

Meet sanctioning timeline reminders:

Please make sure to follow the following schedule: (This schedule will be adjusted for Long Course meets)

- **9 weeks out:** work with Linda V, Sanction Chair at sanction@pns.org to complete meet information.
- **8 weeks out:** send copy of team manager event file to office@pns.org to have posted on website so teams may access it. It is always good to have someone double check it to make sure event order, fees, time standards, event limits, etc. are correct. You may send your file to programops@pns.org if you need it reviewed before posting.
- **Collecting entries:** Make sure you process in the order you receive them and as soon as you get them. It is important to closely monitor the size of your meet to assure you are able to adhere to the 4-hour rule.
- **Problems or concerns with meet size:** email programops@pns.org as soon as they arise or by no later than the Saturday before the meet. Timeline issues must be addressed as soon as possible. The Meet Referee must be included in all timeline discussions.
- **No later than Tuesday before the meet:** Send office@pns.org a copy of the meet back up for registration check.
- **Once registration check has been completed:** send timeline and psych sheet to PNS office for posting.
- **No later than Tuesday after the meet:** Send complete meet back up with results to office@pns.org . Make sure time trials are included, if you run any.
- **Results corrections post meet:** Send e-mail to office@pns.org with the meet referee cc'd on e-mail confirming correction with the swimmer's name, event #, heat and lane with original time and corrected time. Results that have already been processed by PNS will be corrected and all files re-posted to website and information sent for correction in SWIMS.
- **No later than 10 days after meet:** Submit PNS Meet Financial Summary, Hy-Tek Team Entry Fee Report and any Meet Entry Outreach Vouchers via e-mail to office@pns.org. Please make sure you include any time trials offered in your tap calculations.
- **No later than 45 days after meet:** Submit PNS Meet Income Statement via e-mail to office@pns.org

4-hour rule interpretation:

Please make sure you are familiar with USA Swimming's interpretation of the 4-hour rule:

Meets must be planned such that events for 12&Unders can reasonably be concluded within four (4) hours. Sessions that exceed four hours are not in violation of the rule if properly planned. The rule does NOT apply to Open events even if swimmers 12 years of age or younger are entered. **Measurement of the time duration applicable to this rule begins with the published meet start time of a session that offers 12U events and ends with the conclusion of the last 12U event of the day for the same gender.** Under NO circumstances may a meet or meet session be terminated before all individual events have been concluded as a means of complying with the rule. Relays may be eliminated only if the meet announcement clearly states the conditions under which relays will be eliminated and whether relay entry fees will be refunded. Events that are scored multi-age are impacted by the rule if the multi-age scoring involves 12U designations, such as 11-12, 10U, 12U, etc.