

Pacific Northwest Swimming Rules and Procedures	Meet Announcement Sheets
Index AD 97-06	Effective Date May 13, 2023
<p>12/10/02: Original 09/01/11: Updated policy to agree with current practice/procedures. 10/01/12: Deck changing statement. 06/12/17: Deck Pass as proof of current membership 11/05/18: Updated entry fees payment deadline. 04/29/19: Audio/video recording statement 05/13/2023: Remove references to Deck Pass (replaced by USA Swimming App)</p>	

1. Event Information

- a. The Meet Announcement must conform with all applicable USA Swimming Rules and Regulations and PNS Policies and must provide sufficient information to allow swimmers and coaches to determine eligibility, the entry process, and competition-related procedures. The Meet Announcement once sanctioned/approved, will be posted on the PNS website.
- b. Invitational meets which are not open to all clubs shall state clearly on the Meet Announcement "by invitation only to" and list the invited clubs and/or the process by which clubs may request an invitation and that an invitation does not guarantee acceptance due to the four-hour rule or other restrictions.

2. Special Requirements for Meet Announcements.

In addition to the requirements listed in USA Swimming's Rules and Regulations, the following must be included:

- a. The statement "Held under sanction/approval of Pacific Northwest Swimming and USA Swimming" and the sanction/approval number.
- b. The statement "Except where venue facilities require otherwise, changing into or out of swimsuits other than in locker rooms or other designated areas is not appropriate and is prohibited."
- c. Meet date(s) and estimated session information including but not limited to warm-up and competition start times, positive check-in deadlines, and meeting times.
- d. Facility information including location and competition (and warm-up, if available) pool information.
- e. Order of events, including (if applicable):
 - i. Whether the meet will be "Prelims/Finals" or "Timed Finals" or a combination of both.
 - (a) If the meet includes any Prelims/Finals events, the Meet Announcement must state how many heats of finals will be contested and the estimated timeline should be planned so that no Finals session starts less than one (1) hour after the last preliminary or timed final heat.
 - (b) If the meet has a combination of Prelims/Finals and Timed Finals events, the Meet Announcement must state which events are Prelims/Finals and which are Timed Finals.
 - (c) Scratch procedures for Prelims/Finals events must be included.
 - ii. Time standards, including any special time standards for swimmers with a disability. If there are any qualifying and/or de-qualifying time standards, converted times will not be allowed. Estimated times may be allowed if the meet/event has no qualifying or dequalifying time standards.
 - iii. Deck-seeded events and check-in/scratching requirements, if applicable.

- iv. Any event limited as to the number of swimmers shall be deck-seeded, with the check-in requirements for all deck-seeded events clearly stated.
 - f. Unless USA Swimming's On-Line Meet Entry (OME) system is being used, required entry information shall be as follows:
 - i. Individual events: legal first name, middle initial, last name, age as of the first day of competition, club affiliation (or "unattached" if applicable), and USA Swimming ID number (if USA Swimming registration is required) of each swimmer; list of events entered by swimmer including the entry time and proof of time, if applicable.
 - ii. Relay events: list of relay entries by event with the relay designation ("A," "B," etc.), entry time, and proof of time, if applicable, of each relay team. Relay names do not need to be provided in advance, but relay-only swimmers must be pre-entered in the meet and applicable fees paid.
 - iii. Deck entry procedure, if applicable.
 - g. The statement that no entries will be accepted unless the entrant is a USA Swimming athlete member, unless the meet is open to athletes covered under USA Swimming's "open border" policy. If so, enabling wording must be included allowing such athletes, their coaches, and FINA member officials. The Meet Announcement must state whether or not on-deck registration will be permitted and, if allowed, under what conditions.
 - h. The requirement that "In order to be on deck and serve in their official capacity, all coaches, officials, and any other person required by sanction/approval shall visibly display their membership credentials at all times." USA Swimming App or a screen shot from the USA Swimming App may be used to prove current membership.
 - i. Unless otherwise allowed by the PNS General Chair, the meet entry deadline shall be no earlier than Wednesday of the week prior to the first day of the meet.
 - j. A properly completed and signed PNS Master Entry Summary and check for entry fees are due to the clerk of course no later than when the team checks in.
- 3. RECORDING DEVICES & MEDIA NOTICE:** In compliance with USA Swimming Rules and Regulations: The use of audio-visual recording devices, including cell phones, are not permitted in locker rooms, changing areas or restrooms. Recording devices (cell phones, cameras, PDA's, etc.) are not permitted behind the starting blocks during the entire meet. This meet may be covered by the media, and/or Professional photographer taking photographs, video, web casting and other forms of obtaining images of athletes participating in the meet. Entry into the meet is acknowledgement and consent to this fact. Photographers should have visible credentials and background checks prior to arrival on deck. With Meet Director approval, Photographers may have access to the pool deck and must abide by USA Swimming and facility camera/photograph restrictions. In the event of any disputes regarding video recording, the Referee's decision shall be final and binding.