

Pacific Northwest Swimming Rules and Procedures	Meet Scheduling and Sanctioning
Index AD-97-03	Effective Date 9/1/11
04/29/02: Original	
09/01/11: Updated policy to agree with current practice/procedures.	

1. Meet Scheduling

- a. LSC Planning Annual Meet Calendar
 - i. The Technical Planning Committee shall review the previous year's meet calendar to determine the effectiveness of the planning process with respect to the applicable USA Swimming rules and regulations and PNS policies and its implementation, especially in meets where PNS determines the meet format. The data developed during this review will be used in the planning of the next competitive season to adjust the competitive schedule so as to meet the intent of PNS and USA Swimming. This review will include, but not be limited to, an assessment of the previous year's participation, projected growth rates, length of sessions, and travel times, keeping in mind the needs of swimmers of all ages and levels.
 - ii. All PNS Senior program and Age Group program meets will be scheduled by the Technical Planning Committee and approved by the House of Delegates. Clubs will make application to the Chair of the PNS Scheduling Committee for dates and class of meets.
 - iii. The meet calendar year will run from September 1 through August 31. Bid applications will be coordinated by the PNS Office and the PNS Scheduling Chair. All bids must be submitted on PNS bid forms and be accompanied by the appropriate sanction/approval fee as per schedule. Any meet bid that is incomplete or is submitted without the proper fee may be rejected.
- b. Closed meets such as tri-, dual-, or intra-squad meets, may be scheduled independently of the PNS meet bid process upon proper application to PNS for sanctioning, but may not be held on PNS closed Challenge, Divisional, or Championship weekends without permission from PNS Program Operations.

2. Meet Sanctions, Approvals, and Observed Swims

- a. Any meet or special event sanctioned by PNS is also sanctioned by USA Swimming. Sanctions, approvals and observed swims must comply with all applicable USA Swimming Rules and Regulations.
- b. All requests for sanctions and approvals shall be made to the PNS Sanction Chair. Application for sanction/approval is considered to have occurred when the Meet Announcement with the Meet Director's and Meet Referee's approval is received by the PNS Sanction Chair. Sanction and approval request deadlines and fees are summarized in the table which follows Section 3 of this policy.
- c. All requests for observed swims shall be made to the PNS Officials' Chair.
- d. Sanction/Approval is not required for a closed competition or intra-squad meets restricted to athlete members of a single USA Swimming Group Member unless those times achieved are to be entered into SWIMS.
- e. Any Group Member requesting a sanction from PNS must be a "Member in Good Standing"

3. Sanctions for Special Events

- a. Special Events are those events which a year-round USA Swimming Group Member, PNS Seasonal Group Member or PNS Affiliated Group Member advertises and seeks involvement from USA Swimming Members alone or in combination with non-member groups or individual non-members.

- b. These events are activities related to competitive swimming within PNS which include but are not limited to benefits, clinics, exhibitions, and entertainment
- c. Requests for special events must be written and submitted to the PNS Sanction Chair.

SANCTION FEE AND SCHEDULING TABLE

Meet Category	Sanction/ Approval Fee	Application Process	Submission Deadlines
Sanctioned or approved meet with entry fees, including associated time trials	\$30.00	Bid Process	Nine weeks prior to entry deadline
Sanctioned intra-squad, dual, or tri meet without entry fees	\$10.00	By request	Thirty days prior to the meet
Approved meet without entry fees	\$10.00	By request	Thirty days prior to the meet
Special Events	\$30.00	By request	Twenty-one days prior to the event

4. Commitment to host scheduled events

- a. Scheduled Senior or Age Group program meets, with meet parameters partially or wholly defined by PNS, must be hosted by the assigned club according to all relevant USA Swimming Rules and Regulations and all PNS policies and parameters specified on the bid application form.
 - i. Failure to host meet as described above will result in the following penalties: PNS shall impose a fine of \$800 for the first meet day scheduled, and \$600 for each subsequent meet day scheduled, and the scheduled meet host will be ineligible to bid for Senior or Age Group meets for one (1) calendar year.
 - ii. Upon approval by the PNS Program Operations Chair, cancellation of a meet is allowed without penalty if due to low or no entries, or another condition that reasonably precludes running the meet.