a. Age-Group Swimming Committee, Athletes Committee, Coaches Committee, Officials Committee, and Senior Swimming Committee shall each independently present parameters, desires, and expectations to the Technical Planning Committee by April 30;
- b. By following the above directives, to the best ability possible, the Technical Planning Committee shall be responsible for planning all aspects of each IASI Championship Meet by August 31;
- c. In order to issue approval, the Board of Directors shall evaluate all aspects planned by the Technical Planning Committee for conformity, to the best ability possible, with the directives established by the Athletes Committee, Coaches Committee, and Officials Committee by September 30.

(Revised 05/01/22 HOD)

6. Planning Procedure Considerations. All aspects of IASI Championship Meets include, but are not limited to:

- a. the order and list of events;
- b. the number of events that an athlete may compete in during the meet;
- c. determining whether any event or the meet as a whole is a timed final event or meet or prelim/final event or meet;
- d. the method in which qualifying time standards are determined;
- e. determining individual and relay eligibility and participation requirements; and
- f. determining the types of awards and when the awards will be presented.

(Revised 05/01/2022 HOD)

Iowa Swimming, Inc.	Section K	Page: K-3
Policies & Procedures	CHAMPIONSHIP MEETS	Revised: 12/07/2025

7. Meet Announcement Templates. The Technical Planning Committee shall provide the Sanctioning Committee with the meet announcement template no later than October 24 for the winter championship meets and no later than March 24 for the summer championship meets. The Sanctioning Committee shall submit Meet Announcement templates to the host clubs no later than October 31 for the winter championship meets and no later than March 31 for the summer championship meets. *(Revised 05/01/22 HOD)*

8. Sanction Fee. Any team which has been awarded the opportunity to host an IASI Championship Meet must submit the appropriate sanction fee no later than two months prior to the first day of the meet. *(Revised 05/01/2022 HOD)*

9. Wrap-Up. Following each IASI Championship Meet, the host club will send one copy of the initial meet program to the IASI Administrative Office together with all required meet and financial paperwork.

C. General Meet Operations Rules for All Iowa Swimming Championship Meets. The following meet operations rules apply to all IASI Championship Meets, unless otherwise modified by the rules for the specific championship meet.

1. Seeding.

a. Conforming individual entry times shall be those event qualifying times for the meet course length that are recorded in the USA Swimming database ("SWIMS") and achieved within the previous 24 months prior to the start of the IASI Championship Meet.

b. Athletes whose entry time does not match a conforming time achieved within the previous 24 months but is recorded in SWIMS will be seeded at that event's qualifying time for the length of course in which the entry time was achieved. If that time is not in SWIMS, the athlete shall be seeded at the slowest non-conforming qualifying time for that meet with proof of time required if the athlete fails to achieve the event qualifying time at the meet. If proof of time is not provided, a fine shall be imposed.

2. Entry Deadlines.

a. The entry deadline will be noon the Friday prior to the start of the meet. New event qualifying times achieved after the entry deadline shall be entered by noon of the Monday immediately prior to the start of the meet. *(Revised 12/03/2023 BOD)*

b. New or updated entries, regardless if they are individual or relay entries, received after the entry deadline as defined in Paragraph 2.a will be entered as a late entry.

c. Entry changes will not be accepted by phone or fax.

Iowa Swimming, Inc.	Section K	Page: K-4
Policies & Procedures	CHAMPIONSHIP MEETS	Revised: 12/07/2025

d. Regardless of the entry system used, a hardcopy of the entries, along with entry fees and the appropriate financial sheet, must be received by the meet host no later than 15 minutes prior to the start of warmups of the first session in which the team has athletes. Teams may not receive the Coach packet, deck passes, or relay cards until entry fees have been paid.

e. Late Entries will be accepted up to the scratch deadline of the evening prior to the session of the event. Athletes who late enter the meet will be required to provide proof of USA Swimming Registration in the Iowa LSC and proof of time.

f. The athletes shall be seeded according to entry time per sub-section C.1., above, unless the session heat sheets have been printed in which case the athlete shall swim in heat one of the event or, if necessary, a zero heat shall be created.

g. If names do not appear in team entry files or on team entry sheets submitted before the entry deadline, athletes shall provide proof of USA Swimming registration in the Iowa LSC to the Meet's Referee or designee prior to competing in the meet.

h. All late entered relays will be seeded as NT.

D. Fees for IASI Championship Meets.

1. Entry Fees. Entry Fees shall be set by the TPC, with approval by the Board of Directors. The TPC must set the entry fee by January 31st of the calendar year before the entry fees become effective.

2. Facility Fee. The meet host shall attach the IASI Facility Fee Request Form (APP-31) with the sanction application if it desires to charge a facility fee for hosting the meet. The Facility Fee Request will be presented to the IASI Board of Directors for approval.

3. Time Trials. The entry fee for events in sanctioned Time Trials at any IASI Championship Meet shall be twice the event entry fee. Fees collected for time trials are retained by the host club.

4. Spectator Fees. Subject to the approval of the IASI Board of Directors, it is the responsibility of the Finance Committee to set the amount that a host club may charge for spectator fees at an IASI Championship Meet. Changes in the spectator fees must be presented by the Finance Committee to the IASI Board of Directors by January 31st of the year prior to the IASI Championship Meets which are affected.

III. ISI SHORT COURSE AND LONG COURSE CHAMPIONSHIP MEETS.

Iowa Swimming, Inc.	Section K	Page: K-5
Policies & Procedures	CHAMPIONSHIP MEETS	Revised: 12/07/2025

A. Programs. Meet programs must be accessible to all meet participants and spectators in either a print or digital format. If using a digital format, the meet program should be posted to a meet landing page on the host's website.

Meet programs must include the IASI Q-time standards and IASI records for all age groups and Senior events. Additionally, All USA Swimming Championship Series time standards for the qualification period should be accessible in either a print or digital format, at the discretion of the meet host (eg. program cover page, meet landing page, etc.) (Revised 05/01/2022 HOD)

B. Coach Deck Passes. Each team participating in the meet will receive the greater of three deck passes for the team's coaches or one deck pass per ten swimmers entered into the meet.

C. Missed Cut-Off Time Policy. The IASI missed cut-off policy will be enforced at all IASI Championship Meets.

D. Relay Seed times. Relay times entered for the meet prior to the initial meet entry deadline shall be either aggregate times based on athletes entered in the meet, a relay time achieved by the club within the past year extending back to previous year's IASI Championships or a NT.

E. Failure to Swim Penalties.

1. **Failure to Swim in a Preliminary Heat.** Swimmers who are entered into preliminary heats that do not intend to swim must scratch prior to the scratch deadline for the session or declare a false start to the deck referee prior to the start of the event. Failure to scratch or failure to declare a false start shall result in the swimmer being excluded from the next entered individual event.

2. **Failure to Swim in a Consolation or Final Heat.** Penalty for no show/no scratch at finals shall be disqualification from the meet or a \$50 fine payable to the host team. The fine will be imposed when a swimmer fails to show on the last night of the meet for which they are entered and is not signed up to swim an individual event for the rest of the meet. There are three exceptions to this rule:

- a. Illness to the swimmer reported to the Meet's Referee prior to warm-ups at the finals.
- b. Cancellation of the meet due to inclement weather at the discretion of the Meet Referee.
- c. Circumstances beyond the control of the swimmer restricting the ability of the swimmer to attend the heat at the discretion of the Meet's Referee.

Iowa Swimming, Inc.	Section K	Page: K-6
Policies & Procedures	CHAMPIONSHIP MEETS	Revised: 12/07/2025

IV. ALL-STAR AND ZONE CHAMPIONSHIPS

A. **Team Travel.** Mandatory team travel is required for IASI athletes ages 11 and over who compete at Central Zones 14&U Championship meets. This mandatory team travel will include Team Iowa gear (IASI Swimmer Pack, backpack, and warm-ups), transportation to and from the pool throughout the duration of the meet weekend from the designated team hotel(s), and team dinners for Team Iowa athletes and coaching staff following conclusion of competition each day (except the last session of meet competition).

(Amended BOD 4/16/23)