

MEET MANAGEMENT

All competitions, benefits, exhibitions, Swim-a-thons, clinics, or entertainment where USA Swimming registered swimmers participate must be sanctioned.

.1 No application for sanction will be accepted by the LSC sanctioning person unless accompanied by the following:

- (a) Approved date of meet
- (b) Sanction fee
- (c) Information letter emailed in MS Word (.doc) or compatible format.
- (d) Warm-up procedure emailed in MS Word (.doc) or compatible format.
- (e) Entry forms emailed in MS Word (.doc) or compatible format.
- (f) Order of events with qualifying times, if a requirement for entry, emailed in MS Word (.doc) or compatible format.
- (g) Hy-Tek .HYV file, entry forms, warm-up procedures, applicable fees and order of events has been sent to the Florida Swimming office by email in appropriate format.

(1) In all standard sized pools (recognized courses) a meet will not be sanctioned

with events not recognized by either USA-S or FL unless so stated.

.2 No approval will be given by the BOD unless complete copies of the information letter/HYV file, entry forms, warm-up procedures, applicable fees and order of events have been emailed to the FL office in appropriate format.

The information letter shall be in the "official" FL format, as posted on the FL website.

.1 Special meet rules and regulations or local situations must be fully explained in the information letter.

.2 Official Meet Personnel

(a) All Officials must be certified FL officials and a current member of USA Swimming.

(b) Meet Directors/Manager should be a current member of USA Swimming.

.3 The Master Entry Forms listing coaches responsible for swimmers while at the meet, or entry forms must be included.

(a) If using Entry forms, they must include the following:

- (1) First and last name of entrant
- (2) Affiliation of entrant
- (3) Age of entrant
- (4) USA Swimming registration number
- (5) Statement to be signed by the individual who is completing proof of entry form

as follows (this individual must be a current non-athlete member of USA-S):

"By signature, I certify that all individuals on this entry form are registered

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members of USA Swimming and that they are eligible to compete in this meet.”

(6) Boxes on form for entry times

(7) Master Entry Form listing coaches responsible for swimmers while at the meet.

.4 Receipt or postmark of entry can be required no earlier than ten (10) days prior to the first day of the meet.

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223.3 Meets requiring advance entries must provide a heat sheet or a time order list ranking swimmers from fast to slow.

.1 Sanction number must appear in a prominent place.

.2 Contestant must be properly identified.

.3 Key to team abbreviations must identify team.

.4 Heat sheets must have the entry time for each swimmer in each event.

.5 FL Championship Meet heat sheets must have the following standards listed for each event.

(a) FL Senior Championships—Sectional, US Open and National Championship Standards.

(b) FL FLAGS—FL Senior Championship, Sectional and US Open Standards.

(c) FL “B” Championships—FL FLAGS and FL Senior Championships.

.6 Names of key officials shall be listed:

(a) The Meet Referee, Administrative Official, Starter, Head Stroke and Turn Judge must be certified.

(b) Head Marshal

223.4 When there are an insufficient number of certified officials present at a FL sanctioned swim meet to provide a minimum of 1 FL Certified Meet Referee, 1 FL Certified Administrative Official, 1 FL Certified Starter and 1 FL Certified Stroke and Turn Judge for the entirety of each session and, if multiple pools are used, at least 1 additional USA-S Certified Deck Referee, 1 USA-S Certified Starter and 1 USA-S Certified Stroke and Turn Judge for each additional competition pool used during any session, the Meet Referee and Meet Administrator shall put all attending coaches./teams “on notice.”

That notice must specify:

1. Any time achieved during the session of the meet will not be loaded into the SWIMS database.

2. All entry fees for events in that session and any meet facility fees charged to affected individual athletes will be fully refunded by the host.

If the meet proceeds without notice to all the teams at the meet, in addition to reimbursement of entry fees and meet facility fees for deficient sessions, the host team will be fined \$250.00 and may lose any future sanctions

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already granted (subject to the discretion of the FL Board of Directors). In addition, the host team will not be eligible for any future sanctions until all reimbursements and fines are paid.

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.7 Key to team abbreviations must identify team.

.8 Heat sheets must have the entry time for each swimmer in each event.

.9 FL Championship Meet heat sheets must have the following standards listed for each event.

(a) FL Senior Championships—Sectional, US Open and National Championship Standards.

(b) FL FLAGS—FL Senior Championship, Sectional and US Open Standards.

(c) FL "B" Championships—FL FLAGS and FL Senior Championships.

.10 Names of key officials shall be listed:

(a) The Meet Referee, Administrative Official, Starter, Head Stroke and Turn Judge must be certified.

(b) Head Marshal

223.5 When there are an insufficient number of certified officials present at a FL sanctioned swim meet to provide a minimum of 1 FL Certified Meet Referee, 1 FL Certified Starter and 1 FL Certified Stroke and Turn Judge for the entirety of each session and, if multiple pools are used, at least 1 additional USA-S Certified Deck Referee, 1 USA-S Certified Starter and 1 USA-S Certified Stroke and Turn Judge for each additional competition pool used during any session, the Meet Referee and Meet Administrator shall put all attending coaches./teams "on notice." That notice must specify:

3. Any time achieved during the session of the meet will not be loaded into the SWIMS database.

4. All entry fees for events in that session and any meet facility fees charged to affected individual athletes will be fully refunded by the host.

If the meet proceeds without notice to all the teams at the meet, in addition to reimbursement of entry fees and meet facility fees for deficient sessions, the host team will be fined \$250.00 and may lose any future sanctions already granted (subject to the discretion of the FL Board of Directors). In addition, the host team will not be eligible for any future sanctions until all reimbursements and fines are paid.

223.6 A year round club, registered as of August 31, with 30 athletes must have 1 official, with one additional official for every 30 additional athletes up to 6 officials for 180 athletes. Example below:

.1 0—30 Swimmers .2 31—61 Swimmers .3 62—92 Swimmers

- 1 certified official - 2 certified officials - 3 certified officials

223.7 A complete Hy-tek .sdif meet registration back-up file must be forwarded within three (3) business days after the deadline entry of the

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meet to the FL office to complete a USA-S registration recon and other required items within fourteen (14) days after the meet (results/surcharges). Failure to comply with this rule will result in a \$100.00 fine. If the Hy-tek back-up file and/or other required items are not received within the next thirty (30) days there will be denial of a sanction for one (1) year, at the discretion of the BOD.

.1 The following items must be sent to:

- (a) FL Office (surcharges and the Hy-tek complete meet back-up).
- (b) Such other individuals and clubs as the BOD may direct.
- (c) Teams may request a hard copy of the complete meet results be mailed to their club for a fee of \$10.00.
- (d) Records Chair (e-mail results in .sdif or cl2 format).

.2 Complete results include:

- (a) Complete Hy-tek Meet Back-Up file.
- (b) Sanction number, date, host club.

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- (c) Meet director/manager's name and address.
- (d) Order of events
- (e) Results by age group with events in same order as Record Book.
- (f) Age of each swimmer.
- (g) First and last names of participants in individual events.
- (h) First and last names of relay members.
- (i) Key of team abbreviations, including name of LSC for those other than FL swimmers.
- (j) Team scores and places if team awards were made.
- (k) Final results sheets will include times not disqualified and all initial distance times (splits) when the meet is computerized and connected to or interfaces with an automatic timing system.

(1) Meets with qualifying times will draw a line and place all swimmers not achieving the qualifying times below the line.

223.8 Meet management is responsible that no contestant participates in a meet unless they have on file the athlete's registration number. A meet .sdif registration file for recon must be sent to the FL office 3 days after the entry deadline.

223.9 No sanction will be issued unless a pool certification is on file with USA Swimming and Florida Swimming, Inc. office.

223.10 No use of tobacco products is allowed on the pool deck at any time during the conduct of any sanctioned competition.

223.11 Meet management shall appoint a head marshal and marshals as needed. A marshal does not have to be a member of USA Swimming, shall

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not hold another position during the meet, and shall oversee warm up under the direction of meet management. The marshal(s) shall report to the referee for instructions prior to the start of the competition for each session of the meet. If a marshal(s) is not present during the competition, the referee may stop the meet until meet management provides a marshal(s).

223.12 All coaches and officials shall wear their USA Swimming registration card in a conspicuous location at all times while on deck or show current USA-S coach membership on Deck Pass during a swim meet.

223.13 Meet Management shall designate and inform the public of "Camera Zones" at each swim meet where both still photography and video photography of a race or a competitor in a race may be taken. Acceptable "Camera Zones" may include, but are not limited to the side courses of a pool, team gathering area, concession area, turn-end of competition course when not in use as a "start end", etc. Meet Management shall also designate "Non-Camera Zones". Under NO circumstances will Camera Zones include the area immediately behind the starting blocks at either end of the racing course(s) while they are in use for "race starting purposes" during competition and warm-ups, locker rooms, restrooms or any other dressing area. Any individual failing to abide by this rule could be subject to the Florida Swimming Code of Conduct violation as defined in the Rule 239.2.