



New England Swimming Policies and Procedures of Competition

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1. Preamble

All policies and procedures contained herein are designed to supplement, and not contradict, either directly or indirectly, USA Swimming Rules and Regulations which are published annually by USA Swimming, the National Governing Body for competitive swimming in the United States. Copies of the official rulebook are available from USA Swimming. If any policy or procedure contained herein is found to be in conflict with the USA Swimming Rules and Regulations, either directly or indirectly, the Rules and Regulations of USA Swimming take precedence.

Changes to the Policies and Procedures

Any changes to these policies and procedures must be approved by the New England Swimming Board of Directors.

Effective Date of Changes to the Policies and Procedures

Unless stated otherwise at the time of approval, changes to the policies and procedures will have an effective date of September 1 following the completion of the competitive year in which they were approved. For example, a change made during the current short course competitive year would become effective the following short course season. Circumstances may require changes to these policies and procedures during the competition year; an alternative effective date may be proposed at the time of proposal.

2. Meet Designations

USA Swimming Meet Designations

Only times from meets that are sanctioned, approved, and/or observed by the authorizing LSC will be entered into SWIMS. New England Swimming, as the administrative arm of USA Swimming, is authorized to issue, withhold, or withdraw sanctions, approvals, and observations in accordance with USA Swimming Rules and Regulations. For further information about sanctioned, approved, and observed meets, see USA Swimming Rules and Regulations Article 202.

- **Sanctioned Meets**

Sanctioned meets are meets in which all of the swimmers are USA Swimming registered swimmers. Sanctions may be only be issued to a member club or to New England Swimming itself.

- **Approved Meets**

Approved meets are meets that follow USA Swimming technical rules and in which members and non-members compete. Approvals may be issued to non-member clubs/organizations, member clubs for closed competition (such as YMCAs), or to member clubs for open competition only with special approval from USA Swimming.

- **Observed Meets**

Observed meets are meets of outside organizations that do not follow USA Swimming technical rules. Swims of USA Swimming members are “observed” by USA Swimming officials for compliance with USA Swimming rules, and times may be used for USA Swimming purposes if compliant.

New England Swimming Calendar Meets

New England Swimming calendar meets are sanctioned meets that are open to all registered members of USA Swimming under the policies of New England Swimming and within the eligibility restrictions the meet host requires. The format of these meets is at the discretion of the meet host. These meets must utilize either the 100%, 75%/25%, or First Come, First Serve entry policies, as defined further in this document.

New England Swimming Closed Meet Calendar

The New England Swimming closed meet calendar is comprised of the following types of meets:

- Closed sanctioned meets defined by USA Swimming as a competition, or a series of competitions, within an independent organization open only to members of that organization (such as NHSA meets open to only NHSA league teams).
- Approved meets, as defined above
- Observed meets, as defined above
- Competition exclusively among members of a single club (intrasquad)

New England Swimming Championship Meets

New England Swimming championship meets are sanctioned meets identified and designed by the Performance and Development Division of New England Swimming. The dates and for these meets are the responsibility of the Performance and Development division and its respective committees, and must be determined a minimum of 30 days prior to the opening of bids for these meets. The sites for these meets are selected by the Calendar Committee based on bids received. A championship meet must have qualifying times, which will be developed by the appropriate Committee (Age Group or Senior) and published no later than April 1 for long course championship meets and September 1 for short course championship meets. The New England Swimming Office will provide awards and support as needed.

3. Meet Bidding Policies and Procedures

Meet Bidding Process

New England Swimming asks teams to bid on meets prior to each season. The bid deadlines will be specified by the Calendar Committee and will be posted on the website under Meet Management a minimum of 30 days before the deadline. The Calendar Committee can extend the due dates with 30 days notice.

Championship Meet Bids:

- LCM season- will be due at a set date in January.
- SCY season- will be due at a set date in June.
- All bids for a Championship Meet must include a signed facility agreement with the host team for the scheduled dates.

All Other Sanctioned and Approved Meet Bids:

- LCM season (April-August)- bids for all other sanctioned and approved meets will be due February 1, or a date identified by the Calendar Committee.
- SCY season (September-April)- bids for all other sanctioned and approved meets will be due July 1, or a date identified by the Calendar Committee.
- Bids may be submitted with a facility to-be-determined, but a signed facility agreement with the host team is required for sanction, as outlined below.

- Bids for April meets may be submitted with bids for LCM season or SCY season and will be considered timely in either instance.

Exception:

- A team may host a sanctioned or approved meet without a bid if there are 3 or fewer teams participating AND less than 6 sanctioned meets scheduled for any of the days spanning the request. The host must submit a sanction or approval request no less than 30 days before the first day of the meet. These meets are not subject to the late bid fee or increased sanction fee as outlined below and are not eligible for distance subsidies.

The Calendar Committee maintains the ability to reject any bid that it finds incomplete or unreasonable.

Championship Meet Considerations

It is the responsibility of the Calendar Committee to evaluate championship meet bids and award championship meets. In the event that the Calendar Committee determines that insufficient qualified meet bids have been received for a championship meet, the following steps may be taken by the Calendar Committee, in no particular order:

- The Calendar Committee may extend the bid deadline for the meet(s) in question.
- The Calendar Committee may work with the Performance and Development Division to adjust meet dates and/or formats.
- The Calendar Committee may pursue opportunities for NE Swimming to host, or assist in hosting, the meet.

Any nonstandard terms must be negotiated and approved by the Calendar Committee. Any arrangements committing a substantial use of New England Swimming resources (finance, personnel, etc.) must be approved by the Board of Directors and should first be discussed with the relevant committee. Any nonstandard terms may affect the amount of the meet subsidy.

Late Meet Bids

Late bids for sanctioned or approved meets will not be accepted if 6 or more sanctioned meets are already approved by the Calendar Committee for any of the days of the late meet bid. If there are fewer than 6 sanctioned meets on each of the days of the late meet bid, the bid will be accepted, if it is reasonable and complete. If the late bid is accepted, a \$500 late bid fee applies. Late bid meets are not eligible for the distance subsidies referenced below.

Bid Requirements

Meet Director Requirement: Teams planning to host meets must have their intended Meet Director listed on the bid form. All Meet Directors must pass the Meet Director's test and attend one Meet Director Workshop before they will be awarded a meet. This requirement must be repeated every three years. The Meet Director must be a member of USA Swimming in good standing.

Safe Sport Recognition Program (SSRP) Requirement: Any team bidding on a meet must have completed the Safe Sport Recognition Program (SSRP) before submitting the bid. Any club/organization that has all, or mostly all, adult athletes and is therefore unable to complete the SSRP may submit a bid

with the understanding that they will be required to agree to Safe Sport related conditions applicable to the meet as identified by New England Swimming.

Host Team Requirement: A Team and its Head Coach must be in good standing with USA Swimming and New England Swimming. A bid will not be considered from a team that owes surcharges, financial reports, or self- evaluations for past meets. Teams that are still within the post meet 30 day deadline will have their bids considered. However, all past surcharges and reports must be completed before the team receives a sanction or approval for another meet. Any team that does not reconcile their accounts by the bid deadline and still wishes for their bid to be considered will be assessed the penalties assigned to a late bid.

Entry Policy Requirement: Bids for all meets, with the exception of championship meets, must specify the entry policy to be used for the meet: 100% Invitational; 75%/25%; First Come, First Serve; or USA Swimming Closed Competition. These policies are detailed later in this document.

Calendar Protection

New England Swimming will protect the dates of significant events in the LSC as outlined below:

- No meets will be sanctioned, approved, or observed on the date of any New England Swimming House of Delegates meeting.
- No meets will be sanctioned, approved, or observed on the date of the New England Swimming Awards Banquet.
- On the dates of the New England Swimming Senior Championships and New England Swimming Open Championships, other sanctioned, approved, and observed meets may occur, but these meets may not include swimmers ages 15 & over that qualify for the Championship meet. This restriction includes any time trials associated with the meet. In the event that a qualifier for the Senior/Open Championships age 15 or over competes in a New England Swimming sanctioned, approved, or observed meet held in concurrence with the championship meet, the entering party will be fined \$100 per event in which said swimmer competes, payable to New England Swimming.
- On the dates of any New England Swimming Age Group Championships, other sanctioned, approved, and observed meets may only be comprised of swimmers outside of the age group(s) included in the applicable Age Group Championships. This restriction includes any time trials associated with the meet.

The following exceptions apply to the above restrictions:

- Other New England Swimming Championship meets as identified and designed by the Performance and Development Division and awarded by the Calendar Committee are not subject to the above restrictions.
- Any swimming competition affiliated with the National Congress of State Games may be approved/observed on any date.
- High school Conference, Sectional, and State Championship meets may be observed on any date.
- The YMCA New England SCY Championships may be approved on any date.

The policy will be re-evaluated by the New England Swimming Board of Directors in advance of the bid deadline for 2024 LCM Season Championships.

4. Meet Administration Policies and Procedures

Sanction/Approval Request

For all sanctioned non-championship meets and all approved meets, a sanction/approval request is due to New England Swimming 60 days prior to the first day of the meet, with the exception of meets of three teams or fewer as provisioned above. Sanction/approval requests submitted 30-59 days prior to the first day of the meet will be subject to a double sanction fee. Sanction/approval requests submitted less than 30 days prior to the first day of the meet may be denied at the discretion of the Sanction Chair. The double sanction fee (30-59 days) or denial of sanction (less than 30 days) may be waived at the discretion of the Administrative Vice Chair in cases of extenuating circumstances. Any meet information distributed to teams for a meet that has not yet been sanctioned must clearly designate that the meet has not yet been sanctioned.

- A sanction request must include the name of the confirmed Meet Referee and Administrative Official as well as the Meet Director, Entry Chair and Safety Monitor.
- A sanction request must also include a signed facility confirmation document for the dates of the meet.

Meet Announcement

A Meet Announcement template will be prepared by the Sanction Chair and reviewed and approved by the Technical Planning Chair and Program Operations Vice Chair. This template is required for all sanctioned meets and any deviations must be approved by the Technical Planning Chair.

Changes to the Meet Announcement

No fee, format, or other changes may be made after the meet has been sanctioned or approved by New England Swimming, without the expressed consent of the Technical Planning Chair. If a team discovers that it must make format changes after the meet has been posted, the team must notify the Technical Planning Chair, who may consult with the Program Operations Vice Chair, Calendar Committee Chair, and the Age Group Chair (if an age group meet) or Senior Chair (if a senior meet) in order to give authorization for the proposed change(s). Any change to the meet format after the meet begins will be at the discretion of the Meet Referee, and will be presented to the coaches at a coaches meeting.

Time Trials

Time Trials can be offered only in conjunction with a regularly scheduled session of a sanctioned or approved meet. Under such circumstances, time trials will be offered only if time allows and only at the discretion of the Meet Referee and the Meet Director. The sanction/approval fee includes a time trial sanction/approval when requested and a separate sanction number will be issued.

Entry Policies

One of the following entry policies must be utilized for sanctioned meets:

100% Invitational

- The meet host may allocate 100% of splashes for the meet.
- 25% of the splashes allocated must be allocated to New England Swimming teams, excluding the meet host. The meet host must make a reasonable effort at the time of allocation to solicit interest from New England Swimming teams to meet this requirement. Should insufficient New England Swimming teams express interest at the time of allocation, the meet host may proceed with allocating these reserved splashes to out-of-LSC teams.

- If a specified allocation of splashes is granted to a team and agreed upon in writing between the meet host and attending team, the attending team is financially responsible for that allocation if unused, unless the meet host is able to substitute other participants to fill the unused splashes.
- This entry policy may not be utilized for meets conducted in Long Course Meters.

75%/25%

- The meet host may allocate 75% of splashes for the meet. The host team's entries are included in this allocation.
 - Teams that are included in the 75% of guaranteed entries must submit their entry and payment to the host team no later than 7 calendar days before the first date of entries, or the host team may remove them from the 75% of guaranteed entries.
 - If a specified allocation of splashes is granted to a team and agreed upon in writing between the meet host and attending team, the attending team is financially responsible for that allocation if unused, unless the meet host is able to substitute other participants to fill the unused splashes.
- 25% of the splashes must be reserved for other interested teams. Entries open at 12:00 am on the first date of entry acceptance; entries received before the first date of entry acceptance are considered received on the first day of entry acceptance. All entries received on the same calendar day are considered tied. Should the meet become oversubscribed, and entries tied in sequence require resolution, a lottery will be conducted by the New England Swimming office. Results of the lottery will be shared with all involved parties.
- Should the meet host improperly reserve 25% of available splashes, it must first adjust its own entry prior to applying cut protocols to the meet.

First Come, First Served (FCFS)

- The host team may reserve entries only for their own team.
- Entries will open at 12:00am on the first date of entries.
- Entries received at the same clock second shall be considered tied in sequence with any other entries received on that clock second.
- Entries received before the first date of entries shall be considered tied in sequence with any entries received in the first clock second of the first day of entries.
- Should the meet become oversubscribed and entries tied in sequence require resolution, a lottery will be conducted by the New England Swimming office. Results of the lottery will be shared with all involved parties.

USA Swimming Closed Competition- These meets meet the USA Swimming definition of closed competition.

- Competition exclusively among members of a single club
- Competition or series of competition within an independent organization open only to members of that organization, such as:
 - YMCA competition
 - Summer league competition
 - Conference competition
- Closed competition does not include representing a group within USA Swimming such as LSC, Zone, Region, or Section, nor does it include dual meets, invitationals, or other meets where only certain clubs are invited to participate.

Cut Protocol

If a non-championship meet becomes oversubscribed, the following measures will be applied at the discretion of the Meet Director, in no particular order of precedence:

- Teams may be asked to cut each athlete to no more than two fewer events per day than the maximum allowed.
- Entries may be cut by time or to a specific number of heats for specified events.
- Teams may be asked to cut relay events.
- If deck scratches allow a reasonable timeline, the swimmers can be reinstated into those previously entered events. Clubs will be notified of cuts no later than Monday before the meet.

Other protocols may be applied if detailed in the Meet Announcement and approved by the Technical Planning Chair.

Four/Five Hour Policy

USA Swimming Rule 205.3.1F reads: “With the exception of championship and open water meets, the program in all other age group competition shall be planned to allow the events for swimmers (12) years and younger to be completed in four (4) hours or less per session (prelims, finals, timed finals). Events for the same 12 & under swimmers shall be limited to one session per day, except for prelim/finals meets where events for 12 & under swimmers may be offered in both prelims and finals.”

Further, no meet session in New England Swimming may exceed 5 hours.

Application- USA Swimming Four Hour Rule: To comply with the USA Swimming Four Hour Rule, all events within a session designated for swimmers ages 12 & under must be completed within four hours. Events designated for swimmers ages 13 & over and/or events designated as senior/open are exempt and may continue beyond four hours. However, events designated as senior/open, with results separated by age group, are subject to the four hour restriction, if the age groups include swimmers ages 12 & under.

Application- New England Swimming Five Hour Policy: All events within the session must be completed within five hours.

Exemptions: The following meets are exempt from this policy:

- Championship Meets
- Distance sessions for which heat sheets are posted with heat start times on both the meet host and the New England Swimming websites no later than Wednesday prior to the meet start.

Procedures to Achieve Compliance: A meet host should consider the following possible format considerations in the planning of the meet in order to avoid exceeding the session limit.

- Split the session into separate sessions for each age-group.
- Create a separate “Open” session for distance events.
- Accept no further entries when the time limit is reached.

Any changes to the meet outside the scope of the cut protocol detailed in the Meet Announcement must be approved by the Technical Planning Chair.

Penalty for Non-Compliance: Any club holding a meet must run a projected timeline for that session using a 30-second time interval (or 20- second if over/under starting procedure is used); the timeline should be run on the seeded session using the meet management software. If the projected timeline is over 4 or 5 hours, as applicable, cut protocols must be made to reduce the timeline to the acceptable 4/5 hours. Any session that exceeds 4/5 hours is subject to the following fines or penalties, unless the session was planned to be within the four hours as proven by the pre-meet session report with all included guidelines followed:

- Loss of Meet Deposit
- \$1000.00 fine per session
- Loss of distance subsidy if infraction was during the distance session
- Repeat and/or flagrant violations may be referred to the Administrative Review Board and may result in the loss of ability to host meets.

Fines are assessed by the New England Swimming office and subject to the review and discretion of the Administrative Vice Chair. Fines may be appealed to the Board of Directors within 30 days of notification of the fine. All fines are due upon receipt. The decision of the Board of Directors may be appealed to the Administrative Review Board. Repeat violations may be referred to the Administrative Review Board for further action.

Registration

It is the responsibility of the Meet Entry Chair, under the supervision of the Meet Director, to verify that all athletes participating in the meet, and non-athlete members assisting with the meet, are registered according to USA Swimming and New England Swimming policies.

All entering teams have the ability to check their own athletes' registration status through SWIMS 3.0. It is the responsibility of each team to ensure their athletes are registered as per USA Swimming and New England policies.

Specifically,

- The meet host must submit a meet registration file to the NE Swimming registrar no later than the Monday before the meet begins.
- The NE Swimming Registrar will provide a registration recon report to the meet host who must notify the attending teams that have registration issues to be resolved.
- The host team must scratch all swimmers whose registration is not valid in the initial registration recon report and must notify each offending team of the scratch(es).
- Throughout the week, teams must work with the New England Swimming Registrar to resolve all outstanding registration issues. When a swimmer's registration is verified to be correct by the Registrar, an email will be sent to the host team, and the meet host shall reinstate them into the meet.
- All corrections must be completed by 5:00 PM the day before the first day of the meet. Any athletes who have not been corrected by the deadline will remain as scratched from the meet.
- It is the responsibility of the meet host to ensure that an updated registration file is submitted to the Registrar in the case of late entries, updates etc.
- Any late entry submissions must be cleared by the New England Swimming Registrar before being entered into the meet.
- If a swimmer is not properly registered, a fine of up to \$100 per event will be issued to the individual, member coach or member club submitting the entry. (USA Swimming Rule 302.2)

- On deck registration is not permitted in New England Swimming.
- Host teams who fail to comply with these procedures and deadlines will forfeit their meet deposit. Additionally, results may be ineligible for import into the SWIMS database.

Proof of Age Requirement

Swimmers ages 19 & under will not be allowed to compete in age-classified events without a proof of age confirmed. Proof-of-age documentation is required once per swimmer and is to be submitted at the time of registration of the swimmer. Transfer swimmers with proof-of-age recorded in the USA Swimming SWIMS database by another LSC are not required to re-submit proof of age documentation to New England Swimming.

All proof-of-age documentation will be processed by the New England Swimming Office and will be destroyed once properly recorded in the SWIMS database. Proof of age sent electronically (i.e. scanned) is the preferred method of submission. Information other than the swimmer's full name and date of birth may be blacked out for privacy reasons.

Copies (certified copies are not required) of any one of the following documents, listing name and date of birth, will be accepted as proof of age:

- Official birth certificate
- Passport
- Government-issued driver's license
- Alien registration card issued by United States government
- Certificate issued by the Immigration and Naturalization Service attesting to age
- Certificate of an American citizen born abroad issued by the appropriate government agency

The following documents will not be accepted as proof-of-age:

- Hospital record
- Baptismal record
- Religious certificate

In the event that a swimmer age 19 & under competes in age-classified competition without proof of age confirmed, the entering party is subject to a fine of up to \$100 per event.

Entries

- Entering teams must be notified of their acceptance into the meet within 48 hours of submitting their entry, or within 48 hours of the first date of entries, whichever is later.
- With the exception of championship meets, host teams must accept updated times until seven days prior to the first day of the meet.
- Accepted teams must send payment for their entry within 4 calendar days of the notification. Accepted teams that do not send payment within 4 calendar days will forfeit their entry but will still be held liable for payment of the entry fee and will be referred to the Board of Review.
- All "unattached" swimmers must be declared in writing before the meet begins.

Illegal Entries

Any of the following will be deemed an illegal entry:

- Entry does not conform to the qualifying time standard.

- Entry was not achieved in the time frame stated in the Meet Announcement.
- Swimmer competed in the incorrect age group or sex.
- Swimmer entered in the meet outside of the parameters stated in the meet announcement (i.e. below or above stated time standards).
- Entries using fraudulent and/or non-verifiable entry times that are not in accordance with entry guidelines.
- Swimmer not registered with USA Swimming in accordance with prior to 5:00 PM on the day before the start day of the meet.
- New England Swimming swimmers not registered in accordance with New England Swimming policies (including proof of age policy as applicable) prior to 5:00 PM on the day before the start day of the meet.
- Submitting a document that indicated a swimmer is properly registered with USA Swimming/New England Swimming for a meet when, in fact, that swimmer is not properly registered.
- Entering a swimmer as attached to a club when, in fact, that swimmer is unattached.
- Entries in violation of calendar protection restrictions.

Illegal entries may be addressed in the following manner:

- If an illegal entry is discovered after the entries have been sent in and prior to the competition, the host club shall contact the club or person responsible for the entry and have them take corrective action. If no action is taken, the entry will be scratched and the entry fee forfeited.
- If a suspected illegal entry is discovered after the event is swum, the meet director, meet referee, or designated NES officer may challenge the entry.
- Proof-of-Time: The burden of proof shall be borne by the challenged club or by the individual if unattached. The proof of time must include the name and date of the meet where time was achieved and a copy of the event results as it appears in the USA- S national database or the official meet database. The proof of time must be submitted within 7 days of being challenged.
- Any event in which a swimmer illegally participates shall be rescored and any corrections to the awards shall be made.
- Restoration of Time: If, upon receiving documentation in the required timeframe, the entry is deemed to be legal, the event must be rescored and re-awarded. A corrected copy of the meet results must also be published.
- The entering party may be assessed a fine of up to \$100 per event, payable to New England Swimming. The entering party is considered the swimmer's club if the swimmer is representing a club, or the swimmer, if the swimmer is competing unattached.

General Policies for All Meets

- A meet backup must be submitted to the New England Swimming office the Monday prior to any sanctioned or approved meet.
- Any entry limitations more restrictive than those in the USA Swimming Rules and Regulations must be specified in the Meet Announcement.
- A team is able to enter part of a meet without penalty.
- More than one swimmer per lane in competition is not permitted in New England Swimming meets.
- A team that is running 25 yard/25 meter events must state in the meet information how these events will be conducted.
- Chase start races are permitted in New England Swimming meets.

Post-Meet Requirements

Meet Result Processing

- A full meet backup must be generated and sent to the New England Swimming Office within 24 hours of the finish of the meet. There is no need to send HTML results or the CL2 export file.
- Meet results should not be posted on a team's own website, distributed to teams, or entered into TeamUnify until cleared by the New England Swimming Office. Due to privacy issues, the Hytek results file should not be posted online; results should be sent to the attending teams via email.
- If a meet contains time trial events, two Hytek results files will be generated by the New England Swimming Office, one with the standard events and the other with Time Trial events under a separate meet name. They will be loaded into SWIMS as two different meets.
- All unattached swimmers must be identified – "UN-NE", "UN-CT", "UN- ME", etc. Use the setting in Hytek/Teams/Alternate Abbreviation to use the "UN" designation on teams, or unattached groups, in order to list under another name in the program, such as "UN-ABC". This can help identify swimmers and allow for easier bookkeeping.
- Relay results must include the names and ages of all swimmers and all splits. Any relay with an unattached swimmer is disqualified and will not import into SWIMS
- Timing system reports, computer results, DQ slips, timer sheets, etc. should be kept for at least one year.
- Incomplete results may result in the loss of the Sanction Deposit.

Financial Report

- The completed New England Swimming financial report must be filed online, or sent to the New England Office within 30 days of the last day of the meet. The New England Swimming travel fee should be sent in with the surcharges within 30 days of the last day of the meet. The online post-meet forms can be found under Meet Management on the website. Per USA Swimming Rule 202.4.12, teams may be required to submit receipts for meet expenses to New England Swimming.
- No positive action (financial reimbursement, meet sanctions, meet approvals, awards, etc.) will be taken on behalf of a New England Swimming team until it has met all its financial commitments to New England Swimming.
- Meet host clubs that are late submitting required post-meet reports and surcharge fees to the New England Swimming Office shall be charged an additional \$100 deposit fee for each subsequent sanction request for a period of one calendar year. This penalty will be enforced upon the first infraction by a meet host club. This supplemental deposit shall be collected in addition to the normal sanction deposit fee.

5. Meet Operations Policies and Procedures

Safety

- Diving will be prohibited during warm-ups except in specifically announced one-way sprint lanes. There will be no diving in the warm-up and warm-down areas at any time.
- No shaving is permitted at the competition site.
- No glass containers are permitted within the facility.

- Swimmers must be under the supervision of a coach. If a swimmer arrives at the meet without a coach, the swimmer should notify the referee before he/she warms up. The referee will assign the swimmer to a registered coach for warm-ups.
- Use of audio or visual recording devices, including a cell phone, is not permitted in changing areas, rest rooms, locker rooms, behind the blocks, or in any marked NO CAMERA ZONE.
- Deck changing is prohibited.
- For all warm-up sessions, swimmers must utilize a “sit and slide”/“three-point entry” to enter the pool for warm-ups, by first sitting on the deck, and then sliding, feet-first, into the pool. If a warm-up area for use during competition is provided at the facility, when entering the warm-up/warm-down area, a “sit and slide”/“three-point” entry is required at all times.
- In extraordinary cases, due to bulkheads and other pool designs, it may be determined that it is unsafe or impossible for swimmers to perform the required sit and slide entry. In such extremely rare cases, the sit and slide rule may be modified. Exceptions to the sit and slide rule shall only be made when performing the sit and slide entry poses risk of injury to swimmers and/or risk damaging or ripping of swimsuits. An exception to the sit and slide rule shall only be made when the Safety Monitor, Meet Director, and Meet Referee have evaluated the risks and unanimously determined that the use of the sit and slide entry poses such great risk as to be unsafe. In these cases, the Safety Monitor, Meet Director, and Meet Referee must determine and agree upon an alternative safety plan to ensure swimmer safety. Any time an exception has been made, the Meet Director shall report the exception to the New England Swimming Program Operations Vice Chair, describing the extenuating circumstances, and include a description of the alternative safety plan implemented. Follow-up will be performed by the Program Operations Vice Chair as appropriate.

Relays

Dual Human Confirmation of relay take off violations will be required at all New England Swimming meets. If Electronic Relay Judging pads are to be used at a meet, they will serve in the following capacity. Once a Dual Confirmation of a relay take off has been confirmed (Dual Human Confirmation), the Meet Referee or his/her designee shall request the RJP data. This data can only be used to support the disqualification or overturn the disqualification. In the event the RJP data is either missing or deemed invalid, the disqualification will stand.

Staffing

With the exception of championship meets, host teams are responsible for staffing their own meets, either with their own members or by soliciting volunteers in advance of the meet. Teams may request, but cannot require, participating teams to provide volunteer timers, officials, and marshals. Teams that violate this requirement may be refused future meets and a loss of the Sanction Deposit and any subsidy. In general, teams should aim to have most of their timers and all of their officials and safety marshals identified prior to the meet. Teams running meets are allowed to require teams to time their own swimmers in all events 400 and longer and all relay events, if designated in the Meet Announcement.

Meet Referee

All teams hosting meets must staff a certified Meet Referee for their meet. The Meet Referee’s name must be submitted at the time of sanction and is subject to verification by the New England Swimming office.

Administrative Official

All teams hosting meets must staff a certified Administrative Official for their meet. The Administrative Official and the Meet Director cannot be the same person. The Administrative Official's name must be submitted at the time of sanction and is subject to verification by the New England Swimming office.

USA Swimming Memberships in Good Standing

New England Swimming policy requires that all coaches, officials, and meet directors be non-athlete members of USA Swimming in good standing. The Meet Director, or designated official, shall check and verify the good standing of these individuals for compliance. Each individual on deck in a coaching, officiating, or meet director capacity must have proof of membership in good standing available at the meet. The Meet Director and/or Meet Referee will ask any "coach" or "official" without proof of membership to leave the deck without exception. If the NE Swimming Registrar confirms that the "coach" or "official" who was asked to leave the deck is found not to be fully registered the offender will be fined \$100 and the offender's team, if applicable, will be fined \$200, to be paid within 30 days. Any "coach" who refuses to leave the deck will cause the team's swimmers to swim unattached for the remainder of the meet.

Hard Copies of Meet Announcements

Host teams are required to have at least one hard copy of the meet announcement available on deck at all meets.

Warm-Up Procedures

Host teams are responsible for providing supervised warm-ups with safety marshals on deck in accordance with established procedure. It is the host team's responsibility to know the established procedure and inform the marshals of their duties and responsibilities. A warm-up schedule should be made available before the meet. This schedule should include the format (separate warm-ups for different ages and sexes, etc.), timing, and length of the general warm-up. The meet referee or head safety marshal should be on deck during the warm-up period in order to answer questions, make necessary adjustments, and deal with problems during this time. New England Swimming recommends that warm-up sessions, especially for thirteen and older swimmers, be at least 30 minutes long.

Meet Committee

All meets should have a Meet Committee consisting of one official, one coach, and one athlete to be selected by the Meet Referee who will present issues and moderate but not vote. The three members shall be from separate teams. The Meet Committee will decide all issues of eligibility and anything not addressed in the Meet Announcement. The Meet Referee shall have authority as described in the current USA Swimming Rulebook.

Meet Director

The Meet Director should be present at all sessions of the meet. If this is impossible, a substitute who is very familiar with the meet should be appointed.

Photographers On Deck

The only photographers allowed on deck during a meet are photographers contracted by the host team or press photographers approved by the host team.

Safety Monitor

All teams must list a Safety Monitor for all meets.

6. Meet Financial Policies and Procedures

Entry Fees

New England Swimming Sanctioned, Approved, and Observed Meets

	Sanctioned	Approved	Observed
Individual Timed Finals Events	\$5.00	Determined by host team	\$5.00 each splash
Trials/Finals Events	\$10.00	Determined by host team	\$5.00 each splash
Distance Events	\$10.00	Determined by host team	\$5.00 each splash
Non-electronic entry	add \$0.50 per event	Determined by host team	
Relays	Up to 4x individual	Determined by host team	
Time Trials	\$10.00	Determined by host team	
Travel Fee per swimmer	\$1.00	\$1.00	
Participation Fee per swimmer	Up to \$25.00 (if not charging admission) Up to \$10.00 (if charging admission)	Determined by host team	

All fees represent a maximum allowed. Surcharges are not impacted by the fees chosen by the meet host.

Championship Meet Fees

	Age Group/ Senior/Open Championships	All Other Championships (i.e. Bronze, Silver, Gold)
Individual Timed Finals Events	\$10.00	\$6.00
Trials/Finals Events	\$10.00	\$10.00
Distance Events	\$10.00	\$10.00
Non-electronic entry	add .50 per event	add .50 per event
Relays	\$25.00	\$25.00
Time Trials	\$10.00	\$10.00
Travel Fee per swimmer	\$2.00	\$2.00
Participation Fee per	Up to \$30 (if not charging admission) Up to \$20 (if charging admission)	Up to \$30 (if not charging admission) Up to \$20 (if charging admission)

All fees represent a maximum allowed. Surcharges are not impacted by the fees chosen by the meet host.

Sanction and Surcharge Fees

	Sanctioned Meets	Approved Meets *	All other Championships- i.e. Bronze/Silver/Gold	Age Group/ Senior/Open Championships
Sanction Fee	\$25.00 per day \$50.00 per day if sanction request submitted less than 60 days in advance	\$80.00 per day \$160.00 per Day if approval request submitted less than 60 days in advance	\$25 per day	N/A
Surcharges	\$.75 per event for all timed final events \$.50 per event (Trials/Finals)	\$1.50 per event *	\$.75 per event for all timed final events \$.50 per event (Trials/Finals)	N/A

*Surcharges for certain YMCA meets approved by NES and listed below will be \$0.75 cents per event. All others will be \$1.50 per event.

Reduced Splash Fees YMCA

The following YMCA meets are subject to a reduced surcharge of \$0.75 per splash:

- WMYSL - Western Mass Winter Championships
- SENECEY – Championship Meet
- YMCA Districts
- YMCA New England SCY Championships

Swimmer Participation Fee

A meet host may charge a swimmer participation fee as follows:

All Championship Meets

- If charging any admission fees, the host team may charge a maximum participation fee of \$20.00 per swimmer.
- If not charging any admission fees, the host team may charge a maximum participation fee of \$30.00 per swimmer.

All Other Sanctioned Meets

- If charging any admission fees, the host team may charge a maximum participation fee of \$10.00 per swimmer.
- If not charging any admission fees, the host team may charge a maximum participation fee of \$25.00 per swimmer.

Sanction/Approval Fees

Sanction fees of \$25.00 per day must accompany all requests for sanctions, and approval fees of \$80.00 per day must accompany all requests for approvals. This fee includes time trials for all the days of the meet. In addition, there is a \$200.00 deposit per meet that is returned when all New England Swimming policies have been followed, and all results, reports and surcharges have been returned to the New England Office within the proper time frame. Sanction/approval requests submitted less than 60 days in advance will be charged a double sanction/approval fee per day.

Admission Fees

Admission fees are only permitted if utilizing the reduced swimmer participation fee, as noted above, and must be stated in the Meet Announcement.

- Teams that offer a paper heat sheet for a fee may charge a maximum of \$3.00 per person per session for admission at a non-Championship meet.
- Teams that offer a free electronic heat sheet for all sessions may charge a maximum of \$4.00 per person per session for admission.
- Teams that offer a fee based electronic heat sheet may charge a maximum of \$3.00 per person per session for admission.
- Championship meets may charge an admission fee of \$5.00 per person per session.

Programs

There is no limit on what a team may charge for programs, but the fee must be stated in the Meet Announcement.

Distance Meet Subsidies

“Distance meets” may be eligible for a distance subsidy of \$500. “Distance meets” are defined as meets comprised only of events 400 yards and longer. To be eligible for the subsidy, the meet must run at least one event for each gender that is 800 yards or longer, or at least two events for each gender that are 400 yards or longer, with a session duration of at least three hours (post-scratch), not including warm-ups.

Other sanctioned calendar meets that do not meet the above definition may be eligible for a distance subsidy of \$250. To be eligible for the subsidy, the meet must contain one or more sessions in which all events are 400 yards or longer, including a separate warm-up period of at least 30 minutes, and a session duration of at least two hours (post-scratch), not including warm-ups. Only one distance session per meet will be eligible for a subsidy.

Virtual Meet Fees

Teams that host a sanctioned Virtual Meet, as defined by USA Swimming, may charge each participating team a fee of up to \$50 to cover administrative costs.

Non-Compliance

Fines are assessed by the New England Swimming office and subject to the review and discretion of the Administrative Vice Chair. Fines may be appealed to the Board of Directors within 30 days of notification of the fine. All fines are due upon receipt. The decision of the Board of Directors may be appealed to the Administrative Review Board. Repeat violations may be referred to the Administrative Review Board for further action.

Entering Parties

In any cases of “illegal entries,” as defined above, the entering party may be assessed a fine of up to \$100 per event, payable to New England Swimming. The entering party is considered the swimmer’s club if the swimmer is representing a club, or the swimmer, if the swimmer is competing unattached. Should a fine remain unpaid after thirty (30) days, the swimmer and the club they were representing shall be notified by the NES Office and suspended from competition within the jurisdiction of NES until such time as the fine is paid.

Meet Hosts

Host clubs may be subject to loss of meet deposit in the following circumstances:

- Meet backup not sent to the NE Swimming Office the Monday before the meet
- Unregistered swimmers/swimmers without proof of age compete in meet
- Unregistered non-athletes on deck
- Meet backup sent to NE Swimming Office greater than 24 hours after the meet
- Incomplete Meet results (such as relays with no names entered, time trials with incorrect events)
- Deviation from the Meet Announcement without the consent of the Technical Planning Chair or Meet Committee
- Not providing proof of entry fee refunds (when events are cut based on numbers or time)
- Late submission of reports and surcharges (beyond the 30 days)
- Inadequate number of Officials
- Improper use of cut protocol
- Violation of staffing policies

- Deleting a swimmer from the meet after they have competed
- Any other USA Swimming and/or NE Swimming Policy violations

Host clubs may be subject to loss of meet deposit and \$1,000 fine in the following circumstances:

- Violation of the 4/5 hour policy
- Violation of entry policy

Any team that has lost its meet deposit for any reason will be required to pay a \$300 deposit for any future meets for the period of one calendar year.

Teams that still owe surcharges will not receive sanctions or approvals for further meets and will not have any future bids considered until the fees are paid. In addition, if the financial report and appropriate surcharges are not returned within 30 days, the team's sanction deposit and any meet subsidy will be forfeited.

Returned Checks

There will be a \$50.00 charge for any team or individual who submits a check returned to New England Swimming or any of its member teams.

Teams That Owe Meet Fees

If a team has been unsuccessful in collecting meet fees from a team that entered a meet, the team can refer the problem to the New England Swimming Administrative Review Board which can prohibit the team from entering any other meet until past fees have been paid.

7. Meet Grievances

Grievances concerning hosting and/or attending teams may be addressed using the following procedures:

- Teams who wish to prohibit specific teams from their meet(s) must file a formal complaint with New England Swimming that is reviewed by the Administrative Review Board.
- Teams who have complaints about host teams and the meet hosting policies must file a formal complaint with New England Swimming that is reviewed by the Administrative Review Board.
- Any report must include the name of the person making the report as well as the name of one witness who can corroborate the report.
- Repeat offenses concerning host and/or visiting teams may be referred to the USA Swimming National Board of Review.
- Offending teams may not be prohibited from New England Swimming Championship Meets without a ruling by the National Board of Review or a legal order.
- Appeals may be made through the New England Swimming Administrative Review Board and/or the USA Swimming National Board of Review.

8. Championship Meet Policies and Procedures

The policies and procedures below apply to all New England Swimming championship meets.

Qualifying Times

All qualifying times used for entry into New England Swimming Championship meets must be times entered into the USA Swimming SWIMS database. Times from “Block Party” meets are not eligible for qualification for New England Swimming Championship meets.

Qualifying Period

The qualifying period for all championship meets shall be stated in the Meet Announcement and shall encompass the past three seasons of championship meets (approximately 18 months).

Timing and Work Assignments

Teams hosting championship meets may require participating teams to provide timers in proportion to the number of entries submitted for each session and also considering the officials who submit their names before the stated deadline. When arranging timers, the host team should also take into account not only the number of swimmers, but also the session in which the teams’ swimmers will be attending. Officials must be solicited on a volunteer basis. The host team is responsible for supplying the necessary marshals, and at least one head timer, two backup timers, awards personnel, runners, hospitality, and additional office workers to assist in the meet operations (in addition to all the other workers necessary to running the meet). Host teams may choose to have swimmers in the 400 Individual Medley, 400/500, 800/1000, and 1500/1650 Freestyles provide their own timers for those events.

“No Show” Workers

If a team does not provide the timers it has been assigned at a championship meet, the team will be fined \$100.00 per incident and will not be allowed to enter swimmers in another New England meet until the fine(s) is paid. This can be appealed to the Administrative Review Board and is enforced only if the meet management has properly assigned timers based on the number of swimmers a team has entered in the meet.

Awards

The awards are established, ordered, and paid for by New England Swimming under the advice of the Age Group and Senior Committees and must be posted in the Meet Announcement. Heat winner and/or additional awards may be added at the discretion and responsibility of the meet host. It is the responsibility of the meet host to staff and manage the distribution of awards and to record any missing awards in the cases of ties or low inventory, and to submit said information to the New England Swimming office. Hosts are also responsible to return all leftover and unclaimed medals and ribbons to the New England Swimming office within 30 days of the meet.

Meet Announcement

The meet format, including time standards, bonus structure, event order, and event format, is determined by the Performance and Development Division and its respective committees, subject to the policies and procedures herein. The Meet Announcement will reflect these format decisions and all applicable policies and procedures, and will be developed in conjunction with the Age Group Committee or Senior Committee (depending on the meet), Development and Performance Vice Chair, Program Operations Vice Chair, Technical Planning Chair, and Officials Chair for review and input in a timely manner. The meet should be sanctioned as early as possible but no less than 60 days prior to the start of

the meet. After the meet has been awarded a sanction, the meet announcement may be posted online and no changes to the meet information can be made without the expressed consent of the New England Swimming Technical Planning Chair.

Entry Deadlines and Late Entries

The default entry deadline for all New England Swimming championships will be the Tuesday of the week prior to the week of the meet, with the specific deadline time of day to be stated in the Meet Announcement. This default may be adjusted with the approval of the Technical Planning Chair.

New-qualifying swimmers (swimmers qualifying for the meet for the first time after the entry deadline) and new-qualifying swims (qualifying times for additional events achieved for the first-time after the entry deadline, for swimmers already entered in the meet) may be added through the Monday prior to the meet, with the specific deadline time of day to be stated in the Meet Announcement. These new-qualifying swimmers and swims are not considered late entries.

Any other additional entries (additional swimmers and/or swims) submitted after the entry deadline constitute late entries.

Any late entries will incur a late entry penalty as follows:

\$25 per swimmer to add swimmer(s) not already entered in the meet

\$25 per relay to add relay entries to the meet

\$10 per swimmer to add event(s) for swimmer(s) already entered in the meet

The Meet Referee has the discretion to waive the late entry penalty in cases of extraordinary circumstances.

Late entries must be submitted no later than the Monday prior to the meet, with the specific deadline time of day to be stated in the Meet Announcement. No late entries will be accepted thereafter.

All late entry penalty fees must be submitted to the meet host prior to the start of the meet and will be split between the meet host and New England Swimming.

Teams submitting late entries on a repeat and/or excessive basis may be referred to the Administrative Review Board for further action.

Time Trials

All championship meets may offer time trials at the discretion of the Meet Referee. The meet announcements will reflect this policy.

- Generally, time trials are open to any swimmer registered with USA Swimming regardless of whether or not they are entered in the meet. However, the Meet Referee may elect to limit time trials to only swimmers entered in the championship meet and/or limit time trials in other ways in the event of time and/or capacity constraints.
- Any time trial swimmers and/or swims not accommodated due to time and/or capacity constraints are eligible for refund.
- If a meet permits time trial only swimmers, these swimmers must be entered in the meet no later than 24 hours prior to the start of the meet and must pay both the swimmer participation fee and travel fee.

- If a meet permits time trial only swimmers, these swimmers are only permitted on the pool deck for the session(s) in which they participate in time trials.

Relay Only Swimmers

If a meet permits relay only swimmers, the relay only swimmers must be entered in the meet prior to the meet entry deadline and are subject to both the travel fee and participation fee. Any relay only swimmers entered after the meet entry deadline are subject to the late entry policies and procedures.

Participation of Out-of-LSC Swimmers and Teams

All New England Swimming Championship meets are restricted to swimmers and teams currently registered in New England Swimming, with the following exceptions:

- The New England Swimming Open Championships is open to out-of-LSC swimmers and teams.
- The New England Swimming Senior Championship meet may be opened to out-of-LSC swimmers as determined by the Senior Committee and stated in the Meet Announcement.

Site Assignments

For any championship meet with multiple sites, site assignments will be determined by the Sanction Coordinator, with the advice and consent of the Calendar Committee Chair and Age Group Chair. Any team not assigned for any reason must contact the Sanction Coordinator in order to participate.

9. Additional Championship Meet Policies and Procedures- Age Group, Senior, and Open Championships

The additional policies below apply to Age Group, Senior, and Open Championship meets.

Meet Subsidy Policy

New England Swimming recognizes that increased expenses impact Age Group and Senior Championship meets. Accordingly, subsidies are to be given to teams running these meets.

- New England 10 & Under Age Group Championships: \$4,000
- New England 11-14 and 15-18 Age Group Championships: \$7,500
- New England Open Championships: \$5,000
- New England Senior Championships: \$10,000
- New England Open Water Championships: \$1,000

Designated Officials

Designated officials are defined as:

- Meet Referee
- Administrative Referee (only for prelims/finals meets)
- Team Lead Chief Judge
- Officials Evaluator (for Officials Qualifying Meets only)
- Other positions at the discretion of the Officials Chair

Designated officials will be selected by the Officials Chair, on behalf of the Officials Committee. The Officials Chair will solicit and consider the input of the Vice Chair Program Operations and the Meet Director in this process. Additionally, the Meet Referee should be consulted in the selection of other designated officials for the meet.

Compensation and Reimbursement

- Generally, New England Swimming will cover the costs of not more than 3 hotel rooms for designated officials.
- New England Swimming will cover the cost of an additional hotel room for the National Evaluator if the meet is an Officials Qualifying Meet.
- Additional rooms for designated officials may be provided at the discretion of the Officials Chair, subject to available funds in the Officials Committee budget.
- Designated officials will receive a \$200 stipend and current rate per diem from New England Swimming.
- Any additional compensation must be approved by the New England Swimming Board of Directors.

Warm-Up and Warm-Down Areas

If there is no warm-up and warm-down area at a New England championship meet facility, then the meet must offer at least two 10 minute breaks for warm-up and warm-down during the meet. New England Swimming also recommends that at championship meets, if possible, a warm-down of at least 30 minutes be provided at the end of each session of the meet. Additionally, a two hour warm-up session is recommended for the preliminaries sessions at the Senior Championship.

Deck Access

All athletes, coaches, and officials must visibly display the New England Swimming Championship Meet credential, provided by the host team, to be allowed on deck. Coach deck passes will be distributed to participating teams based on the number of meet entries:

- 1-3 swimmers in individual events or 1 relay only team with any number of alternates; 1 deck pass
- 4-6 swimmers in individual events; 2 deck passes
- 7-9 swimmers in individual events; 3 deck passes
- 10-20 swimmers in individual events; 4 deck passes
- 21-30 swimmers in individual events; 5 deck passes
- 31-40 swimmers in individual events; 6 deck passes
- 41-50 swimmers in individual events; 7 deck passes
- 51 or more swimmers in individual events; 9 deck passes
- Unattached swimmers not with a team; 1 deck pass

Unattached swimmers with a team shall be included in above schedule even if listed on separate entry blank.

Additional deck passes can be purchased at the Meet Registration Desk for \$35.00, payable to the meet host team. Deck passes are not transferable between teams.

Scratches, Positive Check-In, Failure to Compete

- Positive check-in is required for the 800/1000/1500/1650 Freestyle events. The swimmer must check-in by the deadline stated in the Meet Announcement in order to be seeded in the event.
- Scratches for all other preliminaries and timed final events, including relays, must be submitted by the scratch deadline stated in the Meet Announcement.
- In all events where preliminary heats are necessary or in any timed final event for which the swimmer has been positively checked in, after the heats have been seeded, any swimmer who

fails to compete in an individual event heat in which such swimmer entered and has not been scratched in will be barred from all further individual and relay events of that day. The application of this penalty shall pertain to the order in which the event/heats are swum, not the numerical order of the events. Additionally, that swimmer shall not be seeded in any individual events on succeeding days unless that swimmer declares an intent to swim prior to the close of the scratch box for that day's events. As an alternative, the swimmer may elect to pay a fine of \$100 for immediate reinstatement in the meet, to be split between New England Swimming and the meet host. The Meet Referee has the discretion to waive the penalty in the case of illness, injury, and/or other circumstances beyond the control of the swimmer.

- Scratches from finals will be conducted in accordance with articles 207.11.6D and 207.11.6E in the USA Swimming rules, with the only deviation concerning the penalties for failure to compete: Failure to compete in the finals round of a prelims/finals event, without properly scratching, will result in the swimmer being barred from all further competition for the remainder of the Meet, including relays. In the event that the swimmer has no further competition from which to be penalized, a \$100 fine will apply, to be split between New England Swimming and the meet host.
- Note: The no-show penalties herein are not applicable to any championship meets conducted solely in a timed finals format.

Relays

- Any relays entered must meet the qualifying parameters stated in the Meet Announcement.
- Teams are limited to a maximum two scoring relays ("A" and "B" relays), per gender, per event number, each of which must be designated on the meet entry and meet any qualifying parameters stated in the Meet Announcement.
- At the discretion of the Age Group Committee or Senior Committee (as applicable), the Meet Announcement may allow teams to enter additional non-scoring relays ("C", "D", etc. relays). These non-scoring relays, if permitted, must be designated as non-scoring (exhibition) in the team's entry.
- Aggregate entry times may be used to enter relays. Teams may substitute relay swimmers at the meet with other swimmers that are entered into the meet, including relay only swimmers, if permitted in the meet. When applicable, coaches must supply proof of time for all relay entries, including aggregate times.
- Relays may be subject to cut protocols as specified in the Meet Announcement.

Flighting

Any potential flighting procedures must be clearly stated in the Meet Announcement. The decision to activate these procedures and flight one or more event(s) is at the discretion of Meet Referee, in consultation with Development and Performance Vice Chair, Age Group/Senior Chair (as applicable), and Meet Director.

Distance High Point Award

Distance High Point Award: The Distance High Point Award will be an Athlete Representative Award presented to the top male and female competitor in the distance events (400 IM, 400/500, 800/1000, and 1500/1650 Freestyles) at the Senior Championship Meet in both the short course and long course seasons, based on total points scored across these events.

10. Open Water Meet Management Policies and Procedures

Teams running New England Swimming sanctioned or approved Open Water Meets must comply with and abide by the USA Swimming Open Water Meet Management Policies as posted on the USA Swimming website and must submit a meet sanction request, with the appropriate fees under the same timeline as regular sanctioned and approved meets.