

Pacific Northwest Swimming Rules and Procedures	Meet Scheduling and Sanctioning
Index AD-97-03	Effective Date 4/27/09
<p>Original: 04/29/02, Updated 01/06/03 4/23/07: Housekeeping corrections, and deleted PNS version of sanction type definitions in favor of reference to USA Swimming Rules and Regulations; Added requirement for certification of meet referee at approved meets, and timing of requests for observed swims; Moved LSC Planning Annual Meet Calendar section from AD 9708 4/27/09: Deletion of prohibition of meets during period around Challenge meets; Clarification of applicability of penalty for not hosting an awarded meet</p>	

1. Meet Scheduling

- a. Senior and Age Group Programs
 - i. All PNS Senior program and Age Group program meets will be scheduled by the PNS Scheduling Committee and approved by the House of Delegates. Clubs will make application to the Chair of the PNS Scheduling Committee for dates and class of meets.
 - ii. All meets will be scheduled from September 1 through August 31.
 - iii. Bid applications may be obtained from the PNS Office.
 - iv. All bids must be in the hands of the PNS Scheduling Chair as required. All bids must be submitted on PNS bid forms and be accompanied by the appropriate sanction/approval fee as per schedule.
 - v. Any meet bid that is incomplete or is submitted without the proper fee will be rejected.
- b. Tri meets, Dual meets, Intra-squad meets and Approved meets
 - i. These meets may be exclusive of the PNS meet bid process.
 - ii. These meets may not be held on PNS closed weekends.
- c. LSC Planning Annual Meet Calendar
 - i. The Technical Planning Committee shall review the previous year's meet calendar to determine the effectiveness of the planning process with respect to the 4-hour rule (USA Swimming Rules and Regulations, 205.3.1.F, PNS AD 97-02.1.b.i) and its implementation in meets where PNS determines the meet format. The data developed during this review will be used in the planning of the next competitive season to adjust the competitive schedule so as to meet the intent of PNS and USA Swimming.
 - ii. This review will include, but not be limited to, an assessment of:
 - (1) Length of sessions
 - (2) Projected growth rates
 - (3) Travel Times
 - (4) Number of swimmers entered and competing by event and gender
 - (5) Number of teams attending

2. Meet Sanctions, Approvals and Observed Swims

- a. Any meet or special event sanctioned by PNS is also sanctioned by USA Swimming.
- b. Sanctions, approvals and observed swims must meet the conditions for such under Article 202 in the USA Swimming Rules and Regulations.
- c. The Meet Referee at any PNS Approved Meet must be certified by a USA Swimming LSC.
- d. Requests for Observed Swims must be made to PNS at least ten (10) days prior to the meet that includes the swim for which observation is being requested.
- e. All Meet information sheets must be approved by the PNS Sanction Committee as a condition of sanction.
- f. Any Group Member requesting a sanction from PNS must be a "Member in Good Standing".
- g. Sanctioning/Approval Procedure for Meets:
 - i. Application for sanction/approval is considered to have occurred when the meet information sheet is received by the PNS Sanction Committee.
 - ii. All requests for senior and age group sanction/approval must be submitted to the PNS Sanction Committee no later than nine (9) weeks prior to the entry deadline.
 - iii. All requests for tri meets, dual meets, intra-squad meets, whether sanctioned or

approved, must be submitted to the PNS Sanction Committee a minimum of thirty (30) days in advance of the date of the scheduled meet.

- iv. Sanction/Approval is not required for a closed competition or intra-squad meets restricted to athlete members of a single USA Swimming Group Member unless those times achieved are to be used to enter sanctioned meets.

3. Sanctions for Special Events

- a. Special Events are those events which a year-round USA Swimming Group Member, PNS Seasonal Group Member or PNS Affiliated Group Member advertises and seeks involvement from USA Swimming Members alone or in combination with non-member groups or individual non-members.
- b. These events are activities related to competitive swimming within PNS which include but are not limited to:
 - i. Benefits
 - ii. Clinics
 - iii. Exhibitions
 - iv. Entertainment
- c. Requests for special events must be written and submitted to the PNS Sanction Committee three weeks (21) days prior to the date of the event. Late applications must be approved by the PNS General Chair. Sanction fees must accompany the request as per sanction fee schedule.

Sanction Fee and Scheduling Table				
Meet Category	Sanction Fee	Approval Fee	Application Process	Sanction Deadlines
Championship Meets	\$30.00		Bid Process	9 weeks prior to deadline
Senior Time Trials	\$30.00		Bid Process	9 weeks prior to deadline
Time Trials in heats/finals meet which has been bid	\$30.00			9 weeks prior to deadline
Challenge Series	\$30.00		Bid Process	9 weeks prior to deadline
Distance Meets	\$30.00		Bid Process	9 weeks prior to deadline
Special Meets	\$30.00		Bid Process	9 weeks prior to deadline
Dual Meets with entry fees	\$30.00	\$30.00		30 days in advance of meet
Dual Meets without entry fees	\$10.00	\$10.00		30 days in advance of meet
Tri Meets with entry fees	\$30.00	\$30.00		30 days in advance of meet
Tri Meets without entry fees	\$10.00	\$10.00		30 days in advance of meet
*Intra-squad Meets with entry fees (See 2.g.iv)	\$30.00	\$30.00		30 days in advance of meet
*Intra-squad Meets without entry fees (See 2.g.iv)	\$10.00	\$10.00		30 days in advance of meet
Approved Meets with entry fees		\$30.00	Bid Process	9 weeks prior to deadline
Approved Meets without entry fees		\$10.00		30 days in advance of meet
Dual Meet League	\$60.00 per schedule	\$60.00 per schedule		30 days in advance of beginning of dual meet schedule
Special Events	\$40.00			21 days in advance of the event

4. Commitment to host scheduled meets

- a. Scheduled Senior or Age Group program meets, with meet parameters partially or wholly defined by PNS, must be hosted by the assigned club according to all relevant PNS policies, meet information and parameters specified on the bid application form.
 - i. Failure to host meet as described above will result in the following penalties:
 - (1) PNS shall impose a fine of \$800 for the first meet day scheduled, and \$600

- for each subsequent meet day scheduled.
 - (2) Scheduled meet host will be ineligible to bid for Senior or Age Group meets for (1) one calendar year.
- ii. Upon approval by the PNS Program Operations Chair, cancellation of a Special meet is allowed without penalty if due to low or no entries, or other condition that reasonably precludes running the Special meet.