

Tri-County Invitational Meet Procedures

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I. Purpose

- A. The Invitational is an opportunity for all swimmers in the Tri-County Conference to compete in an end-of-season swim meet to showcase their skills achieved throughout the season.

II. Eligibility

- A. All Tri-County Conference swimmers who are not competing in individual events at Conference are eligible to compete at the Invitational Meet.

- 1. Swimmers who are only swimming relay event(s) at Conference are welcome and encouraged to attend.

III. Preparation

- A. At the spring committee meeting, the host of the pending Invitational Meet will be determined based on the following rotation:

- 1. Sun Prairie - 8 lane pool
 - 2. Mount Horeb - 6 lane pool
 - 3. Cross Plains - 6 lane pool

If a team cannot host when their turn comes up, they will communicate with the other host teams to determine a trade in hosting duties. Example: If a team does not wish to host the Invitational because their team is hosting all-Conference Meet the same year.

B. The host team will:

- 1. Ensure that only league certified officials officiate at the Invitational Meet.**
- 2. The league authorizes the host team (at their discretion) to charge a participating swimmer Invite Fee up to \$10 per swimmer. Payment is due on the day of the meet to the Meet Director.**

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.

- 1. Entries are to be submitted to the host team by 12:00pm (noon) on the Sunday before the Invitational Meet, utilizing league approved Hy-Tek software.**
- 2. Awards to be issued should be stated.**
- 3. If using the podium, schedule/procedure should be stated.**
- 4. Team scores will not be calculated.**
- 5. Swim-off procedure is not needed. Races can result in a tie.**
- 6. Rain delay policies should be stated.**
- 7. Seeding procedures 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 times are to be calculated as follows:

Baraboo x 1.11

WI Dells x 1.32

Mt. Horeb x 0.72

b) The Tri-County Invitational Meet will use Championship seeding for all events.

8. Food and shelter provisions.

9. Timers will be required and requested from each participating team. 2 timers will be required per lane plus 2 backup timers: including a head timer to oversee all timing, provided by the host team or a participating team if asked.

D. Entries shall be due to the host team by 12:00pm (noon) on the Sunday before the Invitational Meet.

1. Team entries are to be submitted as directed by the Invitational Meet host.

2. Teams are allowed to enter each participating swimmer in a maximum of three (3) individual events. Relays are not included in the Invitational Meet.

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

IV. Conducting the Invitational Meet

A. The Invitational Meet will begin at 5:00pm on the Tuesday before Conference.

B. Warm-ups will be held from 3:50pm to 4:50pm.

1. At least one (1) adult and one (1) coach from each team are required to be on the pool deck to supervise team warm-ups.

2. Teams will be assigned according to geographic locations. Teams closest to the host team pool will be assigned the first times, and the teams traveling the furthest securing the later warm-up times.
3. The host team shall assign one to two (1-2) teams to the pool for individual 20-minute sessions.

Warm-up Example (6 Lane Pool):

3:50-4:10, Lanes 1-6: Mount Horeb (Host Team)

4:10-4:30, Lanes 1-3: Cross Plains, Lanes 4-6, Sauk Prairie

4:30-4:50, Lanes 1-3: Sun Prairie, Lanes 4-6, Baraboo

Warm-up Example (8 Lane Pool):

3:50-4:10, Lanes 1-8: Sun Prairie (Host Team)

4:10-4:30, Lanes 1-4: Cross Plains, Lanes 5-8, Sauk Prairie

4:30-4:50, Lanes 1-4: Mount Horeb, Lanes 5-8, Baraboo

C. Swimmer Event Changes

1. Individual Change Standards:
 - a) Adding a swimmer to an event is a change.
 - b) Scratching a swimmer from an event is NOT a change.
2. Each team will be allowed a maximum of five (5) individual changes. All individual changes must be submitted 30 minutes before the start of the Invitational Meet. No changes will be accepted after the individual change deadline.
 - a) Based on the preference of the host Hy-Tek, individual changes may be made before the day of the Invitational meet to allow changes to be reflected on the heat sheet.
3. Fly-over starts will be standard for the Invitational Meet.

V. Officiating

- A. The Invitational Swim Meet will be conducted according to articles 101 and 102 of USA Swimming Rulebook.

B. All officials must be league certified.

C. Each official must meet the requirements of the League Constitution, section III, Article E, Number 2.

D. Securing Meet Officials

- 1. It is the responsibility of the host team to secure officials.**
- 2. Those officials will be either:**
 - a) Host team officials**
 - b) Participating team officials**
- 3. Four officials are recommended on deck (2-Stroke & Turn, 1-Starter, 1-Referee).**
- 4. Each participating team will need to provide an official (if possible) and help fill in other volunteer roles.**

VI. Scoring/Awards

A. Team points will not be calculated for the Invitational Meet. Only individual times and places will be posted for each event.

B. Awards will be issued to the top eight (8) swimmers in each event.

- 1. 1st-3rd receive medals.**
- 2. 4th-8th receive ribbons.**

C. Podium Breaks:

- 1. The purpose of the podium is to provide space to recognize/celebrate swimmer accomplishments.**
- 2. The host team will decide if they will include podium breaks. This will be communicated to all teams prior to the Invitational Meet. A podium break will be provided for all 1st-8th place finishes in each event.**

3. Host team can create any podium schedule they deem appropriate. The podium schedule must be included in the informational packet. (example included at the end)

VII. Concluding the Invitational Meet

- A. The host team must send electronic copies of the following within two (2) days of the conclusion of the Invitational Meet. The electronic copies should be sent to Hy-Tek volunteers, Team Presidents, and Head Coaches of all participating teams.

1. Meet Manager Back-up
2. Team Manager Results File
3. Meet Results PDF

VIII. Weather Policy

- A. The Invitational Meet will NOT be rescheduled if cancelled due to weather.

Invitational 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
Break - Podium Awards for Events 11-30		
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
Break - Podium Awards for Events 31-48		
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
Break - Podium Awards for Events 49-68		

Date	Revision
4/7/2025	Tri-County Invitational Meet Procedures were created and approved.