

Tri-County Conference Meet Procedures

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I. Preparation

A. At the Spring committee meeting, the host of the pending conference meet will be determined based on the following rotation:

- A. Sauk Prairie**
- B. Sun Prairie**
- C. Mount Horeb**
- D. Spring Green**
- E. Cross Plains**
- F. Baraboo**
- G. Wisconsin Dells**
- H. Mazomanie**

If a team cannot host the meet when their turn comes up, they will be placed at the bottom of the rotation and the next team in the order will be given the opportunity to become host of the Conference Championship meet.

B. The host team will:

A. Ensure that only league certified officials officiate at Conference.

B. Secure mass media for the conference meet.

C. Secure an eight (8) lane facility for Conference. If the host team can arrange for it, electronic timing should be utilized.

D. The league authorizes the host team to charge up to \$10 per adult, per day to cover costs of the facility, equipment, and insurance. All non-adult students shall be allowed to enter the facility at no charge.

E. The league also authorizes the host team (at their discretion) to charge a conference “facilities/participation” fee. This fee shall not exceed \$800 per team and will be finalized at the Tri-County Conference Spring Meeting. The majority of the fee shall go to

provide team tents and/or shelter for all participating swimmers. The host team is required to give team officers a complete breakdown of costs associated with the facility fee prior to the all-conference swim championships.

C. The host team will mail to all teams an informational packet concerning the conduct of the swim meet. This shall be mailed out at least two (2) weeks prior to the due date for entries, i.e. annual seed meeting.

1. Entries are to be submitted to the host team by the Conference Seed Meeting electronic, utilizing league approved Hy-Tek software. The conference meeting will be scheduled by the host team the Sunday prior to the all - Conference Swim Meet.

B. Awards to be issued should be stated.

C. Scoring procedures should be stated.

D. Swim-off procedures should be stated.

E. Rain delay policies should be stated.

F. Seeding procedures are to follow the most recent USA Swimming rule book.

a) All times shall be submitted as 25-meter times, using time conversion schedules as recommended by the league's Hy-Tek committee. Conversion time charges as used in the past are as follows:

Baraboo x 1.11

WI Dells x 1.32

Mt. Horeb x .72

b) Individual events will be staggered when seeded.

c) Relays, which will swim timed finals, will be seeded according to times. The number of heats will be determined by the number of entries, with the slowest seed times in Heat 1, etc.

G. Food and shelter provisions.

H. Timers will be required and requested from each league team. Three (3) timers will be required per lane and one back-up for every

two (2) lanes. The host team will be required to provide timers.

Determining Official Time:

(from Section 102.23 Part 4 of 2023 USA Swimming rule book)

1. Automatic Timing — When recorded by properly operating automatic timing equipment, the pad time shall be the official time.

2. Semi-Automatic and Manual Timing — Whenever semi-automatic or manual timing is used; only valid times shall be used in calculating the official time. The times shall be determined as follows:

a) If two of the three valid button or watch times agree, that shall be the time for that timing system.

b) If three valid buttons or watches disagree, the time of the intermediate button or watch shall be the time for that timing system.

c) If only two valid button or watch times are available, the time shall be the average of those two buttons or the average of the two watch times. The digits representing thousandths of a second shall be dropped with no rounding.

I. An outline of meeting times, warm-ups, etc. shall be communicated.

J. The cost and availability of heat sheets shall be determined.

D. Entries shall be due to the Conference host Hy-Tek by 5:00pm the Saturday before the seed meeting.

A. Team entries must be submitted as directed by the Conference meet host.

B. Teams are allowed to enter three (3) individuals and two (2) relays in respective events. Teams are also allowed to submit an additional ("C") relay that will be Exhibition.

C. Failure to submit entries as stated will result in seeds based on "no time" (NT).

D. The Conference Meet, which consists of both Saturday and Sunday, will be considered 1 swim meet. An individual swimmer is only allowed a maximum of 4 events for the entire Conference Meet.

E. A swimmer may compete in four (4) total events during the entire Conference Meet, but only three (3) of the events may be individual events.

II. Officiating

- A. The Conference Swim Meet will be conducted according to articles 101 and 102 of the USA swimming rulebooks.**
- B. All officials must be league certified.**
- A. Each official must meet the requirements of the League Constitution, Section III, Article E, Number 2.**
- C. Securing Meet Officials:**
 - A. It is the responsibility of the host team to secure officials for the Conference swim meet. Each team will provide 4 officials, unbiased representation in all positions. Equal representation on all four (4) officiating shifts from all teams. Positions will rotate throughout the meet including the starter, referee, chief judge, and stroke and turn judge.**
 - D. The head official will address swim shirts and medical tape/braces with coaches prior to the swim meet. Officials will follow the USA Swimming Rule from Section 102.8 of the 2024 USA Swimming Rulebook.**

III. Preliminaries

- A. The Conference Swim Meet will be a pre-seeded meet. Each swimmer shall report to his/her event, heat and lane. Failure to report will result in elimination from that event only.**
- B. Will be scheduled the Saturday immediately following the last weekend of dual meets. The preliminaries will commence at 9am.**
- C. Warm-ups will be held from 7:20am to 8:40am.**
 - A. At least one (1) adult and one (1) coach from each team as well as two (2) meet officials are required to be on the pool deck to supervise team warm-ups.**
 - B. The host team shall assign two (2) teams to the pool for individual 20-minute sessions.**

Morning Warm-up Example:

**7:20-7:40, Lanes 1-4: Sauk Prairie, Lanes 5-8: Spring Green
7:40-8:00, Lanes 1-4: Baraboo, Lanes 5-8: Wisconsin Dells
8:00-8:20, Lanes 1-4: Mazomanie, Lanes 5-8: Cross Plains
8:20-8:40, Lanes 1-4: Sun Prairie, Lanes 5-8: Mt. Horeb**

Break Warm-up Example (Times decided by pace of meet):

Session 1: 1-2 Spring Green, 3-4 Mazo, 5-6 Cross Plains, 7-8 Sauk Prairie

Session 2: 1-2 Baraboo, 3-4 Mt. Horeb, 5-6 WI Dells, 7-8 Sun Prairie

Teams will be assigned according to geographic locations. Teams closest to the pre-determined conference site will be assigned the first times, and the teams traveling the furthest securing the later warm-up times.

D. All individual events will have preliminary heats.

E. All relays will swim timed finals on Sunday only. Exhibition “C” relays will swim in the first heat. All “B” relays will swim second, and “A” relays in the final heat and will be seeded according to submitted times at the seed meeting. If possible, “B” and “C” relays may be combined into a single heat.

F. On Sunday, seeds 1-8 (determined from preliminary heats on Saturday) will swim in the conference finals, seeds 9-16 will swim consolation heats, while seeds 17 and 18 will serve as alternates for possible re-seeding.

G. Change meetings will begin at 8:00am. Each team will be allowed 5 changes on Saturday – Individuals only and 5 changes on Sunday – Relay only. A scratch is not a change. Changes to relay order is not a change. Adding a swimmer who was not originally listed on an A or B relay is a change. A change to a C relay is not a change. Adding an additional A or B relay after the seed meeting will count as one (1) change. Events will not be reseeded due to changes. Scratches do not have to be reported at the change meeting. No changes will be allowed after the 8:00am meeting unless medically necessary.

H. Prior to Saturday, if a swimmer has a medical emergency and can no longer participate in the Conference Swim Meet, with a doctor’s note, the team will receive the injured swimmer’s events as additional changes to directly replace the injured swimmer.

I. There will be two (2) sessions of preliminaries. There will be a break between the two sessions. The 1st session will include freestyle, backstroke and individual medley (IM). The 2nd session will include breaststroke, long freestyle and butterfly (see order of events at bottom).

J. Swim-offs to determine the final heat in any event will be conducted on Saturday, following the completion of initial preliminary heats.

K. The host team is responsible for reviewing and determining any errors.

A. Each team will receive Saturday's preliminary results within two (2) hours of the conclusion of the Saturday meet.

B. All protests of any preliminary results must be submitted (written or verbal) to the host team's meet director before 7am on Sunday morning. The meet director will then make a decision on all protests no later than 8:00am on Sunday.

IV. Finals

A. Will be held on the day following preliminary heats (Sunday), beginning at 9:00am.

B. Warm-ups are to be held from 7:20am to 8:40am

A. At least one adult from each team is required to supervise the warm-ups.

B. The host team shall assign two (2) teams to the pool for warm-ups, similar as in the preliminaries.

C. Relay lineups must be finalized at 8:00am change meeting on Sunday with the exception of injury or illness.

D. Scoring will be tabulated and announced in order of events. When the consolation heat leaves the staging area for an event, any swimmer for that event who has not reported, immediately becomes considered a "scratch". In cases where finalists scratch, this will result in elimination from that event only.

E. In the event of a scratch in the Consolation heat (whether a declared scratch or a "no show"), the 17th seed alternate will be called up to the Consolation heat and replace the scratched swimmer and will swim in the same lane as assigned to the scratched swimmer.

F. In the event of a scratch in the Finals heat (whether a declared scratch or a "no show"), the 9th seed swimmer in the Consolation heat will be moved up to the Finals heat to replace the scratched swimmer (the swimmer will swim in the same lane as the scratched swimmer). The 17th seed alternate will then be called up for the Consolation heat to replace the 9th seed swimmer (swimming in the same assigned lane).

G. Scoring

**A. Use USA rules and Hy-Tek software from eight (8) lane pools.
Include scoring values below in spectator program**

From section 102.24: Scoring in the 2023 USA Swimming rule book

- a) When consolation and championship finals are swum, scoring shall be as follows for individual events (Individual point values shall be doubled for relays, even when relays are swum as timed finals):**

8-lane pools (16 places): Individual

A (final): 20-17-16-15-14-13-12-11

B (consolation): 9-7-6-5-4-3-2-1

8-lane pools (16 places) relays

A (final): 40-34-32-30-28-26-24-22

B (consolation): 18-14-12-10-8-6-4-2

B. Only one (1) relay per team may score in any given event. If two (2) relays from the same team place in the top six (6), their team will receive team points for the highest place finish only. The points for the lower finish will not be awarded at all. Both team relays will receive the accompanying awards/ribbons for their respective finish.

H. All team representatives will receive the final results of the All-Conference Championships within two (2) hours of the conclusion of the swim meet from the meet director. Each team representative will have up to 30 minutes to review the final results. At that time each team must be present at a meeting which will be held to confirm and approve the final results. Such team meeting will be organized and run by the current league president.

A. Majority will rule.

B. No protests will be accepted after the final results are voted on and subsequently approved. Representative majority vote will be final.

v. Rain-out Policy

A. Severe weather (lightning, tornadoes, etc.) ONLY may postpone the meet. Teams should be prepared to swim in cold or rain if necessary.

B. No rain delay is to exceed three (3) hours, if it is before noon.

C. No rain delay is to extend beyond 6:30pm.

D. If the swim meet cannot be concluded on Sunday, results will be determined by utilizing preliminary times for all final events that were unable to be completed.

Preliminary Heat Order of Events

# (Girls)	Event Distance	# (Boys)
11	8 & U Freestyle 25	12
13	9-10 Freestyle 50	14
15	11-12 Freestyle 50	16
17	13-14 Freestyle 50	18
19	15-18 Freestyle 50	20
21	8 & U Backstroke 25	22
23	9-10 Backstroke 50	24
25	11-12 Backstroke 50	26
27	13-14 Backstroke 50	28
29	15-18 Backstroke 50	30
31	9-10 IM 100	32
33	11-12 IM 100	34
35	13-14 IM 100	36
37	15-18 IM 100	38
Break ***** Break ***** Break ***** Break ***** Break *****		
39	8 & U Breaststroke 25	40
41	9-10 Breaststroke 50	42
43	11-12 Breaststroke 50	44
45	13-14 Breaststroke 50	46
47	15-18 Breaststroke 50	48
49	8 & U Long Freestyle 50	50
51	9-10 Long Freestyle 100	52
53	11-12 Long Freestyle 100	54
55	13-14 Long Freestyle 200	56
57	15-18 Long Freestyle 200	58
59	8 & U Butterfly 25	60
61	9-10 Butterfly 50	62
63	11-12 Butterfly 50	64
65	13-14 Butterfly 50	66
67	15-18 Butterfly 50	68

Conference Finals Order of Events

# (Girls)	Event Distance	# (Boys)
1	8 & U Medley Relay 200	2
3	9-10 Medley Relay 200	4
5	11-12 Medley Relay 200	6
7	13-14 Medley Relay 200	8
9	15-18 Medley Relay 200	10
11	8 & U Freestyle 25	12
13	9-10 Freestyle 50	14
15	11-12 Freestyle 50	16
17	13-14 Freestyle 50	18
19	15-18 Freestyle 50	20
21	8 & U Backstroke 25	22
23	9-10 Backstroke 50	24
25	11-12 Backstroke 50	26
27	13-14 Backstroke 50	28
29	15-18 Backstroke 50	30
31	9-10 IM 100	32
33	11-12 IM 100	34
35	13-14 IM 100	36
37	15-18 IM 100	38
39	8 & U Breaststroke 25	40
41	9-10 Breaststroke 50	42
43	11-12 Breaststroke 50	44
45	13-14 Breaststroke 50	46
47	15-18 Breaststroke 50	48
49	8 & U Long Freestyle 55	50
51	9-10 Long Freestyle 100	52
53	11-12 Long Freestyle 100	54
55	13-14 Long Freestyle 200	56
57	15-18 Long Freestyle 200	58
59	8 & U Butterfly 25	60
61	9-10 Butterfly 50	62
63	11-12 Butterfly 50	64
65	13-14 Butterfly 50	66
67	15-18 Butterfly 50	68
69	8 & U Freestyle Relay 100	70
71	9-10 Freestyle Relay 200	72
73	11-12 Freestyle Relay 200	74
75	13-14 Freestyle Relay 200	76
77	15-18 Freestyle Relay 200	78

Date	Revision
7/26/11	-Modified 1.D2 to add Exhibition “C” relays -Clarified 2.E to include “C” relays -Added sections 3.E and 3.F to clarify the substitution rules for scratched/no show swimmers
4/28/16	-Modified the conference facilities/participation fee from \$250 to 450, as approved at Spring 2016 Board Meeting
4/29/19	-Added requirement that there be two (2) timers per lane and one (1) back-up timer per two (2) lanes.
4/24/23	-I.B.4 – Updated that the host team can charge up to \$10 per adult admission. -I.B.5 – Updated that the host team may charge a facility fee not to exceed \$800 and will be finalized at the Tri-County Conference Spring Meeting. - I.C.8 – Updated time requirements from 2 to 3 timers and the host team will be required to provide timers. Added determining Official Time from Section 102.23, Part 4 of 2023 USA Swimming rule book: Timing Rules. - III.C – Updated relay line-ups verbiage to: Relay line-ups must be finalized by 8am change meeting on Sunday with exception of injury or illness. -III.G – Added scoring point values for 8 lane pools (16 places) for individuals and relays from the 2023 USA Swimming rule book section 102.24: Scoring. Plus, including scoring values to spectator program was added.
5/4/24	-Added all of 2023 approved changes to document as it had not been updated. -I.C.1 – Changed verbiage that entries need to be submitted to the host team electronically instead of by disk at the Conference seed meeting. -II.C.2 - Updated Pool warm-up examples -III.B – Updated warm-up times -Additional cosmetic changes made
4/7/2025	-I.D. Changed verbiage to Entries shall be due to the Conference host Hy-Tek by 5:00pm the Saturday before the seed meeting. Removed outdated verbiage that entries are due with results of the last dual meet at the seed Meeting prior to conference. -I.D.4 – Added Conference Meet consists of both Sat & Sun, will be considered 1 meet. An individual swimmer is only allowed a maximum of 4 events for the entire Conference Meet. -I.D.5 – Added a swimmer may compete in 4 total events during the entire Conference Meet, but only 3 of the events may be individual events. -II. Added Officials section and rules -III.G. – Removed verbiage “maximum of 5 changes.” Added “5 changes

	on Sat – individual only and 5 changes on Sun. – relay only. Scratches are not changes. Changes to relay order is not a change. Adding a swimmer who was not originally listed on an A or B relay is a change. Changes to C relays are not a change. Adding an additional A or B relay after the seed meeting will count as 1 change. -III.H – Added the rule that is a swimmer has a medical emergency and can no longer participate in the Conference Meet prior to Saturday, the team will receive the injured swimmer's events as additional changes to directly replace the injured swimmer.
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