Section 14 – Rewrite: SIS Sanctioned, Observed, or Approved Meets / Time Trials

SIS Meet Calendar Approval (new):

* The program committee will submit a twice yearly calendar of proposed sanctioned meets for approval by the Board. The short course season should be provided at or before the May BOD meeting and the long course season should be provided at or before the January BOD meeting.
* Meet calendar should include meets for all levels. Championship (prelim / finals) meets should be held in December, Spring, and end of Summer. The Spring Age Group Championship meet will be limited to 14&under.
* A senior invitational should be held in February and a prelims / finals meet should be held in May or June.

Meet Fee Structure (new):

* The Board will approve a meet fee structure for the upcoming year based off the previous year meet financial reports in May. This can be revised if required with the presentation of the long course season schedule in January.

Bid Process (new)

* The program committee will conduct the bid process for teams to bid on meets within two weeks of receiving board approval.
* A minimum of 3 weeks will be given to teams to provide required information for meets they wish to bid on.
* The program committee will work to have all interested teams that bid on meets host throughout the year.
* All teams bidding on meets are expected to be Safe Sport Recognized (SSRP) at the time of bidding or commit to be SSRP by the time of the meet. A fine will be levied if a team does not follow-up thru with the commitment to be SSRP within 45 days of meet completion.
* The bid meeting will be posted on the website and open to all members of SIS.

Sanction / Meet Announcement Process (updated):

* SIS registration and / or sanction will maintain a meet announcement template for teams to use that meets all USA Swimming Sanction requirements in Article 202.4 of the USA Swimming rulebook and any additional requirements from the Program Committee (i.e., late entries, on-deck registrations).
* Scratch and no show rules will be consistent across all meets held in SI (with the exception of zone / USA Swimming sponsored meets). No show in a prelim (or timed final) in a deck seeded meet will result in swimmer being barred from the next event. No show in finals will follow USA Swimming rulebook Article 202.7.11.6.D (all) and Article 202.7.11.7.E (1-3) -- new.
* When a meet is running at multiple sites on the same weekend, the meet must have a consistent offering to the members (i.e., relay opportunities, event order, awards for swimmers) -- new
* All host teams / meet directors are responsible for submitting a sanction application, fees and draft meet announcement to the SIS Registration Chair. In the event that SIS Registration chair is the team host or meet director, the information will go to the Technical Chair or General Chair.
* The meet announcement must be reviewed by the assigned meet ref. If not meet ref is assigned, the officials chair should review. The sanctioned meet announcement will have the meet ref, meet director, and meet management person names and emails.
* The sanction / meet announcement should be completed and posted on the website no less than 45 days before the start of the meet.

Meet Entries (updated):

* An approved meet manager software will be used to set up and run all meets.
* Each meet must have a USA Swimming registered non athlete member (computer operator) to manage meet entry, swimmer reconciliation, collection and review of times and submittal of times to upload to SWIMS.

Pre-Meet Required Activities:

* If a meet has less than 200 swimmers, SIS or team reserves the right to cancel or change the meet or combine on a two site weekend. This announcement will be posted to the SI website no later than 24 hours after entries close -- new.
* The assigned meet operator must send a back-up of the meet to the SIS registration Chair for athlete reconciliation (including valid USA Swimming membership / up to date APT)
* The SIS registration chair is required to give feedback within 72 hours of receiving the back-up. If the SIS registration chair is unable to perform the duty within this timeframe, then an alternative USA Swimming registrar needs to be requested by the meet operator -- new.
* The meet director / team host is responsible for providing meet information sheet that includes information on adult, official, swimmer bathrooms, tarp set-up, timing assignments, and any other pertinent and / or USA Swimming required information. Meet session and warm-up times should be included in document. Final decisions on meet sessions should be reviewed with the meet ref and assigned computer operator / admin official.
* The meet program (psych sheet), meet timeline, and meet information sheet will be sent to the all entered teams, the meet ref, the officials chair and web team (web@ si-swimming.com) no later than Wednesday afternoon before the meet begins.
* If sufficient officials are not signed up to work the meet 24 hours prior the meet start to meet USA Swimming requirements for a sanctioned competition, then sessions or the entire meet may run as an unsanctioned competition without timing equipment -- new.

Meet Running:

* All SI Sanctioned meets will be run following the rules outlined in the USA Swimming rulebook, specifically Article 102.
* All meets must follow facility specific requirements during the running of the meet.
* If the air quality index (AQI) as defined by the EPA at the nearest measuring station to the facility hosting a meet is unhealthy, very unhealthy, or hazardous, that session will be cancelled or postponed by the meet ref. No refunds will be given if this occurs.

Post-Meet Requirements:

* At the conclusion of the meet, a back-up will be sent to the Times Chair for another athlete recon and uploading of the times to SWIMS.
* Fees for ineligible athletes swimming in a meet: If the post meet athlete recon report shows that a swimmer competed without a valid USA Swimming registration (including lack of APT), the following fines apply:
  + Team accepting entries after receiving pre-meet recon: $50
  + Swimmer entering meet: $50
  + Team of swimmer entering meet: $50
* The meet ref must be provided with a swimmer count by team report for each session to determine if there are any official fines to be levied.
* The Times Chair will send out the meet results file and pdf results to the team host / meet directors for distribution to the entered teams and the web team (web@ si-swimming.com)
* Within 5 days of the meet completion, the meet director is responsible for providing the entry / splash information and meet management reports to SI. Instructions are included on the financial report.
* Within 45 days of the last day of the meet, the team host / meet director is responsible for completing the meet financial report and sending to the SI Financial Chair with a cc to General Chair. A meet report that reconciles to the splash count on the report must be included.
* A summary total along with total amount owed to SI can either by submitted via Team Unify to the LSC or by mail to the SI Registration Chair within 45 days of the last day of the meet.

LSC Hosted Meets (new):

* In the event that the LSC is hosting any meet, the assigned meet director is responsible for following the above policies and procedures.
* Named volunteer official leads (meet ref, admin referee, head starter, and team lead CJ) will receive a $40 / day stipend for each day of meet when home is more than 20 miles from facility (one way).

Zone / USA Swimming Co-Hosted Meets (new):

* Any zone or USA Swimming co-hosted meet will be run in accordance with the rules of governing body of that event.
* Team that is event host is required to provide a copy of the financial report to the LSC ~ format is at the discretion of the governing body.
* No SI registered non-athlete member will receive expense reimbursement for volunteering at the event until specifically outlined by the rules of the governing body.

Meets outside of the SIS Meet Calendar (updated):

* A team requesting to host a meet or time trial outside the meet calendar must submit a sanction, meet announcement, and meet format to the Technical Chair for approval. If the Technical Chair is a member of the team requesting to host the meet or time trial, then the General Chair must approve meet.
* A team must specify timing equipment / back-up being used to meet USA Swimming requirements.
* The team must work with the officials chair to have sufficient trained officials available to meet USA Swimming requirements for meet.
* If the meet or time trial is held on the same weekend as a sanctioned meet on SIS meet, the team must receive written permission from the meet director(s) of the host club.
* The meet or time trial must follow other requirements outlined in this section including completing athlete recon, times uploading, and completion of a meet financial report.

Observed / Approved Meets (new):

* The fee for having an observed or approved meet will be set yearly by the SI Board of Directors.
* Requirements outlined in Article 202.8 must be met for times to be loaded into SWIMS.
* All requests for an observed meet must be submitted via google form to the SI office that will be available on the SI website no less than 10 days in advance of the meet.
* Payment to SI must be received on or before the 1st day of the meet.
* The officials chair will assign the observed officials to the meet and have final authority if sufficient qualified officials can be provided.