



## RULES AND REGULATIONS

8/28/2017

### **Montana Swimming Mission Statement:**

Montana Swimming is the state's governing body for the sport of swimming. We value the members of our swimming community and the volunteers who serve them. We are committed to excellence to the improvement and safety of our sport at all levels.

### **Our Vision**

To be the standard governing body for rural swimming by inspiring and enabling our members to overcome unique obstacles to achieve excellence in swimming and in life.

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## **Section 1 – Registration**

### **A. Registration Rules for Swim Teams/Clubs**

#### **1. Mandatory Registration**

All Swim Teams/Clubs must register with the Registration Coordinator of Montana Swimming, Inc.(MT-S) For a Swim Team/Club to be registered with MT-S, the club must have at least one USA-Swimming (USA-S) & MT-S registered athlete and one USA-S & MT-S registered coach – who meets all current USA-S coach membership requirements. Also, Clubs must satisfy all of the current USA Swimming requirements to become a registered club. USA Swimming and the MT-S Registration Coordinator may request additional requirements. All Practice Groups operating within the LSC, consisting of more than two (2) registered swimmers (unrelated to the coach), are highly encouraged to register with MT-S as a Swim Team/Club.

#### **2. Fees**

The annual club membership fee for the calendar year is stated on the Registration Form. The current year's Registration Form can be found on the Montana Swimming Web Site at [www.mtswimming.org](http://www.mtswimming.org). Registered clubs will receive the USA-S Rules & Regulations publication, a membership certificate, a subscription to the USA-S newsletter, and minutes of all MT-S House of Delegates Meetings.

#### **3. Abbreviated Title**

All clubs are required to have an initial designation code not to exceed four (4) letters.

#### **4. Annual Renewal Required**

Each club must renew its registration annually by the date specified by the MT-S Registration Coordinator. The Registration Coordinator will consider the club status, year round or seasonal, in determining registration deadlines.

### **B. Registration Rules for Individuals**

#### **1. Athletes**

All registered clubs will receive or have access to registration applications via Email or the MT-S website. The MT-S Registration Chairman will send membership cards to the club or member when all registration requirements are met. The current registration fee stated on the registration form and includes insurance. A reduced fee may be available to swimmers who meet eligibility guidelines based on Federal free and reduced lunch programs. New cards and applications are available in September of each year. New applicants registering

in September through December receive the following year's registration without additional charge.

a. Transfer of Monies

Initial registrations and renewals are to be filled out as per instructions and forwarded along with the monies to the MT-S Registration Chairman. The check should be made payable to "Montana Swimming." Members are considered registered only when the MT-S Registration Chair or his/her designee receives the registration application and fee.

b. Unattached Swimmers

Unattached swimmers must be registered. When transferring from one club or association to another, a transfer form is required. This is available through the club or the MT-S Registration Chairman.

2. Non-Athletes

All registered clubs will receive or have access to registration applications via Email or the MT-S website. The MT-S Registration Chairman will send membership cards to the club or member when all registration requirements are met. The current annual registration fee is stated on the registration form. New applicants registering in September through December receive the following year's registration without additional charge. All renewals and applications are to be completed as per instructions and forwarded along with the moneys to the MT-S Registration Chairman.

## **Section 2 - Scheduling Swim Meets**

### **A. Bidding and Scheduling Procedures**

#### **1. Role of Scheduling Meets**

Meet dates are submitted by each seasonal stated meet, that then will allow time for technical chair to organize the dates and locations, which then will be presented to the HOD meetings. I.e.: Spring House of Delegate, have short course schedule ready to vote in. (Adopted: 11/12/11)

Sanctioned / approved meets on the meet schedule are approved by the House of Delegates (HOD). Meet dates are to be submitted at the prior HOD meeting to each seasonal state meet. Ex. Spring HOD approval of next SC schedule and fall HOD approval of next LC schedule.

#### **2. Meet Dates**

All bids for swim meets must be presented and assigned at the HOD meeting prior to the next season. Ex: spring HOD bids and assigns next SC season

#### **3. Championship Meets**

Championship meets are first priority in bidding process.

#### **4. Changes to the Approved Meet Schedule**

After the House of Delegates approves the schedule, the General Chair must approve any subsequent changes.

#### **5. Swimming Seasons**

- a. Short Course Season: the short course (SC) season starts on or around September 1 and finishes on or around April 30<sup>th</sup> where competition usually takes place in a 25 yard pool.
- b. Long Course Season: the long course (LC) season starts on or around May 1<sup>st</sup> and finishes on or around Aug 31<sup>st</sup> where competition usually takes place in a 50 meter pool.

### **Section 3 - Sanctioning and Conduct of MT-S Meets**

#### **A. Sanction and Approval**

##### **1. General Information**

All registered MT-S clubs must be invited to all open and invitational meets. The meet scheduling committee will address meet type, number of sessions and qualifications standards on all meet bids before recommending approval.

##### **2. Sanction / Approval fee deposit of \$20.00 shall accompany the application. Sanction fees apply to:**

- a. Sanctioned/approved meets on the meet schedule as approved by the HOD.
- b. MT-S hosted sanctioned/approved meets on the meet schedule as approved by the HOD
- c. Sanctioned/approved meets added after the schedule is approved, including invitational and developmental meets.

##### **3. Meet Fees**

- a. Meet fees paid to Montana Swimming will follow the below formula:

\$5.00 per swimmer for teams with 1 – 99 swimmers  
\$8.00 per swimmer for teams with 100 – 199 swimmers  
\$12.00 per swimmer for teams with 200 or more swimmers  
(Adopted: 10/2/11)

##### **4. Sanction or Approval**

- a. If only USA-S athletes are invited to a meet, the meet will be sanctioned.
- b. If non-USA-S and USA-S athletes are invited to a meet, the meet will be approved, and must meet the specific requirements for approval as specified by the sanction chair.

##### **4. Process**

To obtain a sanction/approval submit the completed MT-S Sanction Request Form, meet contract, TM electronic file and deposit to MT-S General Chair. The meet contract must contain contact information for the Meet Director and the Meet Referee, liability clause and dive start clause.

## **B. The Invitation**

### **1. Events.**

All events for any age group should be selected from those listed in the current USA Swimming Rules and Regulations. The following special considerations apply to MT-S meets:

- a. 8 & Under Age Group. The eight and under (8 & U) events are limited the following:
  1. 8 & under SC events: 25 Freestyle, 50 Freestyle, 25 Backstroke, 50 Backstroke, 25 Breaststroke, 50 Breaststroke, 25 Butterfly, 50 Butterfly and 100 Individual Medley.
  2. 8 & under LC events: 50 Freestyle, 100 Freestyle, 50 Backstroke, 100 Backstroke, 50 Breaststroke and 50 Butterfly (Adopted: 10/02/10)
  3. 8 & under swimmers in 10 & U Events. 8 & U swimmers may also enter 10 & U events in meets that specify 10 & U events.
- b. 13 and Over Swimmers. Additional permitted individual events for swimmers age 13 or over are:
  1. Short Course: 50 Backstroke, 50 Breaststroke and 50 Butterfly.
  2. Long Course: 50 Backstroke, 50 Breaststroke and 50 Butterfly.
- c. Special Events
  1. Mixed-Gender Relays. To promote team building and increase participation, host teams are encouraged to schedule mixed-gender relays in lieu of traditional same-gender relays, especially for the 12 & under age groups. Any combination of male and female swimmers within the age group is permissible. Mixed gender relays in lieu of traditional relays should be included in team scoring.
  2. Other Special Events. Other events not listed in the USA Swimming Rules and Regulations are excluded from team and high point totals. These events include mixed age relays, among others. Moreover, limited participation Friday night events may also be excluded from scoring.

### **2. Entry Deadline**

Entries must be received by two Wednesdays prior to the first day of the meet. If an On-line Meet Entry (OME) system is used the entry deadline may be later to accommodate loading times into the system from meets held 2 weekends prior to the meet in question.

### **3. Start Times and Warm-Ups**

#### 4. Awards

It is the intent of MT-S to allow host teams wide discretion in determining the appropriate awards, including “B” awards. The only requirement is that meet sponsors follow to the letter the awards information that was included in the meet invitation. Awards may be, but are not limited to, medals, pins, rosettes, ribbons, trophies, and/or plaques. Meet participation pins (or other awards) may be given to all entered swimmers in lieu of place awards. High point and team awards may be given.

#### 5. Transfer of Swimmer Meet Entry Information.

- a. The primary means for transferring entries within the association are through Hy-Tek data files, either on thumb drive or attached to e-mail. USA Swimming registration numbers must be included. Alternatively the LSC or host team may designate OME as the means for meet entry.
- b. A master entry form is required in lieu of the computer files or on-line entry. USA Swimming numbers must be on the master entry list furnished by the club. Other pertinent information must also be included: date, entry time, full name of the swimmer, age group, approved club designation, and age on the first day of the meet.

#### 6. Other Required Invitation Information. The following items must be addressed in the invitation:

- a. Invitations must include these statements:
  1. Invitations for sanctioned meets must include this statement:  
“Held under the sanction of USA Swimming, Inc. and Montana Swimming, Inc.”
  2. Invitations for approved meets must include this statement:  
“Held under the approval of USA Swimming, Inc. and Montana Swimming, Inc.”
  3. “In granting this sanction (or approval) it is understood and agreed that USA Swimming and Montana Swimming shall be free and held harmless from any liabilities or claims for damages arising by reason of injuries to anyone during the conduct of the event.”
  4. “Use of audio or visual recording, including the use of a cell phone camera, is not allowed in changing areas, rest rooms or locker rooms.”

5. Eligibility. Along with stating membership, age, and time standard requirements, this statement must be included: "Athletes with a disability are welcome and are asked to provide advance notice of necessary accommodations."
6. Deck Area Entry Restrictions. The following statements shall be included: "During the meet, entry into the deck area is prohibited except for swimmers, coaches, meet workers (timers, runner, console operators, etc.), swim officials and other currently registered USA swimming members. The deck area is considered to be a 3-foot area from the edge of the pool and the entire area behind the start platforms."

c. "No Time" Entries.

"NT" or "no time" entries shall be allowed. Any meet that does not allow "NT" entries, must be approved by the Age Group Chairman, before sanction is granted. Invite language shall reflect the acceptance of 'NT' entries.

d. Priority System.

Information on the priority system for meets that carry special limitations must be clearly stated.

e. Scratch Rules.

A statement regarding scratch rules to be used for deck seeded and prelim/finals meets shall be included.

f. Water Depth/Starting Platform Height

A statement shall be included stating that the pool meets the current USA-S water depth and starting platform height at the start end and, if applicable, at the turn end. For water depth and starting platform height regulations see section 103.2 of the USA Swimming Rules and Regulations.

g. Any facility requirements or rules and handicapped accessibility must be stated.

7. Distribution of the Meet Invitation

Meet information must be made available to all clubs via the MT-S web site.

### **C. Pre-Meet Administrative Requirement**

After all swimmers are entered, and prior to the meet commencement, a back-up of the Meet Manager meet database must be sent to MT-S Registration Chair. The Registration Chair will check for discrepancies with the SWIMS database and inform the host team of errors that must be corrected in the meet database.

### **D. Heat Sheets**

1. Minimum Information. At a minimum, the following information should be included in the heat sheet:
  - a. Club roster report of participating clubs and number of contestants.
  - b. Warm-up schedule and protocols.
  - c. Order of events each session.
  - d. Special facility rules and handicapped accessibility.
  - e. Description of deck area entry restrictions
  - f. Seed times for each swimmer.
  - g. Montana Swimming Corporate Sponsors. (Adopted: 10/2/11)
2. Optional Information.
  - a. Time standards for the higher qualifying meets.
  - b. Start time for each heat.

### **E. Safety Considerations at the Meet**

1. USA Swimming Rules.

All meets shall be conducted under current USA Swimming rules. The referee of the meet shall be the final authority for the conduct of the competition.

2. Water Depth and Starting Platform Requirements

Minimum water depth for racing starts during practice and competition shall conform to article 103 Facility Standards in USA Swimming Rules and Regulations.

3. Deck Area Entry Restrictions

During warm-ups and competition, entry into the deck area is restricted to USA Swimming Registered Athletes, Coaches & Non-Athlete Members who display their USA Swimming Registration card. Host Meet workers and Timers are allowed entry to the deck area while they are working the Meet or Timing. The deck area is considered to be a 3-foot area from the edge of the pool and the entire area behind the start platforms.

#### 4. Coach Responsibilities

Each coach is responsible for her/his swimmers' safety at the meets and during warm-ups. At no time while his/her swimmers are in the water shall a coach leave the deck. If a coach cannot attend the meet, an MT-S/USA Swimming registered Coach, will be designated by the Meet Referee to supervise those swimmers during warm-ups.

#### 5. Meet Marshal Requirements.

At least two meet marshals shall supervise the entire warm-up session. One meet marshal shall monitor the entire venue throughout the duration of the meet. Meet marshals have authority through the meet referee over the warm up and meet venue. A swimmer may be removed from the deck or venue for interfering with the authority of a meet marshal.

#### 6. Identification of Hazards and Emergency Plan.

The meet director shall ensure that any unique hazards/areas created by the meet are properly identified and warnings posted. Meet facility rules shall be provided to meet marshals, coaches, and officials and shall be strictly enforced. The facility emergency plan will be available to the meet director and discussed with the meet referee and key meet staff designated by the referee.

#### 7. Specific Warm-up Guidelines.

##### a. Team lane assignments

Team warm-up lane assignments shall be communicated in the coach's packet and posted at the pool.

##### b. Commencement of Warm-Ups.

Swimmers must enter the water feet first (except for the diving phase of warm-ups). Absolutely no horseplay, such as jumping over another swimmer, is allowed. Coaches must be on decks and in a position to oversee the entire warm-up.

##### b. Position of Coaches.

Coaches must be located near the end of the pool where sprint starts are being conducted such that the coach maintains communication and control over the swimmers.

##### c. When May Sprint Starts Begin?

Sprint Starts (diving) may commence anytime during the warm-up period at the discretion of the coach. Once Sprint Starts (diving) begin, "one direction only" swimming is in effect for that lane.

d. Backstroke Starts.

No swimmers are allowed on the starting block if backstrokers are starting (until the backstrokers have executed their start).

e. Younger Swimmers in Open Warm-ups.

The host team should consider the safety of younger swimmers participating in open warm-ups (e.g. Friday nights), possibly by offering a separate lane for 10 & under.

f. Special Equipment during Warm-Ups.

No special equipment such as kickboards and paddles shall be allowed during warm-ups.

g. Circle Swimming Required.

If the lane is crowded, swimming in non-diving lanes shall be circle swimming only with pushing off from each end of the pool, no flip turns.

h. Swimmers without a Coach.

Swimmers participating in a meet without a coach must report to the meet referee for warm-up instructions.

j. Monitoring the Warm-Up Tank.

Host teams are responsible for staffing and monitoring any usage of a warm-up or warm-down pool during the course of a meet. Only deck marshals or hired certified lifeguards may be used to supervise the area.

8. Code of Conduct

There will be no deck changing of swim suits or clothing at any time. Athletes must use the locker rooms provided or a more private place.  
(Adopted: 10/02/11)

## **F. Administrative Considerations at the Meet.**

### **1. Accommodating Disabled Swimmers.**

The meet director, referee and meet staff shall accommodate disabled swimmers, spectators and volunteers.  
For more information brochures and guidelines are available on the USA Swimming website.

### **2. Entry Materials at the Meet.**

The meet director should maintain all entry materials in the office as a ready reference in case of a dispute over an entry.

### **3. Scratch rules.**

a. Each swimmer shall be advised of the meet starting time and shall report to the proper meet authorities promptly upon call.

b. Timed finals meets which are pre-seeded

Each swimmer shall report directly to the assigned lane prior to the start of each race in which he / she is entered.

c. Events seeded on deck.

Any swimmer entered in an individual event that is seeded on deck, in whole or in part, is responsible to ensure correct execution of lane assignments for their events.

d. Prelim/Finals

i. Any swimmer qualifying for a consolation final or final race in an individual event who fails to compete in said consolation finals or finals race shall be barred from further competition for the remainder of the meet except as noted in d. below.

ii. In the event of withdrawal or barring of a swimmer from competition, the referee shall fill the consolation final or finals when possible with the next qualified swimmer(s).

iii. When consolation finals have not yet been swum and a barring or withdrawal is known to the referee, the referee shall reseed the consolation final and the final, if necessary, to insert the alternate(s) in the appropriate lanes(s), filling all lanes in the finals.

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

- e. Exceptions for Failure to Compete. No penalty shall apply for failure to withdraw or compete in an individual event if:
  - i. The referee is notified in the event of illness or injury and accepts the proof thereof.
  - ii. A swimmer qualifying for a consolation final or final race following preliminaries, notify the referee within thirty (30) minutes after announcement of the qualifiers that they may not intend to compete and further declares their final intentions within 30 minutes following their last individual preliminary event.
  - iii. It is determined by the referee that failure to compete is caused by circumstances beyond the control of the swimmer.

## **G. Procedures for Meets**

### **1. Order of Events**

Except for MT-S championship meet, the Host club may choose the order of events.

### **2. Event Limitations**

#### **a. Timed final meets**

All swimmers may enter a maximum of five (5) individual events per day unless limited to fewer entries in the meet invitation;

#### **b. Prelim/Final meets**

All swimmers are limited to a maximum of 3 individual events per day.

### **3. To Prevent Long Meets**

If the Meet Director determines that the meet will exceed the 8-hour limit, he will select one of the following options:

- a. Delete all priority 5 entries.
- b. Delete all priority 4 and 5 entries.
- c. The meet director can also limit the number of swimmers allowed at the meet if he/she determines the priority system may not suffice to produce a manageable meet of reasonable duration. The goal of the association is to limit swim meets to a time factor of 8 hours per day.

### **4. Preliminary/Final Rules**

## H. Developmental Meet Regulations

Invitations may be extended to a limited number of clubs for developmental meets. The intent of a developmental meet is to promote team building and wider participation in a meet environment for MT-S swimmers, officials and parents. In addition, these meets may serve to fill gaps in the team meet schedule when it is not feasible for the team to attend an invitational meet.

### 1. Time Line for a Developmental Meet.

A developmental meet typically runs less than four hours total and involves up to three (3) teams.

### 2. Limits on the Number of Developmental Meets.

It is anticipated that a teams will host two developmental meets in each short course season and one developmental meet in each long course season. The General Chairman must approve requests beyond these expectations.

### 3. Is Sanction Required for Developmental Meets?

For times to be uploaded into the SWIMS Database, developmental meets must be sanctioned. If more than one team participates, the meet must be sanctioned. If a team holds an intra squad meet (without official times), the meet does not have to be sanctioned.

### 4. Other rules for Developmental Meets.

- a. Format. All developmental meets shall be run on a timed final basis.
- b. Awards. Awards may be given at the discretion of the host team. High point and team scores may be compiled at the discretion of the meet organizers.
- c. Entry Times. Seed times shall be utilized at meets, but if no time from a meet is available, the coach may submit a practice time.
- d. Entry Fees. Entry fees for developmental meets shall be determined by the host team.
  - a. If 2-3 teams are eligible for the meet, the host team must remit the current MT-S per swimmer surcharge appropriate for the type of meet in addition to all other meet entry fees. See the Meet Financial Forms on the MT-S Web Site at [www.mtswimming.org](http://www.mtswimming.org)
  - b. For intra-squad meets, the host team shall determine the entry fee.
- e. Number of Teams. No more than 4 teams shall be invited to a developmental meet. This includes the host team.

## **I. Special Meets**

Those meets that are bid as time trials, pentathlons, postals, sprints, distance etc., shall provide additional format information before approval for scheduling can be given by the House of Delegates, the MT-S Board or the General Chairman

## **J. Rules for Time Trials**

### **1. Sanctioning of Time Trials**

- a. Time trials may be swum with the proper approval from the MT-S Sanctions Chairman.
- b. All time trials must be conducted as part of a sanctioned event and in accordance with the technical rules, especially officiating, of USA swimming and MT-S.

### **2. MT-S Share of Time Trial Fees.**

All moneys generated from the time trials must be reported to the Montana Swimming on the meet financial report.

## **K. Meet Results**

### **1. Posting of Results - During the Meet.**

All times swum in the meet must be posted in a timely manner. It is an acceptable practice to post event results generated by the Hy-Tek computer program.

### **2. Availability of Results - Immediately After the Meet.**

The head coach or representative of each team with a swimmer entered in the meet may request complete meet results at the completion of the meet. The host team shall honor this request if the coach or team representative provides a disk or thumb drive compatible with the host team's computer. Meet Results will not be mailed to teams.

### **3. Posting Results to the MT-S Web Site.**

The host team shall transmit the meet results to the MT-S webmaster within one day of completion of the meet. The MT-S webmaster shall post the meet results to the MT-S web site promptly upon receipt of the files, if they are complete and without errors.

### **4. New Records.**

The Records Chairman must identify all new MT-S records.

3. New Relay Records.

All relays must have the individual swimmers listed by name in the order they swam in the final results. All leadoff splits must be recorded in the final results.

6. Results for Prelim-Final Meets.

Results for prelims and finals meets shall contain complete results for both prelim and finals.

7. Special Instructions in the Sanction.

The requirements to follow instructions on the sanction must be completed promptly.

8. Meet Evaluation Forms

Copies of completed meet evaluation forms shall be mailed (or electronically transmitted) to the MT-S Administrative Vice Chairman and the Club Development Chairman. Copies may also be mailed (or electronically transmitted) to the General Chairman.

9. Retaining Meet Information

The host team is required to keep pertinent meet result information (timing console printout, lane timer sheets, and referee and starter heat sheets) for 12 months.

**L. Post-Meet Financial Report Requirements**

The Meet Director shall be responsible for obtaining the appropriate Meet Financial Form, from the MT-S web-site.

1. Deadline for the MT-S Remittance.

a. Within 45 days after the conclusion of a meet, the host team must submit financial form and swimmer payment to MT-S General Chair and MT-S Treasurer.

b. Swimmer Fee Schedule:

- i. \$5.00 per swimmer for teams with 1 – 99 swimmers
- ii. \$8.00 per swimmer for teams with 100 – 199 swimmers
- iii. \$12.00 per swimmer for teams with 200 or more swimmers

## **Section 4 - MT-S Age Group Championship Meets**

### **A. Designated MT-S Age Group Championship Meets**

1. MT-S Short Course State Championships
2. MT-S Long Course State Championships
3. B-C Championship
4. MT Senior Championship

### **B. Responsibilities for Conduct of MT-S Championship Meets**

1. Setting the Name and Dates.

Names of the championship meets shall be designated by MT-S. MT-S shall establish the dates for the championship meets.

2. Bidding to Host a Championship Meet.

Clubs will bid on hosting the Championship Meets each year. The host selection will be made at the MT-S HOD meeting prior to the next season. Ex: spring HOD set meet schedule for next fall SC.

3. Montana Swimming Responsibilities

MT-S is responsible for the following:

- a. Sanction and Invitations

The MT-S is responsible for obtaining the sanction and the meet invitation.

MT-S will run both state championship meets and collect all of the registration fees associated with those fees. (Adopted: 10/02/10)

Out of the registration fees collected, MT-S will be responsible to pay for the venue rental along with a \$2500.00 rental fee going to the host club to pay for the setup, tear down, timing equipment and scoreboard rental. (Adopted: 10/02/10)

- b. Funding Support

MT-S as a whole could approach the Chamber of Commerce's within those cities whose clubs are interested in hosting a meet and ask for those organizations to submit bids for the right to host the meets. Large businesses could be solicited for their interest in sponsoring the swim meets as a form of advertising.

MT-S could sell advertising for the programs sold at the state meet. The host club will receive 100% of the advertising monies from the host team. (Adopted: 10/02/10)

c. Committee Setup

There will be five (5) members on the Championship Meet Committee. Three (3) of which will be represented by the host of each Championship Meet and technical chair. (Adopted: 10/02/10)

d. Labels, Paper and Awards

MT-S will be responsible for providing all labels, paper and awards for the Championship Meets. (Adopted: 10/02/10)

e. Scheduling of Key Officials.

The MT-S Officials Committee will coordinate assignment of the Key Officials. Key Officials include the Meet Referee, the Admin. Referee and the Team Lead.

f. Schedule of Events.

Montana Swimming provides the event file for championship meets. At SC state championship, all 10 & under events shall be timed final events swum during prelims. At LC state championship, all 8 & under events shall be timed final events swum during prelims

g. Maintenance of Meet Records.

Meet records shall be kept for each of the three Championships Meets, without regard to the locations where they are held, and shall not be the records for other meets in that pool.

Meet directors can obtain the Meet Manager meet records file from the previous year's host or can create the records file using a backup of the previous year's meet downloaded from the MT-S web-site.

h. Spirit Award.

The Age Group Vice Chairman will purchase the traveling awards for the 1st year and subsequently, will acquire the traveling award from the previous year's spirit award winning team.

i. MT-S Financial Assistance for Championship Meets.

- i. Awards: the MT-S is responsible for all awards associated with the meet.

4. Host Club Responsibilities

The host club is responsible for the following:

- a. Meet Director: the host team shall provide an experienced Meet Director.

b. Spirit award ballot: the host team shall make and distribute ballots to each team; one coach and one athlete from each team are permitted to vote. By the end of finals on Saturday the Meet Director and the Age Group Chairman shall collect the ballots and tally them. The Age Group Chairman or a member of the MT-S Executive Board shall announce the winner at prelims on Sunday.

c. Local Arrangements: these arrangements include set-up of timing equipment, concessions, properly seeded program, clerk of course, scoring supplies and office equipment. Finals heat sheets must be provided.

d. Results.

The host team is responsible for processing and posting results at the meet and providing complete meet results following the meet.

e. Printing Programs

The host is responsible for printing the programs and the ads sold for the programs. The host team will receive 100% of the revenue from the sales of these programs.

g. Financial Report.

Within 45 days after the conclusion of a meet, the host team must submit payment to MT-S. The host team shall correctly calculate the Fees and submit them to the MT-S Treasurer within the 10 days allowed.

## 5. Participating Team Responsibilities

All Teams competing in the Championship Meet must provide an appropriate number of Lane Timers, during the Meet, as a pre-condition to being invited. Each Team will be assigned a lane or lanes to time, throughout the Meet, based on the number of swimmers entered in the Meet.

### C. Montana Swimming Championship Invitations

1. **SANCTION AND RULES:** the current USA Swimming and Montana Swimming rules will govern the conduct of the meet. The USA Swimming Code of Conduct will be enforced. The USA Swimming athlete protection legislation will also be enforced. Timing will be by an automatic Colorado Timing System or three manual times. All certified coaches, certified officials, and meet management shall have on their person their USA Swimming credentials at all times during the meet.
2. **SAFETY REGULATIONS:** Montana Swimming safety guidelines and warm-up procedures will be in effect and strictly enforced. No glass containers, tobacco, or alcoholic beverages are allowed in the swimming venue. A safety marshal will be on deck during the meet. The hot tub and fun pool, except for the warm-up/cool down lanes, will be closed. No cameras, photography, or videotaping is allowed in the locker rooms, changing rooms, and restrooms. Any swimmer entered in the meet, unaccompanied by a USA Swimming member coach, must be certified by a USA Swimming member coach as being proficient in performing a racing start or must start each race from within the water. It is the responsibility of the swimmer or the swimmer's legal guardian to ensure compliance with this requirement.
3. **AGE GROUPS:** 8&U, 10&U, 11-12, 13-14, 15-16, and 17-21. A qualified swimmer, age 8 & under, may swim in either the 8 & under or the 10 & under age group, but not both. (See the relay exception.) All combined events will be awarded and scored separately by age group. Age on the first day of the meet shall determine the swimmer's age for the meet.
4. **ELIGIBILITY:** all swimmers must be registered with USA Swimming and Montana Swimming. Swimmer, official, and coach registration will be confirmed with Montana Swimming Registration Chairperson prior to the start of the meet. Swimmers must have achieved at least one qualifying time standard in any course between January 1<sup>st</sup> of the prior year, and the entry deadline, except relay only swimmers. Swimmers ages 8 and under must qualify in each individual 8 & under event entered. The 10 & U and older swimmers must enter at least one event with a "BB" qualifying time or faster and then may enter any subsequent event in which they have achieved a "B" time or faster. A swimmer qualified in either the 1000 or 1650 freestyle automatically qualifies for the opposite event. If a swimmer does not have an established qualifying time for the opposite event, the swimmer shall be entered with the established "B" time in the same course as the qualifying time in the opposite event. Any swimmer who enters the 1000 or 1650 yard freestyle may enter at his/her fastest time or at the B time standard. A "BB" (Adopted: 10/2/16) qualifying time in 100 (yard/meter) of the backstroke, breaststroke, or butterfly automatically qualifies the swimmer for the 50 of the same stroke in the same course. Designate the swim as bonus in the Hy-Tek Team Manager entry file and note on the proof of time sheet that the 50 event is the

bonus swim for the 100 qualifying swim if the swimmer does not have a qualifying time in the 50 event. (Adopted: 10/02/10) Altitude adjusted times will be accepted.

Only times earned in a USA Swimming sanctioned or approved meet or at a USA Swimming sanctioned time trial or swims requested to be observed under authorization of USA Swimming rules at other meets (MHSA High School State Swimming Championships) can be used to qualify for this state meet. Times earned at a non-sanctioned meet or time trial cannot be used to enter this meet. **All individual entry times must be proven through the USA Swimming SWIMS database or for 25 yard/meter events through the MT Swimming times data base.**

5. **ENTRIES:** each swimmer ages 10&U and older may compete in a maximum of seven (7) individual events for the entire meet including time trials with a maximum of three (3) individual events and one (1) relay per day. 8&U swimmers may compete in a maximum of six (6) individual events with a maximum of three (3) individual events and one (1) relay per day. All swimmers must be pre-registered. No deck entries will be allowed except for time trials. There will be no minimum waiting period between events. Please consider this when entering swimmers in consecutive events.

**Absolutely NO text messages will be accepted** for entries, entry changes, proof of time, entry reports, warm-up times, meet start times, or other meet entry requests. E-mail is preferred for entries.

**Converted times will not be accepted.** Entries are to be submitted using the “show times unconverted” option using one of the following methods:

- a. **E-mail:** (Preferred method) Teams should e-mail entries using a Hy-Tek entry file to meet registrar. In addition, teams are required to e-mail Hy-Tek software Team Manager “Meet Entry Report” with the option of **“Show times unconverted” with the entries sorted by name and include the time standards.** This report also must **include proof of time.** Times must have been achieved since January 1<sup>st</sup> of prior year (use times since date option in the meet set up in Team Manager). Also include a “Meet Entry Fee Report”. If relays are included, a separate relay report with the athlete’s names shall also be included with the entries. All relays must be entered with times and names. All individual entry reports, relay reports, and meet fee reports shall be sent in either PDF or word format and e-mailed with the entries. Completed waivers, registration, accounting sheets, and entry fees must be received by the due date.
- b. **Junior B-C Meet and Junior BC Time Trials:** Entries submitted as a result of qualifying or achieving a faster than entered qualifying time during the Junior B-C Championship meet or at the Junior BC time trials only shall **NOT** be submitted in Hy-Tek Team Manager file, but rather typed out in the body of an e-mail sent/phoned to meet referee by **2:00 p.m. on Monday post B-C Championships.**
- c. **Team Manager 6.0 Lite software and master entry form:** For unattached swimmers or teams with less than 10 swimmers only, if you do not have Hy-Tek

Team Manager software, you can download a free copy of Team Manager 6.0 Lite to use to submit your entries. Download Team Manager Lite at <http://www.hyteklltd.com/downloads.html> . Click on the swimming tab. Then click on the Team Manager 6.0 tab and right click on Lite and download the software to your computer. E-mail the entry file and all supporting documents. If you are unable to download this software you may use the attached master entry form to enter your swimmers. Entry information must be completely filled out as follows: First, middle and last name of the swimmer, actual age of the swimmer, sex of the swimmer, USA Swimming registration number, event, and actual entry time, date and meet where the time was achieved, and course.

6. **ENTRY FEES:** entry fees to be determined by HOD. Checks should be made payable to Montana Swimming. No entries will be accepted without the proper entry fees. Submit only one check per team, please. There will be no refunds.
7. **RELAYS:** 10 and under Relays will be swum in the preliminaries as timed final events. **Relays for swimmers ages 11-21 will be swum as the last event in finals each day (finals only or FO).** Relay times may be established by adding the individual times of the four swimmers involved. **Relays must be entered with a time and swimmers names.** The full name of those entered in a relay must appear on the master entry form or Team Manager relay report and on the relay entry cards (including alternates). Relay swimmers must swim the race in the order the swimmers are listed on the relay entry card. The 15 & Over swimmers will swim as a single age group for relays. Relay cards must be completed and placed in the relay card box in the officials'/coaches' room (preferred method) or turned in to the meet referee by 10:30 a.m. for 10 & Under relays and by the start of the of finals events for 11-21 year old relays each day of the meet for that day's relay events. Relay scores will be added to the overall team scores. Only one (1) relay from each team per age group and sex will be eligible to score. Teams may enter an unlimited number of relays per event if so desired. **Relay only swimmers do not have to be qualified and entered into an individual event, but must pay the meet surcharge fee.** Please list the relay only swimmers on the master entry form. Relay exception for 8 & Under swimmers: 8 & Under swimmers may swim the 10 & Under relay events regardless of which age group they choose to swim in at the meet.
8. **SEEDING:** All seeding will be according to the USA Swimming rules based on the entry data. Please fill out the entries carefully. All conforming times shall be arranged in time order. Non conforming times will then be arranged in time order in long course meters followed by short course meters (Y-L-S). After arranging the times as listed, the event will be seeded in normal fashion.
9. **MEET FORMAT:** The meet will be conducted by age group as listed for the preliminary sessions on Friday, Saturday, and Sunday. Finals will be conducted each day after preliminaries. This is NOT a split session meet.

Over the top starts will be used during preliminary competition. In preliminaries, swimmers in the backstroke, medley relays, and 25 yard events should clear the pool immediately upon completion of the race. Swimmers in all other races should remain in the pool motionless next to the end of the pool by the lane ropes until the next race is started.

Swimmers in finals should report to the staging area located by the glass entry doors just past the timing console table to line up, march in, and be introduced prior to each event and heat.

**All 10 & under events will be swum as timed finals during the preliminaries on Friday, Saturday and Sunday.**

The 11 to 21 age groups will swim all events combined during preliminaries. At finals, combined 15-16 & 17-21 age groups, at the LC and SC State Meets. Then, A & B finals for this age group shall be created with a guarantee of at least 8 places for 15-16 and 17-21 age groups. Furthermore, empty lanes will be filled with the next fastest 15 & over swimmers as “exhibition swimmers.” Athletes will be scored out as 15-16 and 17-21. (Adopted: 10/02/11) The 500-yard freestyle, 1000-yard freestyle, 400 yard IM, the 1650-yard freestyle, will be timed finals and will be swum during preliminaries. All individual distances of 400 or longer will be swum fastest to slowest, alternating between girls and boys events/heats. (Adopted: 10/02/11)

Swimmers entering the 1650, 1000, and the 500 freestyle must supply a person to count laps and one timer.

10. **STARTING TIME:** The meet shall commence with warm-ups on Friday, Saturday, and Sunday morning at 7:00 am. Start times will be determined after entries are received. Check the MT Swimming web site for warm-up times and preliminary session start times.
11. **CLERK OF COURSE:** There will be no Clerk of Course. Heat and lane assignments will appear in the program. Swimmers are responsible for taking their position behind the blocks.
12. **SCRATCHES:** Championship scratch procedures will be in effect for this meet.

Preliminary scratch deadline: The scratch deadline is 10 minutes prior to the start of the first preliminary race each day. Scratches shall be reported on the scratch sheet in the officials'/coaches' room (preferred method) or may be given to the meet referee by the deadline.

Preliminary scratch procedures and penalties: Any swimmer who fails to compete in a preliminary heat in which they are entered and have not been correctly scratched (see exceptions for failure to compete), will be barred from all further individual and relay events that day – including any final swims – except if a swimmer has qualified

for finals in an event prior to the no show event, the swimmer may compete in that prior event(s) in finals that evening. Additionally the swimmer must report to the meet referee his or her intention to compete in any individual events on succeeding days. A swimmer may also scratch from a preliminary event with a declared false start by reporting to the deck referee prior to the start of the race and declaring his/her intent not to compete. A declared false start will be charged as a false start.

Swimmers who fail to report for a timed final event will be scratched without penalty.

Finals scratch deadline: All swimmers wishing to scratch from a final for which a preliminary event has been swum must report to the meet referee no later than the start of the first heat of the 1000 Free on Friday; the first heat of the 500 Free on Saturday; or the first heat of the 1650 Free on Sunday to scratch from finals.

Alternates should be on deck for each final event in case of an undeclared scratch. Alternates will not be penalized for failure to show for the event in the case of an undeclared scratch.

Finals scratch penalties: Any swimmer qualifying for a final race in an individual event who does not properly scratch and fails to compete in that event will be barred from all further individual and relay competition for the remainder of the meet except as noted under the exceptions for failure to compete. In addition, fifty (50) points will be subtracted from the team score if a swimmer fails to report the scratch from finals in the correct manner, except as listed below for exceptions for failure to compete.

Exceptions for Failure to Compete: No penalty shall apply for failure to scratch or compete in an individual event in preliminaries or finals if the meet referee is notified in the event of quick-onset illness, injury, or circumstances beyond the swimmer's control. The meet referee will make the final decision.

13. **TIME TRIALS:** Time trials will be offered on a time and demand available basis at the meet referee's discretion at the conclusion of preliminary competition each day of the meet. Only swimmers entered into at least one individual event may enter. Swimmers may compete in a maximum of seven individual events including time trials, with no more than three individual events per day. Qualified swimmers may enter seven individual events, but must properly scratch from one event to compete in one time trial event. All time trials will be deck entered. Entries for time trials may be listed on time trials sheet in the officials'/coaches' room (preferred method) or may be given to the meet referee by the announced deadline. If proof of time is required, the swimmer's team will provide any necessary proof. The swimmer may also provide proof of time if available. The coach, swimmer, or parent/guardian may enter the swimmer into the time trials. The time trial entry fee is \$2.00 per event. Further information regarding the time trials will be announced during the meet.
14. **SCORING:** Individual scoring: 9-7-6-5-4-3-2-1. Relay scoring: 18-14-12-10-8-6-4-2. Only the top scoring relay team in each age group and sex from each team will be eligible for points.

15. **AWARDS:** Individual medals will be awarded for 1<sup>st</sup> through 8<sup>th</sup> place and ribbons for 9<sup>th</sup> through 16<sup>th</sup> place. For events swum in preliminaries and finals, 9<sup>th</sup> through 16<sup>th</sup> place will be awarded based on preliminary times while 1<sup>st</sup> through 8<sup>th</sup> will be awarded based on finals times. Relays will be awarded medals 1<sup>st</sup> through 3<sup>rd</sup> place. Swimmers age 8 & under through 10 years old must participate in the medal ceremony in the lobby to receive their award at that time. Swimmers aged 11 through 21 years old may pick up their medals from their coaches. The team accumulating the highest number of points (individual and relay points combined) will be awarded the traveling short course state championship trophy. Traveling trophies will also be awarded to the women's and men's high point teams accumulating the greatest number of combined individual and relay points.
16. **OTHER AWARDS:** The traveling Spirit Award will be given to the team demonstrating the best overall team participation, team spirit, and conduct during the meet. The meet managers, coaches, and officials will vote for the award.
17. **SENIOR RECOGNITION:** Graduating high school and college swimmers will be recognized at the beginning of prelims on Saturday. Please e-mail a very brief statement for each swimmer, no longer than 1/8 page in length stating the swimmer's name, high school, MT Swimming team, brief college or career plans, and any future swimming plans, to senior athlete rep via e-mail prior to the commencements to the meet. (Adopted: 10/04/09)
18. **ATHLETE MEETING:** The Montana Swimming Athlete Representative meeting will be held Saturday after the conclusion of the 500 freestyle. The location will be announced that day during preliminaries. Each team should send an athlete representative to the meeting. All athletes are welcome to attend. The Montana Swimming athlete representative will be elected at this meeting. (Adopted: 10/02/10)
19. **OFFICIALS AND TIMERS:** All teams are expected to provide timers during the meet. Timing responsibilities for individual teams will be posted at the pool. We appreciate the help of certified officials from all clubs. All officials must be currently certified and meet the requirements set forth by the Montana Swimming Officials organization to officiate at a championship meet.
20. **OFFICIALS:** This meet is applying for possible designation as a national qualifying meet for officials. If approved, meet officials wishing to obtain or renew at the N2 level of certification, including officials desiring an assigned position at this meet, must complete a request for evaluation and return it to the meet referee by no later than one week prior to commencement of the meet. Applications may be obtained from the meet referee.

- A mandatory officials' briefing will be held at 7:30 a.m. prior to the start of preliminaries each day. The time of the mandatory officials' briefing prior to finals will be announced each day. Officials should attend all meetings.
  - All officials officiating at this meet must be a USA Swimming currently certified official for a minimum of one year in the position you wish to work at the meet to be eligible to officiate at this meet. Officials not meeting this requirement are invited to attend all the pre-meet meetings, but may not officiate during the meet.
  - All officials shall wear a white, short sleeve polo shirt for all sessions. Men may wear either navy blue slacks or navy blue shorts for prelims and navy blue slacks for finals. Women may wear a navy blue skirt/skort, shorts, capris, or slacks for prelims and a navy blue skirt/skort or slacks for finals. White shoes and white socks shall be worn.
  - Officials requesting assigned positions (deck referee, starter or chief judge) must work all sessions. Stroke and turn officials must work a minimum of 3 sessions to be evaluated.
  - Officials are required to show current USA Swimming non-athlete registration and official certification.
  - All officials applying for N2 certification must be certified at the position they are applying for at the N1 (LSC) level for a minimum of at least one year before applying for advancement at the N2 level in the same position.
  - Officials must work at least 12 sessions at 6 or more LSC meets as an N1 official in the position in the 24 months prior to application for advancement to N2.
  - The meet referee will contact the LSC Official's Chair regarding your application.
  - See additional requirements for N2 certification on the USA Swimming web site. A national evaluator will be on site to evaluate the officials.
21. **COACHES:** All coaches on deck must be USAS certified and must have their USA Swimming credentials on their person at all times during the meet. The coaches meeting will be held at **6:40 a.m. on Friday and Saturday morning** in the hospitality room.
22. **SPECTATOR SEATING:** Spectators may be seated in the spectator areas on the bleachers on the pool deck, on the bleachers on the balcony above the start end of the pool, and along the windows in the upstairs workout room. No spectators will be allowed along the west wall in the coach seating area. In the coach seating area only meet management, officials, and coaches may be in this area except that athletes may talk briefly with their coaches and then leave the area. We also ask that parents and spectators not be in the deck area behind the blocks.
23. **CONCESSIONS and SWIM SHOP:** The Host team will operate a concession stand offering great nutritious food, snacks, and drinks throughout the meet for breakfast, lunch, and dinner. The Host team will also operate a swim shop with a variety of swim wear, caps, goggles, shirts, toys, and swim supplies for everyone.
24. **STATE SHIRTS:** The 2012 Montana Swimming Short Course Championships clothing will be available.

- 25. MONTANA ZONE TEAM MEETING:** There will be a Montana Zone Team meeting on Sunday afternoon after the conclusion of the 1650 free. The location of the meeting will be announced during the meet. All swimmers who have made a Western Zone meet qualifying time, those swimmers who hope to qualify for the meet, their parents, coaches, officials, and anyone else who is interested in the Zone meet are invited to attend
- 26. BANNERS/FLAGS:** Banner and flags may be hung in the pool area. Please no tape on the walls. No helium balloons may be brought into the facility. Artificial noisemakers will be allowed only at the meet referee's discretion and may be removed by the meet referee or the safety marshal. No laser pointers are allowed.
- 27. HOTELS:** Rooms are blocked at many hotels and motels for the meet. Please make reservations early and ask for the rooms blocked for the state swim meet.
- 28. PARKING:** Parking is available per facility availability.
- 29. WARM-UPS and PSYCH SHEETS:** The warm-up schedule and psych sheets will be posted on the Montana Swimming website at <http://montana.usswim.net>.
- 30. FINAL RESULTS:** Results will be posted to the Montana Swimming web site at <http://montana.usswim.net>.

## **Section 5 - Time Standards**

### **A. Applicability**

#### **1. Eligibility for MT-S Short Course or Long Course Championship Meets.**

All swimmers must be registered with USA Swimming and Montana Swimming. Swimmer, official, and coach registration will be confirmed with Montana Swimming Registration Chairperson prior to the start of the meet. Swimmers must have achieved at least one qualifying time standard in any course between January 1, 2011, and the entry deadline, except relay only swimmers. Swimmers ages 8 and under must qualify in each individual 8 & under event entered. The 10 & U and older swimmers must enter at least one event with a "BB" qualifying time or faster and then may enter any subsequent event in which they have achieved a "B" time or faster. A swimmer qualified in either the 1000 or 1650 freestyle automatically qualifies for the opposite event. If a swimmer does not have an established qualifying time for the opposite event, the swimmer shall be entered with the established "B" time in the same course as the qualifying time in the opposite event. Any swimmer who enters the 1000 or 1650 yard freestyle may enter at his/her fastest time or at the B time standard. A qualifying time in 100 (yard/meter) of the backstroke, breaststroke, or butterfly automatically qualifies the swimmer for the 50 of the same stroke in the same course. Designate the swim as bonus in the Hy-Tek Team Manager entry file and note on the proof of time sheet that the 50 event is the bonus swim for the 100 qualifying swim if the swimmer does not have a qualifying time in the 50 event. Altitude adjusted times will be accepted. Enter the swimmer with the altitude adjusted time (as a custom time) in the Hy-Tek entry file. Provide the correct documentation including the actual time, altitude adjusted time, meet, date achieved, city, and elevation in the accompanying proof of time documents.

Only times earned in a USA Swimming sanctioned or approved meet or at a USA Swimming sanctioned time trial or swims requested to be observed under authorization of USA Swimming rules at other meets (MHSA High School State Swimming Championships) can be used to qualify for this state meet. Times earned at a non-sanctioned meet or time trial cannot be used to enter this meet. **All individual entry times must be proven through the USA Swimming SWIMS database or for 25 yard/meter events through the MT Swimming times data base.**

#### **2. "Special Time Standard" MONTANA Meets.**

##### **a. BC Championship**

All swimmers must be current registered athletes with USA Swimming and Montana Swimming. Swimmer, coach and official registrations will be verified with the Montana Swimming registration chair. Swimmers that qualify for Montana Short Course Championship Meet with a "BB" or faster time in any course (Yards, LCM or

SCM) since January 1<sup>st</sup> of the prior competition year are ineligible to compete in any events at the Junior B-C Short Course Swimming Championship Meet in which they have a “B” time or faster. They may enter any events that they do not have a “B” time or faster in. Swimmers age 8 & under may compete in any 8 & under event that they **do not** have a state qualifying time in any course.

b. MT-S Senior Championship

All swimmers must be registered with USA Swimming or the Canadian equivalent. Swimmer and coach registration will be confirmed by the Montana Swimming registration chair. Swimmers must have achieved a qualifying time standard between September 1<sup>st</sup> of the prior competition year and the entry deadline.

Only times earned in a USA Swimming sanctioned or approved meet or at a USA Swimming sanctioned time trial or swims requested to be observed under authorization of USA Swimming rules or Canadian equivalent can be used to qualify for this state meet. **All individual and relay entry times must be proven through the USA Swimming SWIMS database or Canadian Equivalent. No time (NT) entries will not be accepted for any event.**

Altitude adjusted times will be accepted. Enter the swimmer with the altitude adjusted time in the Hy-Tek entry file. Provide the correct documentation including the actual time, altitude adjusted time, meet, date achieved, city, and elevation in the accompanying proof of time documents.

**C. More on Time Standards**

1. Entry Times for New Swimmers.

Swimmers who swim an event for the first time must use “NT” for no time.

3. Meets outside the Montana Swimming.

Swimmers may enter those events in which they have met or exceeded the listed time standard unless otherwise specified in the meet information. Swimmers must comply with all other entry and eligibility requirements listed in the meet information.

## **Section 6 – Records**

### **A. Reporting Records**

A listing of all times which exceed any record must be sent to the MT-S Records Chairman with a copy/disk of the meet results. National reportable times must be reported to the MT-S Records Chairman within ten (10) days of the last day of the meet. The meet director is responsible for reporting possible new MT-S records to the MT-S Records Chairman.

### **B. MT-S Records**

#### **1. Eligibility.**

Only MT-S registered swimmers are eligible to hold MT-S records. An Montana Swimming swimmer need not win the race to set an MT-S record, but must be the highest placed MT-S swimmer in the event. MT-S records may not be set in dual or practice meets.

#### **2. Venue.**

MT-S records may be set in any Local Swimming Committee (LSC) in any USA Swimming sanctioned or approved meet.

#### **3. Protests**

If, in examining the record times, there is a question as to the validity of a record, a written request will be directed to the MT-S Records Chairman with the appropriate background information as to why the validity of the record is questioned. The Records Chairman will perform a reasonable search of MT-S records and meet results, including any information presented in the request. If, in the judgment of the Records Chairman, the listed record is incorrect, then the fastest time in that event and age group achieved since 1985 will be used as the record time. Unless the new record was swum in the current year, the only recognition will be that the record with the swimmer's name will be listed in the MT-S records.

#### **4. Ties**

Swimmers who tie an existing record will be co-holders of the record.

### **C. Age Group Records**

#### **1. Individual Records.**

MT-S Age Group individual records shall be maintained for the following age groups: 10 & under, 11-12, 13-14, 15-16, 17-21, open. (Adopted: 10/02/10)

#### **2. Short Course and Long Course.**

MT-S Age Group records shall be maintained for short course yards (SCY) and long course meters (LCM).

#### 4. Other Competitions.

An MT-S swimmer, when swimming in any competition in which he/she has swum under USA Swimming rules, may set an MT-S Age Group record.

## **Section 7 - MT-S Zone Team**

### **A. Eligibility for Team Membership**

#### **1. MT-S Registration Deadline.**

Montana Swimming Zone Team is open to all athletes who are registered swimmers of Montana Swimming as of July 1 of the current year.

#### **2. Automatic Selection.**

Swimmers who make the qualifying time in at least one event must apply by the published deadline to be considered for selection for Team Montana.

#### **3. Consideration for Selection.**

The swimmer application form may be mailed, emailed or faxed to the Team Montana Coordinator(s) and Head Team Montana Coach as soon as qualifying times have been achieved, but no later than the published deadline or immediately after qualifying times have been swum at the Montana Swimming Long Course Championship Meet.

#### **4. Required Code of Conduct and Medical Release Forms**

##### **a. Code of Conduct**

The MT-S Code of Conduct and Travel Policy shall be in effect for the zone meet covering the behavior and conduct of the Team Montana Athlete members while traveling and representing the Montana Swimming. All Zone Team Athlete Members and their parents must read and sign the Zone Team Athlete Code of Conduct and Travel Policy prior to departure.

##### **b. Medical Release Form.**

All athletes must complete the appropriate Medical Release (Authorization) Form and return it by the deadline in the Zone meet information.

##### **c. Photo Release form shall be signed by all MT-S Zone Team Members.**

### **B. Requirements for Parents and Adult Chaperones**

#### **1. 12 & under Age Group Swimmers.**

All 12 & under age group team members will travel to and from the Western Zone Championship Meet with their parent(s). At the pool/meet they must be with the MT-S team and in care of the Chaperone and/or coaching staff. Parents must be accessible by phone and close by (within 30 minutes) for any emergency or issue that may arise in which parent involvement is needed. Only parents representing MT-S

Team Montana in an official capacity as manager/coach/chaperone role may be on deck with the team or in the team area.

1. Minimum Staff Size.

3 Coaches at 20 swimmers

4 Coaches at 30 swimmers

5 Coaches at 40 swimmers (Adopted: 10/03/2010)

**C. Prerequisites**

1. Minimum Number of Meets for Swimmers.

Swimmers must compete in at least four sanctioned/approved MT-S meets between September 1st of the prior year and the Long Course Championships of the current year. At least one of these four meets must be long course state championship meet or higher level.

2. Exceptions.

If there are extenuating circumstances, exceptions may be granted by the Zone Committee, Age Group Vice-Chairman, Zone Team Manager, and Head Zone Coach. Requests for exceptions should be directed to the Age Group Vice-Chairman.

**D. Qualifying Times**

1. Qualifying Period.

Swimmers shall swim in age groups based on their age on the first day of the Zone meet. Times must be achieved from September 1st through Long Course Championships at USA Swimming sanctioned or approved meets, or if the swim is USA-S observed at State High School Championships/Regional/National YMCA Championships.

2. Relay Splits.

Lead-off relay splits may be used if they are official times and are listed in the official meet results.

3. Time Trials.

Time trial times will be accepted only if conducted in a sanctioned or approved meet with a full complement of officials and the times are listed in the results.

4. Short Course or Long Course

Swimmers may automatically qualify to swim any events in which they meet or exceed any of the short course yards, short course meters or long course meters qualifying times.

## **E. Entry Considerations**

### **1. Individual Event Limit.**

A swimmer may enter up to a maximum of six individual swims.

### **2. Bonus Swims**

A swimmer may supplement event file with bonus swims.

### **3. Special Limit for Distance Events.**

Montana Swimming is allowed only one entry that is slower than time standard for the following events: 400-meter freestyle, 400-meter individual medley, and the 1500-meter freestyle.

### **4. Relay Limit and Team Composition.**

Montana Swimming is allowed two relay teams per relay event. The zone team coaches will decide the composition of the relay teams.

## **F. Transportation and Lodging**

### **1. Responsibility for Arrangements.**

The Zone Coordinator(s) will arrange transportation and lodging. The zone team manager will coordinate all financial aspects of the arrangements with the MT-S Treasurer.

### **2. Authority of the Zone Team Coordinator**

The Zone Team Coordinator is the final authority on all decisions regarding the travel, accommodations, and management of the team.

### **3. Requirement to Travel and Stay with the Team.**

Team Montana members must travel and stay with the team. All 12-under age group team members will travel to and from the Western Zone Championship Meet and stay (e.g.: lodging) with their parent (s).

## **G. Team Uniforms**

### **1. Swimmer's Apparel.**

Zone team members shall receive apparel that will be worn at the meet. Apparel may range from shirts, shorts, hats, jackets, and cap. Caps are either latex or silicone. Please advise zone coordinator if there is an allergy to latex cap. All athletes must wear the team cap in Zone competition.

## **H. Zone Team Coaching Staff**

### **1. Selection Process.**

The head coach and assistant coach shall be established via a vote by coaching contingency at the LC state championships the previous year.

### **2. Minimum Criteria for the Head Coach**

#### **a. Registration**

The individual must be currently registered as a coach member with USA Swimming / Montana Swimming.

### **3. Selection of Chaperone Coach**

Coach chaperones or designee(s) shall be ascertained by nomination process and established via a vote by the coaching contingency by June 1<sup>st</sup> prior to commencement of the Western Zone championship swim meet.

### **4. Coaches' Duties and Responsibilities**

#### **a. Entries**

The coaching staff shall complete the zone entries in an accurate and timely manner.

#### **b. Team Apparel.**

Coaching staff shall coordinate with the Zone Team Coordinator the selection and distribution of the team apparel.

#### **c. On-Deck Coaching.**

All Coaches shall coach zone team athletes at the zone championship meet, duties include supervising warm-ups, taking splits and positively communicating with all athletes.

#### **d. Selection of Team Captains.**

Coaches shall oversee the selection of male and female team captains. The team captains shall be responsible for conducting the team meetings, arranging team seating at the pool and leading team cheers during the meet.

#### **e. . Zone Team Staff Code of Conduct.**

Coaches must be willing to enforce the Zone Team Athlete Code of Conduct and take disciplinary action. Further, they must sign be willing to personally comply with the Zone Team Staff Code of Conduct.

## **I. Zone Team Chaperones**

### **1. Selection Process**

Parents and/or coaches interested in being selected to serve as zone chaperones should submit an application by the published deadline to the Zone Team Manager. The Zone Team Manager will coordinate and administer the application process. The Zone Team Manager and the Age Group Vice-Chairman shall select the zone team chaperones. The selection of chaperones shall be completed no later than one month prior to the first day of travel.

### **2. Chaperones' Duties and Responsibilities.**

#### **a. Driving**

Chaperones must be willing and capable of driving a van, including a 15-passenger vehicle. Proof of automobile insurance is required.

#### **b. Availability**

Chaperones must be available at all times to meet the needs of the team. Daily functions include driving, roll calls, room checks, curfew watch, supervision of team area and participation of all zone team meetings, and other duties as deemed necessary by the Zone Team Coordinator.

#### **c. Zone Team Staff Code of Conduct.**

Chaperones must be willing to enforce the Zone Team Athlete Code of Conduct and take disciplinary action. Further, they must sign be willing to personally comply with the Zone Team Staff Code of Conduct.

#### **d. USA-S Registration and Background Check.**

All Zone team chaperones shall be current USA-S non-athlete members and also must take and pass the USA-S Level 2 background check.

## **Section 8 - MT-S Financial Assistance Programs**

### **A. Western Zone Championship**

#### **1. Team Montana Athlete Cost**

##### **a. The total zone team cost includes:**

- 1) Transportation, lodging, and meals for the swimmers;
- 2) Apparel, required by the Zone team which might include and is not limited to suits, caps, jackets and t-shirts for the swimmers and t-shirts for the coaches and chaperones;
- 3) All entry fees;
- 4) Special events hosted by the zone meet sponsors (such as an ice cream social)
- 5) Group entertainment planned for the entire team.

- b. It is the joint responsibility of the Team Montana Coordinator(s) and MT-S Treasurer to accurately compute the total zone team cost in line with the budget and athletes are responsible for balance on account.

#### **2. Coach and Chaperone Support**

- e. MT-S covers all fees associated with travel, meals and lodging for coaches and chaperones. Furthermore, MT-S covers the fees associated with social and meeting for coaches.
- f. MT-S provides a stipend of \$500 for the head coach and the assistant coach.

### **B. Nagashima Traveling Fund (Adopted: 10/02/10)**

1. Nagashima was established by the Nagashima family of Billings, Montana to encourage and support MT-S athletes to compete in higher-level meets by reimbursing part of the travel costs.
2. Reimbursement amount: \$200
3. Eligible meets are: North West Age Group Sectional Championships, Speedo Championship Series, Zone Championships, USA-S Junior Championships and Senior National Championships, and Olympic Trials meets. B. Inland Empire Zone Team Financial Support.
4. Protocols for reimbursement: athlete/coach submit written request to MT-S Treasurer or MT-S General Chair.

**C. Montana Athlete Support for Junior Nationals, Nationals, US Open and Trials Meets.**

1. The National travel fund was established by MT-S to encourage and support MT-S athletes to compete in higher-level meets by reimbursing part of the travel costs.
2. Reimbursement amount: \$300.
3. Eligible meets are: USA-S Junior Championships and USA-S National Championships, US Open and Olympic Trials meets.
4. Protocols for \$200 reimbursement: athlete/coach submit written request to MT-S Treasurer or MT-S General Chair.

**Section 9 – Team Unify**

MT-S pays for Team Unify, and then offers the program to clubs, payment schedule to be negotiated between the club and LSC i.e.: \$700.00 this year and \$900.00 next year. New clubs can get in at negotiated rate with Team Unify, until they raise rates - clubs make payments to Montana Swimming. (Adopted: 11/12/11)