



**MINNESOTA  
SWIMMING**

# **Swim Meet Rules and Regulations Manual**

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## **Preface to Swim Meet Rules and Regulations Manual**

The intent of this manual is to organize information regarding swim meet rules and regulations and to refer the reader to the related Minnesota Swimming Inc. (MSI) policy or USA Swimming rule. Note: MSI uses its website ([www.mnswim.org](http://www.mnswim.org)) and USA Swimming its web site ([www.usaswimming.org](http://www.usaswimming.org)) as the primary tool for the dissemination of information and communication with its membership. The reader should keep in mind that certain rules and regulations may be updated from time to time, thus, visiting the appropriate web site location for the most current documents under each category is recommended. For categories not found in this document, please refer to the Minnesota Swimming Bylaws, the Minnesota Swimming Policies and Procedures Manual, or other listings on the Minnesota Swimming web site.

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# MSI Swim Meet Rules and Regulations

## 1.0 REGISTRATION

### 1.1 Registration of Athletes

All swimmers who participate in meets conducted by MSI or its member clubs must be registered with MSI/USA Swimming as athlete members. In order for a registration to be verified, the application must be dated and on file with the fees paid in the MSI office prior to the start of the competition. In extreme circumstances, registration may be received on deck by the meet director, but only if correct policy is followed, and with on-deck membership forms/fees plus a surcharge.

**Policy #233:** A deck registration surcharge of \$5 per swimmer is instituted as incentive to clubs to register their swimmers early. The surcharge is to be designated to the MSI Outreach Fund.

### 1.2 Non-Registered Athletes

The fine for a non-registered athlete competing in a meet is \$25 per splash levied against the club. This fine is managed by the Administrative Vice-Chair of MSI.

### 1.3 Registration of Non-Athletes

All coaches on deck at practices and meets must be registered and meet all requirements for a coach member, as outlined in the MSI Policies and Procedures Manual. Coaches should bring their USA Swimming issued registration card to all competitions. All meet directors and officials, including those in training, also must be registered as non-athlete members.

### 1.4 Club Affiliation

Swimmers who are members of a swim club generally register as members of that club and are said to be “attached” to that club. When swimmers enter meets as attached members of a club, they can earn points for their club and swim on relays. Swimmers who participate without being attached with a club are said to be “unattached”. An unattached swimmer may not swim on club relays and may not earn points for a club. A swimmer who changes clubs must wait 120 days after his/her last competition representing the former club before representing the new club in competition. During the 120-day period, the swimmer must compete as unattached. The 120-day rule restriction does not apply to high school or collegiate athletes who are joining a USA Swimming club at the conclusion of their non-USA Swimming club school season. A Transfer Form must be completed to change club affiliation. For more information on transfers, please see MSI Policy 2.1.2 and the MSI website. Club codes and instructions for naming unattached teams can also be found on the MSI website.

## 2.0 PRE-MEET PROCEDURES

### 2.1 Meet Schedules

The preliminary Meet Schedule for the following year (October through August) is developed by the Meet Scheduling Committee and is presented at the January Board of Directors Meeting by the meet Scheduling Committee Chair and the Age-Group Vice-Chair. The Meet Schedule is then approved by the Board of Directors at the February meeting and subsequently posted on the MSI website.

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## 2.2 Bid Procedures

MSI will email the official notice of the House of Delegates meeting no less than 20 days prior to the meeting, including information regarding meet bid applications and deadlines. Bid applications should be submitted electronically, and can be found on the MSI website once the official notices have gone out. Clubs may only bid on the type of meet listed on the approved MSI Meet Schedule and must secure pool availability for all meets on which are bid prior to submitting the application. Teams wishing to host a meet should also be prepared with a second choice bid, as if it were the first choice. This includes securing the facility for the 2nd (or 3rd) date. All those meet applications received after the deadline will be “Wait Listed”. Bids are presented and voted upon at the House of Delegates Meeting.

## 2.3 Meet Specifications

Specifications of an awarded meet may not be changed after approval of the meet at the House of Delegates meeting. This includes, but is not limited to, age groups, times standards, order of events, and dates of competition.

### 2.3.1 Closed Meets (Policy #201)

A, B, and C Finals are totally closed for both winter and summer meets. Closed meaning only swimmers from the MN LSC can swim.

### 2.3.2 Conference Rules Exemptions (Policy #202)

The Northern Lights Conference (Northern area clubs of Morris, Alexandria, Detroit Lakes, Moorhead, Fergus Falls) are exempt from conference rules definitions and may continue to do meets as they have in the past.

## 2.4 Meet Sanctions

Any member club hosting a meet must submit a Sanction Application form, which can be found on the MSI website, along with a copy of the meet information. The sanction fee schedule can be found on the Application form. Upon approval, a sanction number will be issued and must appear on any distributed meet information.

**Policy #140:** MSI reaffirms that the sanction officer has the authority to sanction time trials; C-no conference meets; dual, tri and quad meets that do not conflict with the formal published MSI meet schedule.

**Policy #220B:** Sanction officer will not permit a sanction unless, and until, all paperwork is filled out properly. Additional sanction fees for tardiness past the 90, 60 and 30 day rule will be assessed until either the sanction is granted due to paperwork completion or not granted at all.

**Policy #220D:** A sanction number will not be issued if the requesting club has an outstanding balance due to MSI.

**Policy #220:** Every club that is awarded a meet bid at the July meeting must have representative at the August 1st meet educational seminar. All requirements for hosting meets will be gone over at this time.

Sanction requests coming in:

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- 60 days prior pay \$150/\$80 to be refunded
- 30 days prior pay \$200/\$80 to be refunded
- Conference, dual and quad to stay as is

## **2.4.1 Meet Sanction Deposit (Policy #220A)**

MSI shall return the sanction deposits of \$50 (for Non-scheduled, Invitational meets and Time Trials) and/or \$80 (for MSI weekend scheduled meets) to clubs hosting a meet within 60 days after the meet – provided that all proper forms and fees are submitted to MSI within the specified times required in the meet director's manual.

MSI shall reconcile/check that the meet fees and proper forms have been returned to the MSI office by the host club within 60 days after the meet. Any discrepancies shall be billed or refunded to the host club. If the meet fees and forms have not been sent to the office within 60 days of the meet, this will be brought to the next MSI Board Meeting by the General Chair.

No meets shall be awarded during the annual bid meeting or sanctioned for any club that has not filed all appropriate materials and/or paid the appropriate meet fees in full to MSI.

## **2.4.2 Protecting “A Meets” (Policy #220C)**

No sanction will be granted to any meet, which has “A” level swimmers participating either officially, or as exhibition, for the weekend prior to an MSI bid, all-zone, “A” meet.

## **2.4.3 Sanction Violations (Policy #221)**

A team in violation of sanction requirements at the time of its meet will not be given a sanction for any type of meet for one calendar year from the next bid meeting forward.

## **2.4.4 Time Trials Sanction Fee (Policy #234)**

A charge of \$50 to the host club for the time trials sanction of which the entire amount will be returned once all materials are returned to the MSI office.

## **2.4.5 Invitational Meet Sanction Fees (Policy #235)**

20% of the gross monies collected for participation in a meet for the coming season. Next season to charge the average of the entire winter season. The \$80.00 sanction fee would also be refunded.

## **2.5 Team Zoning**

A current zoning list can be found in the Meet Administration section of the MSI website. Teams who are not zoned to a particular meet on any given weekend are open to attend any of the available sites. Meet hosts are encouraged to contact zoned clubs to anticipate meet size in advance of the entry deadline. Teams that are not zoned and plan to attend a particular meet should contact the meet host informing them of their intent. Meet directors will then have sufficient lead-time to make adjustments if their meet appears to be oversized/undersized.

## **2.6 Meet Information**

The meet information should be generated using one of four templates found on the MSI

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website, and submitted with the Sanction Application. Once the sanction is approved, a copy of the meet information will be returned with the sanction number on it. This completed meet information along with the TM Event Setup file must be sent to the MSI webmaster no less than two weeks prior to the start of the meet. Please see the “Before and After Meet Requirements” form on the MSI website for more detailed instructions on pre-meet information distribution. Any changes to the meet information will be discussed, reviewed and voted on at the coaches meeting held each morning before the beginning of the first session of the day.

## **2.6.1 Changes to Meet Information (Policy #240B)**

Changes to meet information must be approved by 100% of coaches in attendance at the appointed meeting.

## **2.6.2 Unsanctioned Meet Information (Policy #240)**

If a host club is found to have sent out unsanctioned meet information they will be barred from hosting any MSI/USA Swimming meet for a period of one calendar year from the date of the meet where the infraction occurred.

## **2.6.3 Distribution of Meet Information (Policy #240A)**

Meet information should be in the hands of guest clubs 30 days prior to the first day of the meet. Teams hosting MSI sanctioned meets CANNOT mail out information earlier than 62 days (two months) prior to the entry deadline. Any meet information that is mailed to out of LSC teams, must be mailed at least 7 days after the MSI member meet information has been mailed. All mailings will be first class.

## **2.7 Order of Events (Policy#241A)**

Any club hosting a meet for which an order of events has been assigned must use that order of events.

### **2.7.1 Special Order of Events (Policy #241B)**

Clubs which desire to run a “special order” meet must submit that order at the MSI bid/vote meeting for approval of MSI. The sanctioning officer cannot be the sole determining factor in “special order” meets.

### **2.7.2 Age Group Categories (Policy #401)**

Age group categories will be 8-U and 9-10. There will no longer be a 10-U group except in relays. Those clubs hosting meets will be requested to add longer distance 8-U events.

### **2.7.3 Aging Up (Policy #402)**

A swimmer must swim in one age group category for the entire meet (i.e. if a swimmer decides to swim up in one event, s/he must swim up in all events). If a swimmer swims up at the B level, s/he may not go back to the C level. Such a swimmer would not be eligible for awards. This applies to swimmers when their birthday falls between the M/M meet and State Meet.

### **2.7.4 Relays in “A” Meets (Policy #241C)**

Categories of relays at all-zone A-meets shall consist of

- 10 & U
- 12 & U

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- 14 & U
- Senior

## **2.7.5 800 Free Relay (Policy #241D)**

800 free relays are limited to 2 relays per team in each age group, Relay A and B.

## **2.7.6 Senior Events (Policy #241E)**

Title of last event in each category shall be “Senior”.

## **2.8 Recon File**

Once all of the entries have been received, the Meet Director is required to electronically submit the Hy-Tek MM Registration (.sd3) file to the Registration Chair. The Registration Chair will send back a registration reconciliation file, which identifies improperly or non-registered athletes. The host team is responsible for notifying the affected entering team(s) of any changes that need to be made and that the affected athlete(s) will not be allowed to compete if not registered before participating in the meet.

**Policy #238A:** For meets occurring prior to 1-01-2006, Minnesota Swimming Inc. waives all fines assessed to clubs due to un-registered swimmers. For meets occurring after 1-01-2006, Minnesota Swimming Inc. waives its right to fine clubs if a Recon is not performed before a meet.

## **2.9 Required Meet Personnel**

### **2.9.1 Officials**

**Policy #253:** A host club must provide one stroke and turn official at each session (if the host club is over 50 swimmers, two stroke and turn officials must be provided).

For all swimming meets or time trials except dual meets, there should not be fewer than the following officiating positions filled or approved by MSI: Referee, Starter, two Stroke and Turn Judges, Relay Take-off Judges (if applicable), and Timing Judge/Administrative Referee. Officials other than the Referee may act in more than one officiating capacity only when sufficient qualified officials are not available. More detailed explanations of the roles of officials can be found in section 102.12 of the USA Swimming Rulebook.

### **2.9.2 Meet Director**

**Policy #254:** Meet director may be allowed to be listed as qualified in other positions on the meet information.

The Meet Director shall be appointed by the meet host, and must be a registered MSI/USA Swimming member. The Meet Director's responsibilities include, but are not limited to: procuring the awards, obtaining a sanction, preparing the facility, arranging for personnel, equipment (including appropriate timing equipment), and supplies necessary for meet operation, processing of entries, printing of programs, arranging for publicity and media coverage, preparing and distributing meet results and filing the LSC reports. More information can be found in the Meet Director's Handbook on the USA

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Swimming website.

## **2.9.3 Meet Marshals**

**Policy #255:** Clubs hosting meets will buy orange safety vests for meet marshals to wear.

Meet Marshals shall wear identifying attire and enforce warm-up procedures and maintain order in the swimming venue. The marshal shall have full authority to warn or order to cease and desist, and, with the concurrence of the Referee, to remove, or have removed from the swimming venue anyone behaving in an unsafe manner or using profane or abusive language, or whose actions are disrupting the orderly conduct of the meet. More guidelines for Meet Marshals can be found in the Safety/Loss Control Manual on the USA Swimming website.

## **2.9.4 Lane Timers (Policy #256)**

At all MSI regularly bid, sanctioned events, visiting clubs will provide timers as necessary for the duration of the competition. The meet will not begin until the timing needs have been met. The host club may not place requirements on any individual team to participate at any specific level.

## **2.9.5 Safety Officer**

Each USA Swimming club must designate a Registered Member of USA Swimming to be the Club Safety Coordinator. The Club Safety Coordinator, who could be the club's head coach or assistant coach, may be responsible for disseminating safety education information received from USA Swimming and the LSC to the club's athletes, coaches and other members and shall make recommendations to the club concerning safety policy and its implementation. At any MSI sanctioned event, the host club must designate a Safety Officer for the meet. The Club Safety Coordinator may serve in this role or may also educate another registered non-athlete for the role. The swim meet Safety Officer should be involved or aware of every accident at the event and make sure a Report of Occurrence (ROO) is properly completed and submitted for each. For more information on ROOs and the roles of the Club Safety Coordinator and swim meet Safety Officer, please see the Safety/Loss Control Manual found on the USA Swimming website.

## **2.9.6 Other Meet Positions**

Running a successful swim meet requires the help of many other people such as a Meet Manager (Hy-Tek Operator), a Timing System Operator (s), an Announcer, runners, and more. For a more complete list and role descriptions, please see the Meet Directors Handbook found on the USA Swimming website.

## **2.10 Failure to Hold a Meet**

When a bid is awarded and approved, the cancellation of a meet by the host club less than 120 days before the start of the meet will result in the prohibition of that club hosting a competition for the next two years. The Board of Directors may modify this ruling for just cause.

## **2.11 Time Standards (Policy #210)**

Annually derive Minnesota championship time standards from the average time of the three

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previous years of a given place/time for each individual event at the championships, rounded up to the nearest .09. In the case of events that are not filled, the last place time is used. Standards would be published annually in September.

Attached are the proposed time standards (including the derived number of places/times) applicable to September 2008 through August 2009.

- Reduce the “Make One, Swim Two” exemption for Spring Senior State to one individual event of the swimmer’s choice, based upon the same criteria as currently utilized for the 200 Strokes, 400 IM, 800/1000 Free and 1500/1650 Free.
- 8/Under standards, for all regular-season meets requiring a time standard (that offer 8/Under events), will be the last place time from the previous year’s meet which is the last whole heat number place for an 8-lane pool, i.e. 8th or 16th or 24th or 32nd, etc, thus ensuring that standards evolve as skill increases, but keeps the meet size the same.

**Policy #210A:** Time standards are removed for C swimmers in a B/C meet. Swimmers with less than B standard times should be entered at their own personal best times.

## 2.12 Entry Fees and Surcharges

### 2.12.1 Splash Fees (Policy #231)

Division of Splash Fees is as follows:

( ) Current Division of Fees

MEET TYPE	SPLASH FEE	CLUB PORTION	MSI PORTION
A, A/B, A/B/C, A/B Finals, A/B/C Finals	\$2.25	\$1.30 (\$1.15)	\$0.95 (\$1.10)
B/C, C Finals (not at U of M)	\$1.75	\$1.25 (\$1.15)	\$0.50 (\$0.60)
B/C, C Finals (at U of M)	\$2.75	\$2.00 (\$1.90)	\$0.75 (\$0.85)
State Championships (not at U of M)	\$2.75	\$1.60 (\$1.40)	\$1.15 (\$1.35)
State Championships, A/B Finals, A/B/C Finals, & other Non-Finals Meets (at U of M)	\$3.25	\$2.10 (\$1.90)	\$1.15 (\$1.35)

### 2.12.2 Finals Meet Splash Fees (Policy #231A)

Individual event splash fees for ABC Finals are increased to \$2.75 from \$2.25 effective Summer 2005. MSI distribution portion increased to \$1.00 from \$0.95. Time trials splash fees shall increase to \$5.00 from \$3.00.

### 2.12.3 Rochester Splash Fees (Policy #231C)

Splash fees of \$3.25 for all preliminary/final meets with \$1.00 exempt from the MSI/Club division of moneys.

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## **2.12.4 Championship Splash Fees at University of Minnesota (Policy #231D)**

The splash fee for Championship Meets held at the University of Minnesota, beginning in 1992, shall be \$3.00. The splash fee shall be divided: \$0.25 to zone fund; \$1.15 to MSI; \$1.65 to the host club.

## **2.12.5 Splash Fees at University of Minnesota (Policy #231E)**

The splash fee for all Meets held at the University of Minnesota, is allowed to be \$3.00.

## **2.12.6 B/C Splash Fees (Policy #231F)**

The splash fee for B/C meets is raised By \$0.25 from \$1.25 to \$1.50. All additional money charged would go to the host club.

## **2.12.7 Distribution of Splash Fees (Policy #231G)**

The division of splash fees will be changed by increasing the club's share by approximately 15%.

## **2.12.8 Surcharges (Policy #232)**

The MSI per swimmer surcharge is increased from \$1.50 to \$2.50 for all scheduled bid meets.

## **2.12.9 Non-bid Meet Surcharges (Policy #232A)**

A surcharge of \$1.50 per swimmer for each day of the meet will be added for all sanctioned non-bid meets. This includes such meets as: dual, tri, quad, conference, invitationals, or any other meet which receives a sanction from MSI. The maximum of the surcharge to be \$2.50.

## **2.13 Entry Format**

Host teams must use Hy-Tek software (Meet Manager) to run swim meets. Therefore, teams must use Hy-Tek compatible software (Team Manager or Team Unify) to enter meets, unless the club is on record with MSI that they cannot comply with the Hy-Tek entry requirement. Teams should submit a proofed copy of the commlink report and the fees calculation form, along with the entry file. Clubs outside of the state of Minnesota may use Hy-Tek to enter meets or may use the entry form included with the meet information templates found on the MSI website.

## **2.14 Entry Limits**

There are entry limits specified in the meet information templates found on the MSI website, and meet hosts should not deviate from these limits.

## **2.15 Disabled Swimmers**

MSI welcomes all swimmers with disabilities who wish to participate. Disabled swimmers need not have achieved the qualifying time standards for those meets that require them, and the Meet Director is responsible for making any appropriate accommodations necessary.

**Policy #280:** Adaptive events will be included in all meet orders for pools designated as adaptive-accessible.

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## 2.16 Entry Guidelines

### 2.16.1 Entry Deadline (Policy #242)

The entry deadline for meets is the Friday of the week before the meet with late entries of the same meet taken until noon of the Monday before. Entries will be accepted until 2p.m. of the Monday before any meet for entry updates from that weekend from any USA Swimming sanctioned meet, to be applied to an upcoming meet. Meet entry deadline time be at the host teams discretion.

The entry deadlines are specified on the meet information templates found on the MSI website and should be followed by host teams.

### 2.16.2 No Times Entries (Policy #242A)

For C or pre-C events, swimmers without an official time in an event are eligible to use a No Time ("N.T.") entry or an estimated time that best represents the swimmer's ability.

### 2.16.3 Non-conforming Entries (Policy #242B)

At all Finals and Championship meets (not including C-Finals held by itself), the meet will be seeded with conforming times first and non-conforming times thereafter. For short-course State and Finals meets, the order will be short-course yards, long-course meters, short-course meters. For long-course State and Finals meets, the order will be long-course meters, short-course yards, short-course meters.

### 2.16.4 Entries from Satellite Clubs (Policy #242C)

Clubs that enter a meet as a Satellite or a Federation are to send one entry and one check from that organization to the club hosting the meet and have one representative from their organization responsible for the fees and the entry.

### 2.16.5 Host Club Entries (Policy #242D)

Qualified swimmers should be seeded in A/B meets before host club B or C swimmers who are not qualified for the meet by the time standards. The host club of an MSI A or A/B meet may enter their C swimmers into their own meet. Swimmers will only swim events that are offered as C events. Exception is for MSI's final level and Championship meets.

### 2.16.6 Proof of Times (Policy #242E)

Proof of times required for all Finals meets entries including ABC Finals and State Championships effective with the 2002 Long Course season. Any time from official High School results may be used for entry into any LSC level meet including the State Championships.

Entries must include proof of times or they will not be accepted. Acceptable formats are:

- Hy-Tek (or compatible) Team Manager
- Hand entries may include a note indicating where the time was achieved

Teams would have to wait until the Monday Deadline to send in the proven copy of

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entry. All times have to be verified for all Finals meets.

## **2.16.7 Falsified Entries (Policy #246)**

Any club that intentionally falsifies an entry in any way shall be fined the sum of \$25 per falsified entry. A determination that a Club has violated this provision may be made by the Meet Referee or by the General Chair, and the fine shall be imposed by the General Chair within 30 days of the last day of the meet. The determination and imposition of the fine is subject to appeal to the Review Section. In the event of repeat offenses, additional penalties may be imposed by the Review Section as it deems appropriate.

## **2.16.8 Meet Fines (Policy #238)**

All fines must be paid to the host club by the end of the meet. Teams have one week from the end of the meet to prove the time and their fine will be refunded to them by the host team. Failure of the team to pay the fine by the first meet of the following season's entry deadline will result in the team's charter being suspended until the fine is paid.

## **3.0 GUIDELINES FOR CONDUCTING A MEET**

### **3.1 USA Swimming Deck Credentials**

During a meet, no one will be permitted on the pool deck unless they are currently registered with USA Swimming as an athlete, or as a non-athlete working the meet. The only exceptions will be for the timers and administrative staff assisting with the conduct of the meet. Coaches and officials should prominently display their credentials. Violators of this policy are subject to removal from the venue.

### **3.2 Safety Requirements**

It is the responsibility of the Meet Director, meet Safety Officer, and the Meet Referee to ensure that all applicable USA Swimming and MSI rules and policies are being followed and the USA Swimming safety guidelines are observed.

### **3.3 Warm Ups**

Warm-ups should provide swimmers with a safe opportunity to physically and mentally prepare for the upcoming competition. Meet Marshals, officials, and coaches should work together to ensure the following warm up policies and procedures are enforced.

- No sprint starts allowed during general warm-up sessions.
- The use of stretch cords, paddles, fins, or other equipment is not permitted during warm-up sessions when touch pads are in the water.
- The meet officials may establish one-way sprint lanes near the end of the warm-up period. Swimmers may enter the sprint lane by diving from the starting block or wall, or by sliding feet first into the water.
- If spring lanes are permitted, it is recommended that inside lanes are used.
- Meet marshals should control one-way spring lanes. Swimmers may start from the blocks or the deck and must exit at the far end of the pool. Swimmers should not be permitted on the blocks when a swimmer is in the water for a backstroke start.
- If designated warm-up times are assigned, swimmers are required to exit the pool upon

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completion of their allotted warm-up time to allow other swimmers adequate time to prepare for competition.

- Warm-up procedures shall be enforced for any breaks scheduled during competition.
- Host clubs, with the consent of the Meet Director or the Meet Referee, may modify the time schedule or recommended lane assignments depending on pool configuration, number of swims, or other considerations, so long as safety considerations are not compromised. Any such changes shall be announced and/or posted prominently in the pool area.
- There is to be no swimming under bulkheads at any time during warm-ups or competition

**Policy #250:** Slip-in Entry: splash and ripple action of the water should be kept to a minimum. Enter by sitting down on the edge of the pool facing the water. Keep your eyes on the water, gently slide into the water with your hand on the deck. Violation of the slip-in procedure will result in the offending swimmer being barred from his/her next event in the meet.

## 3.4 Computer Operations

All host clubs are required to run meets using Hy-Tek software (Meet Manager). Please see “Running a Meet with Meet Manager” under the Meet Director section on the MSI website for detailed instructions.

## 3.5 Scratch Rules

### 3.5.1 Individual Scratch Rule

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

1. Pre-seeded Meets: Each swimmer shall report promptly to the Clerk of Course (if provided) or the starting area prior to the start of each race in which he/she 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.
2. Events Seeded on Deck: Any swimmer entered in an individual event that is seeded on the deck, in whole or in part, who has checked in for the event, must swim the event unless he/she notifies the Clerk of Course before the seeding for that event has begun that he/she wishes to scratch. Failure to scratch prior to seeding and not swimming the event will result in his/her being barred from the next individual event in which he/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 ninety minutes prior to the start of the event.
3. Scratching from Finals Heats:
  - a. Any swimmer qualifying for an individual final heat, as specified in the meet information, who fails to compete in said final heat race shall be barred from further competition for the remainder of the meet, except as noted in 4, below. Any points that the swimmer has accumulated during the meet shall be removed from their individual

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point total and that individual's point total, exclusive of relays, will be subtracted from the total for the team they are attached to.

b. In the event of withdrawal or barring of a swimmer from competition, the Referee shall fill his/her position in the final heat, when possible, with the next qualified swimmers(s). 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 the first final heat (usually the consolation final) have not been swum and a barring or withdrawal is known to the Referee, the Referee shall reseed the first final heat and all following heats, if necessary, to insert alternate(s) in the appropriate lane(s), filling all lanes in the final heat.

d. If the final heat (usually the consolation final) has already been contested, the companion final heats shall be swum without reseeding for the empty lane(s).

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

a. The Referee is notified in the event of illness or injury and accepts the proof thereof or it is determined by the Referee that failure to compete is caused by circumstances beyond the control of the swimmer.

b. The swimmer notifies the Referee within thirty minutes after announcement of the qualifiers for that final race that he/she may intend not to compete and further declares his/her final intentions within thirty minutes following his/her last individual preliminary event.

## 3.5.2 Relay Scratch Rule

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

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

2. Relays Seeded at the Meet:

a. Any relay team entered in a relay event that is seeded at the meet in whole or in part, 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. Failure to do so will result in each individual member of that relay team being barred from the next relay event in which those members may otherwise be eligible to compete, either that day or the next meet day they are scheduled to compete. The relay team members who do appear ready to swim shall not be penalized for failure of other relay team members to appear.

b. A relay team member failing to appear ready to swim for said relay event shall be barred from the next individual event in which he is entered, either that day or the next meet day they are scheduled to compete. The relay team members who do appear ready to swim shall not be penalized for failure of other relay team members to appear.

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

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## 3.6 Meet Length

### 3.6.1 Four-Hour Rule (Policy #244)

The host team will accept all entries by the entry deadline – remember that each team hosting a meet must place the date and time or sequentially number every entry envelope as it is received - run the time line and then slim the meet to fit within the four hour rule.

Guidelines to Trim Over-sized Meets:

- Set the computer for 30 seconds between events for purposes of creating the time line.
- ABC Open Meets Only - the entry deadline is the Wednesday of the week before the meet. If you see that your meet is becoming too large you should do the following:
  - Contact the other teams hosting meets on your same weekend. Is there room in their meet for the team or teams that put you over? If so, contact the team(s) in question and let them know you have sent their entries to the other team.
  - If all weekends are full, then you need to continue with the next paragraph.
- The four-hour rule should be followed with the ability to finish the event once it has been started. If this is not possible, then within 48 hours after the entries have closed, the host team must contact an MSI Board member to possibly shorten the time between events to 25, 20, or 15 seconds and see if this 1) makes a difference, and then 2) is even possible to maintain. Contact the Board Members in this order:
  - General Chair
  - Administrative Vice-Chair
  - Age Group Chair
- Once the four hours have been attained on the time line, the host team should contact team(s) in the other zone(s) to check their size, if other similar meets are being held. Some of the last teams entered by the host club may possibly be able to enter the meet being held in the other zone.
- If this is not possible, drop relays from session(s) where the meet has become too large and refund relay splash fees to the appropriate clubs.
- In addition to dropping relays, the host team may need to drop teams from the meet based on the day and order that the entries were received. Meet fees must be refunded to all teams being dropped.
- The host club should notify the referee of any steps that have been taken. These are progressive steps. The splash restriction numbers previously used by MSI should be for informational use only. The computer timeline will be the final indicator of the need to follow the above stated steps.

### 3.6.2 Five-Hour Rule (Policy #245)

In the case where any 13 & over session timeline is projected to run longer than 5 hours, for ANY meet and for ANY age group, all individual events and relays MAY at the discretion of the referee and the host club, become positive check-in with the exception

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of the FIRST EVENT of that session (individual events or relay). Heat sheets will be distributed by the host club.

In the case where any 13 & over session timeline is projected to run longer than 5 hours, for ANY meet and for ANY age groups, all individual events and all relays will become positive check-in (with the same penalties and legislation as currently applied), with the exception of the FIRST EVENT of that session (individual events or relay). Heat sheets will then be distributed by the host club.

Exception: Before the positive check-in process is utilized, host clubs may elect to drop relays to attempt to make the four-hour limit, followed by dropping their own host team swimmers. If relays are dropped, then those relay splash fees will be refunded to the affected teams. In case of “flat fee” invitational, no fees will be refunded. If both of these remedies fail to make sessions within the 5-hour limit, then the positive check-in process will be required. Exercising this exception is not required of the host club, but merely offered as an option.

## 3.7 Failure to Achieve Time Standard (Policy #247)

The following procedure will be followed for swimmers who do not achieve the time standards for the finals meet in which they are participating:

- Swimmer's times will be checked by the host team (host team would keep penalty money)
- If time is not proven, \$100 fine penalty will be paid to the host team (Proof of time must come from the meet where the time was achieved, as stated on the team's or individual's entry form.)
- The host team's swimmers will be checked by ASCA-MN and ASCA- MN will receive the penalty money.
- When a swimmer uses high school times as proof and does not achieve the time standard, the swimmer will have until the end of the meet to prove their time with the high school results (does not include HS State meet).

## 3.8 Open Lanes (Policy #251)

1. Open lane swimmers must be registered in the meet.
2. Allowing swimmers to swim in open lanes is at the discretion of the host club.
3. Swimmers may sign up for open lanes on a first come first serve basis.
4. Swimmers may only swim in their age group and only the same event and distance for which they entered.
5. Swimmers may swim events in which they do not have times in.
6. Swimmers may not swim more than 3 for prelim finals events/four for timed finals a day including any open lane events.
7. Swimmers may scratch an event to enter an open lane event to stay under the event rule. There will be no refunds for events that may be scratched during the meet.
8. In championship meets swimmers may not scratch events to enter another event, even if they have qualifying times.
9. PROCEDURE:
10. Deck entry policy must be submitted with meet information at the time of sanction if host club chooses to use it.

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11. Clerk of course would record every open lane swimmer in on central location.
12. At this location the swimmer would pay a fee of \$5.00/event, which goes directly to the host club.
13. The swimmer would receive a carbon card that has name, event and lane. He/she should present this card to the timer in the lane they are assigned.
14. The timer would record the watch time and the electronic time and return one copy to the swimmer and the other copy is collected and recorded.
15. All open lane swims will be recorded and mailed out with the final results.
16. Open lane swims do not count in the meet score.

## **3.9 Flyover Starts (Policy #252)**

Flyover starts are required at all meets except for the finals session of a prelim-final meet; or at the meet referee's discretion.

## **3.10 Distance Seeding (Policy #243A)**

All individual events 400Y/400 M and longer will be seeded and run fastest to slowest, all age groups (within the session) combined, women alternating with men, separated for score/awards by age group offered at the particular meet. This will apply to ALL meets and ALL age groups, with the exception of Invitational Meets, so long as the slow to fast order is delineated in the meet information. Also excepted will be 12 & Under 500Y/400M freestyles at the LSC State Championship. The 400 IM and the 400/500 Freestyle will be swum fastest to slowest, alternating women's and men's heats.

## **3.11 Awards**

### **3.11.1 Meet Awards (Policy #260)**

Awards must be given to 8<sup>th</sup> place at all MSI meets no matter whether the meet is in a 6 or 8 lane pool.

### **3.11.2 Award Availability (Policy #260A)**

Awards must be handed out to the athletes at the meet (30 minutes after the final results posting).

### **3.11.3 Medals (Policy #261)**

Medals as awards at senior meets are eliminated unless it is the championship meet with the normal reimbursement (\$1.25) for medals to go back to the MSI general fund.

### **3.11.4 Best Time Ribbons (Policy #262)**

MSI will purchase 50,000 ribbons for a cost no larger than .07 cents a ribbon, MSI logo, swimmer, wording to the effect "MINNESOTA BEST TIME ACHIEVEMENT AWARD" to be handed out. 20,000 of these to be available for resale to member clubs for novice meets at .01 per ribbon over cost – due at sanction request.

### **3.11.5 ABC Finals Awards (Policy #263)**

MSI office shall purchase and re-sell nice standardized medals for A/B-C Finals so that all zones have the same awards.

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## 3.12 Time Trials

Time Trials require a separate sanction, even when held in conjunction with a scheduled meet. Sanctioning requirements are the same as for any other meet. Time Trials must be officiated by at least one referee and one starter, both of whom must be MSI certified officials. Swimmers must currently be registered with USA Swimming and MSI as of the day of the time trials. If the Time Trials are held in conjunction with another sanctioned meet, swimmers must be entered in that meet to participate. Time Trial events do count in the allowable events to be swum in one day/session. Time Trial information will be included in the general meet information. Meet results for Time Trials should be submitted and published following the same rules as for any other meet.

**Policy #290:** Meet manual shall state “time permitting (as decided by the meet referee)”.

## 3.13 Team Standings

A current team standings list can be found in the Meet Administration section of the MSI website. Changes in standings are calculated from winter season to winter season and from summer season to summer season. Teams are ranked by points achieved at the previous “like” state championship meet. Previous short course championships is used to calculate the next short course season and previous long course championships is used for the next long course season. The top 10 teams (by total points at that meet) and other teams requesting to “move up” are placed into “AAA”. The next 10 teams are placed into “AA”, and the remainder into “A”. Standings will remain the same for the entire season.

New clubs joining the LSC will be placed into the “A” category, but they may request to be moved up for that season if they wish. Any team requesting to be moved up from “A” to “AA” or from “AA” to “AAA” must notify the MSI office at least 2 months prior to the beginning of the season to which the standings apply.

## 4.0 POST MEET PROCEDURES

### 4.1 Results

At the conclusion of a meet, the following files must be sent to the MSI Webmaster, the Registration Coordinator, the Times Coordinator, and the State Records Chair:

- Meet Results--HTML file with all teams in condensed and in publication order (not event order). Include relay names & lead splits, intermediate splits, and where applicable, swim-off, time trials, team points and individual high points. Time trials may be a separate file (found in MM, Reports\Results).
- Meet Results – comlink (.cl2) file -- Full meet results – must include all swimmers, not just MSI swimmers, must include swim-offs, all relay names, lead-off splits and time-trials (found in MM, File/Export/Results for TM or SWIMS).
- Meet Results - MM Backup file for the meet, after all scoring
- No Splash Athlete (this is the what the report is called in Hy-Tek). Go to Reports, Exception Reports, Misc. tab, No Splash Athletes and create report for all sessions (found in MM, Reports\Exception Reports\Miscellaneous\No Splash Athletes).

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## **4.1.1 Meet Summary (Policy #270)**

Host teams should be prepared to provide disk results (team summary only via commlink) to visiting coaches at the conclusion of the meet and when all results are entered into the computer. Disks should be distributed at that time to clubs (which have ordered and paid for them) with the final decision left to the meet director. The meet summary be postmarked within 7 days after bid-meet and an extra dollar be added to the summary fee. If not, the hosting team is required to forfeit their sanction fee deposit. Teams not able to have results postdated within 14 days from the final day of the event will be required to notify the MSI office of the problem. All teams not able to comply will be included on a list to be attached to the bid schedule for meets for the following year.

## **4.2 Meet Paperwork**

As of 2009, timing information is no longer kept in the MSI office. Host teams should keep this information for three to six months. This gives the teams that attended the meet ample time to resolve any issues. This should include all timer sheets from each lane and the electronic timing console outputs, which includes information, such as No Shows, DQs, swimmer changes, additions, etc. The referee and starter programs/heat sheets should be kept as well.

## **4.3 Meet Registration Report**

Immediately following the event, the Meet Director must send the "Swim Meet Registration Report" to the MSI Office. Any registrations and fees that were taken on deck should be included.

## **4.4 Officials Verification Form**

The Officials Verification Form should be completed by the Meet Referee, and the Meet Director should return it to the MSI office with the final results and the financial statement. This form must be returned in order for your club to receive its sanction deposit refund.

## **4.5 Meet Financial Report**

The meet Financial Reports must be submitted along with payment within 15 days of the completion of the meet. The financial reports for scheduled and unscheduled meets can be found on the MSI website. Completing the Profit/Loss Statement (second page of the financial reports) is required by USA Swimming for all meets. The sanction deposit will be forfeited if this is not returned.

### **4.5.1 Unscheduled Meets (Policy #236)**

MSI teams shall send 20% of the income from all meet fees for unscheduled meets to the MSI office within 14 days after completion of a meet. The income derived from these meets shall be placed in a fund to further support and encourage developmental (e.g. B/C) swimming in the LSC.

## **4.6 Reports of Occurrences**

A Report of Occurrence (ROO) form, available on the MSI website along with instructions, should be completed any time an injury occurs at an MSI/USA Swimming function, whether or

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not it involves a USA Swimming member, including spectators. The form should be filled out by a meet director or by any club personnel responsible at the time of the incident; the parents of the injured athletes should not be asked to complete the report form. The swim meet Safety Officer is responsible for submitting any completed ROOs to USA Swimming, Risk Management Services, Inc., and to the MSI Safety Chair at the conclusion of a meet. The contact information is listed on the form and on the MSI website.

## **4.7 Online Meet Evaluation Survey**

Meet evaluations can be a useful tool for improving the caliber of meets for our athletes and are available on the MSI website after each meet. Meet Directors, officials, coaches, parents, and others are encouraged to share their thoughts. The evaluations are intended to be constructive and should not be spiteful. Survey takers should be fair and objective with their comments.

## **5.0 MSI CHAMPIONSHIP MEETS**

### **5.1 Eligibility**

#### **5.1.1 Event Eligibility Regardless of Course (Policy #321A)**

A swimmer must swim at the highest level they have achieved in an event, no matter what the Course. As an example, this means that a swimmer having a Long Course “Champ” time in a particular event, is not eligible to swim that same event in the Short Course AB finals.

#### **5.1.2 Aging-Up at 12 & Under LSC Championships**

Swimmers are allowed to swim the events from their old age group in which they had earned champ time(s) in their new age group provided:

- They age up in between the starting dates of A/B Finals and the State Championship Meet
- They are either 8 becoming 9, or 10 becoming 11
- They have champ time(s) in their old age group before A/B Finals.

Champ times made for the younger age group at A/B Finals may not be entered in State under this provision. This affects only those events in which a swimmer had champ times (old age group) and do not now have champ times (new age group). These swimmers will not be counted in the MSI formula concerning number of relays allowed at State based on number of champ swimmers. Swimmers being entered under this criterion must note this on the hard copy of the entry sheet.

### **5.2 Championship Time Standards (Policy #322)**

Annually derive Minnesota championship time standards from the average time of the three previous years of a given place /time for each individual event at the championships, rounded up to the nearest .09. In the case of events that are not filled, the last place time is used. Standards would be published annually in September.

Attached are the proposed time standards (including the derived number of places/times) applicable to September 2008 through August 2009.

- Reduce the “Make One, Swim Two” exemption for Spring Senior State to one individual

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event of the swimmer's choice, based upon the same criteria as currently utilized for the 200 Strokes, 400 IM, 800/1000 Free and 1500/1650 Free.

- 8/Under standards, for all regular-season meets requiring a time standard (that offer 8/Under events), will be the last place time from the previous year's meet which is the last whole heat number place for an 8-lane pool, i.e. 8th or 16th or 24th or 32nd, etc, thus ensuring that standards evolve as skill increases, but keeps the meet size the same.

## 5.3 Proof of Time

Minnesota Swimming rules for entry into the championship require proof of time with every individual entry submitted. In order to be in compliance with these rules, email entries must include the entry file from Team Manager/Team Unify and a list that provides proof of time for any entry that would not be in the SWIMS database. This list should include the swimmer's name, event entered, time to be submitted, place/event where the swim was performed, and the date the entry/event was swum. Should the swimmer miss the qualifying time at the meet, the actual official meet results will be required to avoid penalty.

Procedure for swimmers who do not achieve the time standard at the meet:

- Swimmer's time will be checked by the host team
- If the time is not proven, a \$100 penalty will be paid to the host team
- All fines must be paid to the host club by the end of the meet
- Teams have one week from the end of the meet to prove the time, and if they can do so, the host team will refund their fine
- Failure of the team to pay the fine by the first meet of the following season's entry deadline will result in the team's charter being suspended until the fine is paid
- The host team's times will be checked by ASCA-MN and host team will pay any imposed fines to ASCA-MN

## 5.4 Relays (Policy #320)

To enter a relay at the State meet, teams must have at least one swimmer in the age group who is also entered in AND swims at least one individual event at the meet.

### 5.4.1 10 and Under Relays (Policy #302A)

8 and Under swimmers with 8 and Under Champ times may be counted as champ times for 10 and Under relays. Those 8 and Under swimmers must be used in those relays.

### 5.4.2 State Championship Relays (Policy #321)

1. Limit clubs to one relay per age group/gender (subject to participant formula) for 13/14, 15/16, Senior (Open).

2. Require qualifying aggregate time equal to four times the 'A' standard for the 200 Freestyle for each age group/gender.

3. Aggregate provable times of actual relay participants must meet the qualifying aggregate time.

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## 5.4.3 Relay Entry Limits

A club may enter any number of relays in any event (except the 800 Free Relay\*) provided the number of swimmers in that age group with champ times equals any multiple of four and then one additional swimmer, and all those swimmers are entered in the meet (i.e. to enter two relays, you must have five champ swimmers, to enter three relays, you must have nine).

\*Entries for the 800 Free Relay are limited to one per club per age group/gender (subject to participant formula) for 13/14, 15/16, Senior (Open). A qualifying aggregate time equal to four times the 'A' standard for the 200 Freestyle for each age group/gender is required. Aggregate provable times of actual relay participants must meet the qualifying aggregate time. Clubs are reminded that if relay changes occur at the meet, the PARTICIPATING athletes must still meet the aggregate provable time.

## 5.5 Winter State Meet (Policy #330)

Bonus swims (Make one/Get one) for the winter Senior State meet will apply only for:

- 200 Back
- 200 Breast
- 200 Fly
- 100 IM
- 400 IM
- 1000 Free OR 1650 Free

## 6.0 AMENDMENTS TO MSI RULES AND REGULATIONS

Proposed legislation must be submitted via the form found on the MSI website and should be submitted prior to the mailing of the Board of Directors Agenda to the member clubs. New business items coming from the floor must also use this form to submit the proposed legislation.