entir

Minnesota Swimming, Inc.

Meet Director’s Manual

Table of Contents

[Overview 1](#_Toc486831687)

[1. Meeting Expectations: Volunteers, timelines, equipment, and results 1](#_Toc486831688)

[2. Who’s Who in Minnesota Swimming Meet Support and Administration 2](#_Toc486831689)

[3. Understanding types of meets 2](#_Toc486831690)

[4. Meeting Expectations: Volunteers, timelines, equipment, and results 5](#_Toc486831691)

[5. General Timelines 6](#_Toc486831692)

[Pre-Meet 8](#_Toc486831693)

[1. What You Need to Get Started 8](#_Toc486831694)

[2. Getting Started 9](#_Toc486831695)

[Organizing Your Meet 14](#_Toc486831696)

[1. Meet Volunteer/Positions 14](#_Toc486831697)

[2. Officials 16](#_Toc486831698)

[3. Equipment 17](#_Toc486831699)

[4. Supplies 17](#_Toc486831700)

[5. Electronic Database Systems 18](#_Toc486831701)

[6. Meet Packet/General 19](#_Toc486831702)

[7. Team assignments 19](#_Toc486831703)

[8. Awards 20](#_Toc486831704)

[Processing Entries: Entry Guidelines for MN Swimming Meets 22](#_Toc486831705)

[1. Introduction 22](#_Toc486831706)

[2. Meet Announcement 22](#_Toc486831707)

[3. Processing Entries 22](#_Toc486831708)

[Documents and Reports 25](#_Toc486831709)

[1. Before the Meet 25](#_Toc486831710)

[2. During the Meet 25](#_Toc486831711)

[3. After the Meet 26](#_Toc486831712)

[Technical Rules 28](#_Toc486831713)

[1. Regulations 28](#_Toc486831714)

[2. Classifications 28](#_Toc486831715)

[3. Membership and Entry Requirements 28](#_Toc486831716)

[4. Entry Deadlines and Fees 29](#_Toc486831717)

[5. Age Group/Senior Categories 30](#_Toc486831718)

[6. Competitive Classifications 31](#_Toc486831719)

[7. Time Standards 32](#_Toc486831720)

[8. Relay Entries 32](#_Toc486831721)

[9. The Home Club Rule 33](#_Toc486831722)

[10. Meet Data 33](#_Toc486831723)

[11. Zones 33](#_Toc486831724)

[12. Lanes, Starts and Warm-up Procedures 33](#_Toc486831725)

[13. Minnesota Swimming Rules for Oversized Meets 35](#_Toc486831726)

[14. Rules for Open Lane Swims 37](#_Toc486831727)

[15. Relay rules and regulations 38](#_Toc486831728)

[Glossary of Terms 39](#_Toc486831729)

Overview

The material contained in the following guide and information is directed primarily to you as meet director and primarily to the individual(s) and clubs that have volunteered to be meet hosts. Minnesota Swimming (MSI) performs the administrative function for and on behalf of USA Swimming.

Running an event efficiently requires a lot of planning and behind-the-scenes work in order to meet expectations and provide a positive experience for everyone involved. If you have vendors at your meet   
(selling clothing, foods, etc.) you may need to begin discussions six to nine months before your event to secure them. This manual, however, focuses on those tasks necessary to meet USA Swimming and MSI rules and regulations.

1. Meeting Expectations: Volunteers, timelines, equipment, and results

While clubs use meets as a revenue stream, their real purpose is to give athletes the opportunity to race. Participation in our sport depends in part on the experience these meets provide to swimmers and their families. Additionally, as the sport becomes increasingly costly, families want to make sure they get the benefit of their dollar at these meets. And, that means—despite differences in venues and types of meets—creating as standardized of an experience to meet expectations as possible.

There is an expectation by coaches, athletes, families and officials to have clear communications before, during and after the meet (especially regarding registration, events and timelines), as well as to have accurate times recorded for swimmers, quick display of results, and awards or recognition as advertised. Key areas of impact include:

|  |  |  |
| --- | --- | --- |
|  | **ALL MEETS** | **CHAMPIONSHIP MEETS** |
| **VOLUNTEERS:** All volunteers should be in place PRIOR to the meet. There are a lot of reasons why a meet may be short of volunteers, but being short at every session indicates a poorly planned meet and often is the foundation of a negative experience for attendees.  If a host club cannot get the needed volunteer slots filled ***prior*** *to meet day*, they should contact attending clubs to discuss the availability of clubs providing “X” volunteers to help. | **√** | **√** |
| **EQUIPMENT:** Basic equipment includes the ability to time the meet, validate times, communicate throughout the event, and provide results in a timely manner.  While there has been a wide range of flexibility in allowing how clubs do this, please keep in mind what your customers’ (athletes, coaches, families, volunteers, officials) expect. |  | |
| Scoreboard (minimally with lines) | **√** | **√** |
| Stopwatches—minimum of one per lane; ideally two per lane | **√** | **√** [2/lane] |
| Plungers—minimum of one per lane; ideally two per lane | **√** | **√** [2/lane] |
| PA system to hear announcements; announcements should accurately reflect  the race happening at the time! | **√** | **√** |
| Wi-Fi—Guest wi-fi is nice but not required. However, the meet host should be able to post results electronically via Meet Mobile in a timely manner. | **√** | **√** |
| **RESULTS:** Results MUST be posted within 30 minutes of an event unless there are temporary administrative issues that prevent a host from doing so. |  | |
| Paper posted in public area | **√** | **√** |
| Meet Mobile posting of results | **√** | **√** |
| **TIMELINES:** Scheduling of events (i.e. relays) in championship meets should be equitable across meets |  | **√** |

**√** Required to provide **√** Expected but not a requirement

1. Who’s Who in Minnesota Swimming Meet Support and Administration

|  |  |  |
| --- | --- | --- |
| **Role** | **Function** | **Name / Email** |
| **Sanction Coordinator** (Staff) | Issues all sanctions and/or approvals within Minnesota Swimming’s geographical territory; verifies membership standing of Meet Director. | Sheryl McGuire  [smcguire@mnswim.org](mailto:smcguire@mnswim.org) |
| **Official’s Committee Chair** (Elected) | Assigns Referee, Starter, and Admin Official for Bid Invitational and Championship/Finals meets. | Marcus Stromberg  [mastromb@charter.net](mailto:bwgz01@gmail.com) |
| **Registrar / Membership** (Staff) | Reconciles athletes entered in meets with USA Swimming membership and standing (eligibility to swim as registered in meet). | Cassy Shapley  [cshapley@mnswim.org](mailto:cshapley@mnswim.org) |
| **Technical Assistant** (Staff) | Creates event files for Minnesota Swimming-Championship/Finals meets. | Tracy Meece [tmeece@mnswim.org](mailto:tmeece@mnswim.org) |
| **Website Coordinator** (Staff) | Posts sanctioned meet information, entry files, results and backups to Minnesota Swimming’s website; can create links to host team websites as applicable. | Liz Starke  [www.webmaster@mnswim.org](http://www.webmaster@mnswim.org) |
| **Times/National Age Group Recognition Coordinator** (Appointed) | Validates meet results; loads post-meet files into SWIMS and TeamUnify databases. | Michael Bougie  [bougieml@msn.com](mailto:bougieml@msn.com) |
| **State Records Coordinator** (Appointed) | Reviews submitted records and validates. | Carl Schultz velocityheadcoach@gmail.com |
| **Equipment Coordinator** (Appointed) | Maintains meet equipment for rental; processes and coordinates rented equipment. | Ryan Hawke ahawke01@hamline.edu |

1. Understanding types of meets

Athlete performance is the **reason** we have swimming meets, and every effort must be made to provide optional conditions for athlete performance, as well as for those (coaches, officials, families) supporting the athletes.

***THE PRIME*** ***OBJECTIVE*** of all meets is to obtain competition times for swimmers; the “customers” are swimmers and their families.

There are essentially three types of meets:

* Scheduled Bid Invitational Meets
* Scheduled Championship Meets
* Unscheduled (Pop-up) Meets

|  |  |  |
| --- | --- | --- |
| Scheduled Bid Invitational Meets | Championship/Finals Meets | Unscheduled Meets |
| Scheduled zoned meets originally were scheduled throughout the season with teams “zoned” to a specific meet (versus any meet on that weekend). With Minnesota Swimming’s current approach toward fewer zoned meets and more opportunity to be creative in making meets a better experience for everyone, the pre-defined formats (ABC Open, ABC, A) still exist but teams are not zoned. The only zoned meets today are Championship meets. | (MAC, MRC, AG State, Sr. State and Summer State) | (Sometimes called Pop-ups) |
| A meet with 5 or more teams must be bid during the Fall/Winter bidding period (with approval of bids held during the House of Delegates in the Spring), and the Spring/Summer bidding period (with approval held during the November board meeting). These meets are considered **scheduled**; they must be accepted by the LSC and are designated as Bid Invitational meets.   * Meet directors must request sanctions at least 90 days prior to a scheduled meet in order to pay the minimum sanction fee. If the request is made closer to the meet, fees are increased. The extra time is designed to allow meet hosts to organize and obtain officials, volunteers and vendors that will make the meet successful. It also gives the attending teams time to adjust their schedules, depending on if they are able to attend the meet or not. * An approved Bid Invitational meet cannot change surcharge fees. If the venue must change, requests can be submitted to the Sanction Coordinator who has authorization to make the change or refer it to the Board of Directors to get approval. * The structure and order of events for all bid invitational meets are established by the host team; the host team also can determine who is to be invited. **It is the intent of Minnesota Swimming that these meets are designed by clubs to fill their needs, and that host clubs are good stewards of promoting our values (integrity, sportsmanship, excellence, fun) by ensuring opportunities to compete for as many levels of athletes feasible.** * DQ slips are available for these and all meets at the Minnesota Swimming office. | In **Championship and Finals Meets,** swimmers must have the appropriate level time to enter. The exception is for swimmers who qualify for the state meet by winning their event at a MRC (regional), regardless of whether or not they achieved the state qualifying time.  In a weekend with multiple Championship meet sites, all teams are “zoned” to attend a specific venue.  The Event Order is set by Minnesota Swimming, and the templates are created in Meet Manager by Minnesota Swimming’s Technical Assistant and distributed to hosts to modify for their meets. The following are provided by Minnesota Swimming in a Meet Packet for these meets only:   * The Meet Information form for the host team to complete * The Hy-Tek Meet Manager Event file * Certificates for new "B", "A" and "CH" times * DQ slips * State Record forms   Assignment of the lead officials by the Officials Committee (i.e. the Meet Referee, Deck Referee, Starter, and Administrative official/referee). Stroke & turn officials must be provided by the host. | Intrasquads, C/Pre-C Conference, Dual, Tri, and Quad meets that have 4 or fewer teams can be **unscheduled** and do **not** need to be bid at the House of Delegates; however, host teams must request a meet sanction no less than **30** days in advance of the first day of the meet.  These meets also are referred to as “pop-up” meets because they often have no warning prior to the 30-day advance, and therefore cannot be planned for in advance by the Minnesota Swimming Officials Chair.   * Officials must be secured by the host and approved by the Minnesota Swimming Officials Chair (referee, starter, administrative official/referee, and stroke & turn officials). * Please note that Minnesota Swimming does not provide any type of meet packet for these unscheduled and pop-up meets; however, teams may request DQ slips and pick them up at Minnesota Swimming’s office. |

Meet formats

* **A/B/C OPEN**—There are no minimum time standards to enter the meet and swimmers   
  earn awards according to the category of their entry time.
* **A/B/C**—Swimmers must have a C time or faster to enter.
* **A/B**—Swimmers must have a B time or faster to enter.
* **BB** – Swimmers must have a BB time or faster to enter.
* **A**—Swimmers must have an A time or faster to enter.

Other types of possible meet formats include the following. Meet hosts are encouraged to develop creative and exciting meets for participants, that are positive experiences for the whole family.

* IMX or pentathlon meets
* Team challenges or a relay meet
* Specific age groups or age ranges for a meet
* A distance meet

1. Meeting Expectations: Volunteers, timelines, equipment, and results

While clubs use meets as a revenue stream, their real purpose is to give athletes the opportunity to race. Participation in our sport depends in part on the experience these meets provide to swimmers and their families. Additionally, as the sport becomes increasingly costly, families want to make sure they get the benefit of their dollar at these meets. And, that means—despite differences in venues and types of meets—creating as standardized of an experience to meet expectations as possible.

There is an expectation by coaches, athletes, families and officials to have clear communications before, during and after the meet (especially regarding registration, events and timelines), as well as to have accurate times recorded for swimmers, quick display of results, and awards or recognition as advertised. Key areas of impact include:

|  |  |  |
| --- | --- | --- |
|  | **ALL MEETS** | **CHAMPIONSHIP MEETS** |
| **VOLUNTEERS:** All volunteers should be in place PRIOR to the meet. There are a lot of reasons why a meet may be short of volunteers, but being short at every session indicates a poorly planned meet and often is the foundation of a negative experience for attendees.  If a host club cannot get the needed volunteer slots filled ***prior*** *to meet day*, they should contact attending clubs to discuss the availability of clubs providing “X” volunteers to help. | **√** | **√** |
| **EQUIPMENT:** Basic equipment includes the ability to time the meet, validate times, communicate throughout the event, and provide results in a timely manner.  While there has been a wide range of flexibility in allowing how clubs do this, please keep in mind what your customers’ (athletes, coaches, families, volunteers, officials) expect. |  | |
| Scoreboard (minimally with lines) | **√** | **√** |
| Stopwatches—minimum of one per lane; ideally two per lane | **√** | **√** [2/lane] |
| Plungers—minimum of one per lane; ideally two per lane | **√** | **√** [2/lane] |
| PA system to hear announcements; announcements should accurately reflect  the race happening at the time! | **√** | **√** |
| Wi-Fi—Guest wi-fi is nice but not required. However, the meet host should be able to post results electronically via Meet Mobile in a timely manner. | **√** | **√** |
| **RESULTS:** Results MUST be posted within 30 minutes of an event unless there are temporary administrative issues that prevent a host from doing so. |  | |
| Paper posted in public area | **√** | **√** |
| Meet Mobile posting of results | **√** | **√** |
| **TIMELINES:** Scheduling of events (i.e. relays) in championship meets should be equitable across meets |  | **√** |

**√** Required to provide **√** Expected but not a requirement

1. General Timelines

What needs to be done, and when? As noted on the previous page, if you have vendors at your meet, you may need to begin discussions to secure them several months before your event. This manual, however, focuses on those tasks necessary to meet USA Swimming and MSI rules and regulations.

Pre-Meet: Tasks to be done by the Meet Director or Meet Entries Chair (clubs to determine)

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Timeframes are based on  the first day of meet: | | **90 or more days** | **60- 89 days** | **30-59 days** | | **20 days** | | **15 days** | | **10 days** | **5 days** | **2 days** |
| **#1** | **Obtain sanction from MSI** (obtain separate sanction for time trials) | [Fees vary by timing and type of meet; need meet NAME and POOL to request sanction] | | | |  | |  | |  |  |  |
| **Bid meets**  (5 or more teams, championship meets) | $100.00 | $150.00 | $200.00 | | n/a | | n/a | | n/a | n/a | n/a |
| **All other meets approved by the MSI HoD** (30 days) |  | | $100.00 | | n/a | | n/a | | n/a | n/a | n/a |
| **#2** | **Contact Officials Chair for Referee, Administrative Official and Starter; begin recruiting other officials** | **√** | | | |  | |  | |  |  |  |
| **#3** | **Order equipment from MSI** [if facility does not have] | **√** | | | |  | |  | |  |  |  |
| **#4** | **Send invitation to teams** | **√**Use pdf returned by Meet Sanction Coord. | | | |  | |  | |  |  |  |
| **#5** | **Create Meet File (MM) for entries** [Validate with meet ref /admin before sending to teams] | **√**Must be sent to teams with enough time so that entries  can be validated/reconciled 10 days prior to the meet | | | | | | | | |  |  |
| **#6** | **Begin club internal volunteer recruitment** | **√** | | |  | |  | |  | |  |  |
| **#7** | **Finalize entries; send MM .sd3 file to MSI office** | **√** [You can send a prelim report before ALL teams are in,  so the MSI Office can vet what you have. But you must sent a final report by the day after you stop taking entries.] | | | | | | | | |  |  |
| **#8** | MSI office will return reconciliation report. **Follow directions.** |  | | | | | | | | **√** |  |  |
| **#9** | **Send team list** (MM Meet Summary) **and final MM .sd3 report to MSI Office.** |  | | | | | | | | **√** |  |  |
| **#10** | **Verify meet timing with Referee; submit timelines to webmaster/teams** |  | | | | | | | | **√** | |  |
| **#11** | MSI office will return final reconciliation report. **Follow directions.** |  | | | | | | | | **√** | |  |
| **#12** | **Test equipment** Ensure you have backups, etc. |  | | | | | | | | | | **√** |
| **#13** | **Finalize volunteers, officials, hospitality donations** |  | | | | | | | | | | **√** |

During the meet: reports and requirements by MSI during your meet

|  |  |  |
| --- | --- | --- |
|  | |  |
| **#1** | **Register athletes on deck** [as identified on pre-meet registration reports provided by MSI; submit fees to MSI] | **√** [Fees for year round or seasonal registered athletes are listed on the athlete membership forms. Memberships for non-athlete members may NOT be accepted on deck.] |
| **#1** | **Set up** [as identified on pre-meet registration reports provided by MSI; submit fees to MSI] | **√** [Fees for year round or seasonal registered athletes are listed on the athlete membership forms. Memberships for non-athlete members may NOT be accepted on deck.] |
| **#2** | **Post results** [Should be posted at meets within 30 minutes of race] | **√** |

Post-Meet: Tasks to be done by the Meet Director or Meet Entries Chair (clubs to determine)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Timeframes are based on  the first day of meet: | | **IMMEDIATELY after meet** | **Within 48 hours after meet** | **15 days after meet** | **45 days after meet** |
| **#1** | **Send the Swim Meet Membership Registration Report | On-deck registrations** | **√** |  |  |  |
| **#2** | **Send to distribution\*:**   * HTML results * Hy-Tek meet results * MM Backup file * “No Show” report |  | **√\***Distribution:   * Web: [webmaster@mnswim.org](mailto:webmaster@mnswim.org) * MSI Registrar: [cshapley@mnswim.com](mailto:cshapley@mnswim.com) * Times/Recognition: [bougieml@msn.com](mailto:bougieml@msn.com) * Records: [cfs-schulze@comcast.net](mailto:cfs-schulze@comcast.net) * Sanctions: [smcguire@mnswm.org](mailto:smcguire@mnswm.org) |  |  |
| **#3** | **Send MSI office:**   * Page 1 of Financial Report * Team Entry Fee report * Payment of Fees\* |  |  | **√\***Note beginning May 1, 2017, amount of fees will be posted to the club’s TeamUnify account and paid via ACH |  |
| **#4** | **Send MSI office:**   * Page 2 of Financial Report |  |  |  | **√** |

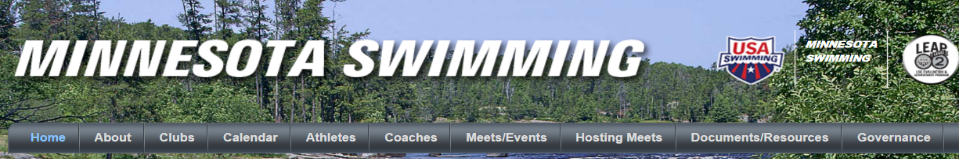
Pre-Meet

1. What You Need to Get Started

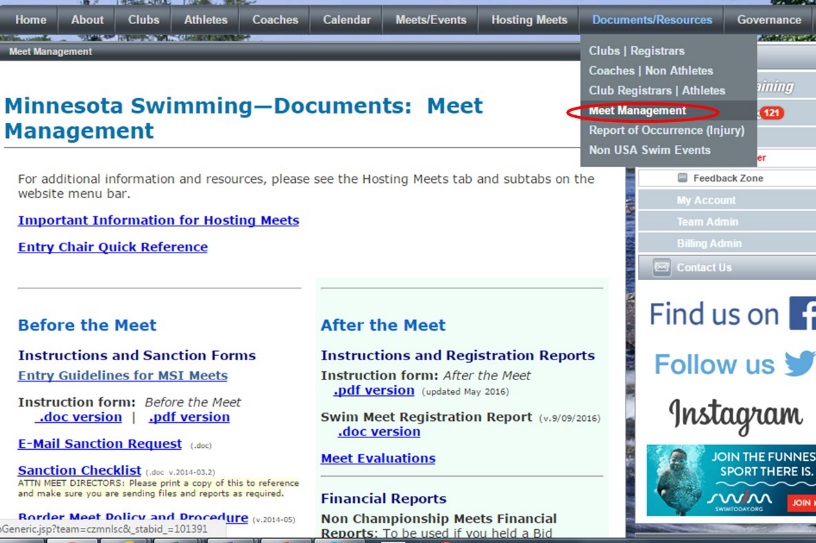
  
  
As meet director, your first task is to obtain the most recent edition of the National USA Swimming Rules; if you are a USA Swimming member (athlete or non-athlete), you should have been mailed a copy when you joined or renewed your membership.

***It is the Meet Director's* *responsibility to organize the meet in compliance with the rules*.**

Minnesota Swimming Resources



Minnesota Swimming provides basic resources for your use on its website.

Under Hosting Meets you will find basic explanations about the processes and forms needed to conduct your meet.

Actual forms, are available for download at Documents /Meet Management < https://www.teamunify.com/SubTabGeneric.jsp?  
team=czmnlsc&\_stabid\_=101391>.

These resources are divided into Before the Meet, During the Meet, and After the Meet.

|  |
| --- |
| **WITH EACH MEET  you should ALWAYS download  the latest version  of sanction request and  financial reports, as these are occasionally “tweaked”  for updates.** |

1. Getting Started

All meets must be sanctioned by Minnesota Swimming. Prior to the sanction, make sure you have your facility and key personnel in place.

Who Does What

|  |  |
| --- | --- |
| **The Meet Director/Host Club** | **Minnesota Swimming** |
| 1. Secures the facility, equipment and all personnel required to run the meet 2. Prepares Meet information (including order of events unless it is a zoned meet), using the appropriate Minnesota Swimming template and ensuring select personnel that have to be USA Swimming members have current memberships. 3. Prepares the Sanction Request, within given timeframe, and submits:    1. The Meet Information (with required personnel having USA Swimming membership and with the Order of Events determined), and the Sanction Request.    2. Payment for the Sanction fee. Will be charged to your MSI club account and transferred on the first of every month via the MSI (TeamUnify) ACH process. If you are not using ACH, you must send in a check for the sanction fee. 4. Recruits all personnel needed to run the meet, including officials: All Stroke and Turn judges for all meets; and a Ref, Starter and Admin if the meet is unscheduled. 5. Upon receipt of the Sanction Meet information with the Sanction Number, distributes the Meet Information to invited clubs. 6. Shortly thereafter, either creates a TM Event file with the correct events, time standards, records, and naming conventions or modifies the TM Event file created by the MSI Technical Assistant with Club information, and distributes to clubs to submit their entries and to the Web Coordinator to post. 7. Sends all reports as required to the MSI Office and conducts the meet in accordance with USA Swimming and Minnesota Swimming rules and regulations. | 1. Updated **templates and forms** are made available on the MSI website; always download the latest meet sanction request and financial forms for every meet, to ensure you are providing the necessary information. 2. MSI will provide the Order of Events for the Championship/Finals meets and the **Technical** Assistant provides the TM Event file for these meets. 3. The **Sanction Coordinator** sanctions the meet once all parts (meet information, order of events, sanction request form and sanction fee) have been submitted; assumes timeliness and completion of submission. 4. The **Officials Committee/Chair** assigns three officials for Championship/Finals and Bid Invitational meets: a Ref, Starter and Admin. Unscheduled meets (four/fewer teams and not bid) must recruit their own officials. 5. The **Registrar** will run reconciliation reports to ensure all athlete and coach participants have current USA Swimming memberships 6. The **Web Coordinator** will post the Meet Information on an Event Page on Minnesota Swimming’s website. (Note: Once a TM Event file is developed and submitted by the host team to the Web Coordinator, he/she also will post the TM Event file on the Event page.) |

The Meet Facilities

If you are renting a pool for your meet, obtain **written confirmation** when you secure your facility. Pools should be secured for Championship/Finals and Bid Invitational meets *prior* to bidding and prior to requesting a Sanction (all meets). As you contract for your pool, be sure you have a clear understanding of the **scope and conditions of each area of the facility** to which you will have access and control: pool (or multiple pools if at the University of Minnesota), concessions, locker rooms, gym or camping areas, parking spaces, etc.

Also, make sure you understand **who supplies and trouble shoots setup and meet equipment, food areas, and janitorial services/cleanup**. Understand where your backup equipment and supplies are, what the facility’s Emergency Action Plan (EAP) procedures are, and who to contact for assistance in each area.

1. Required Personnel from Meet Host

All swim meets have personnel requirements. People filling the following required positions **MUST** be Non-Athlete members of USA Swimming. The Meet Director is the only person that needs to be listed on your meet information. When a bid is being sanctioned, Minnesota Swimming’s Sanction Coordinator validates the membership of the Meet Director, so they must be registered with USA Swimming as non-athlete members before the sanction will be given.

These positions each have separate duties and should not overlap.

Meet Director

* Prepare meet information and request/obtain a proper sanction.
* Prepare facility: ensure custodial personnel, facility space is available.
* Arrange for personnel (club volunteers and necessary officials), equipment, and supplies required for meet operation.
* Process entries; work with Referee on verifying entries and timeline (note: Your club may have another person who does this, but the Meet Director is accountable to Minnesota Swimming for this function).
* Print programs; arrange publicity, preparing and distributing meet results and filing the LSC reports.

Officials

* *Referee*—Has full authority at the meet and is responsible for meet conduct; appointed by Minnesota Swimming Officials Chair for scheduled meets; unscheduled meets must provide their own.
* *Admin Official or Ref*—Responsible for entries, seeding, scoring and overseeing timing table during a meet; appointed by Minnesota Swimming Officials Chair for scheduled meets; unscheduled meets must provide their own.
* *Starter*—Assumes control of the swimmers until a fair start has been achieved; appointed by Minnesota Swimming Officials Chair for scheduled meets; unscheduled meets must provide their own.
* *Stroke & Turn Judges*—Ensures that the rules relating to swimming the event are being observed, including technical stroke and legal turns; all meet hosts must supply minimally two judges per session (these are NOT provided by the Minnesota Swimming Officials Committee/Chair).

Meet Marshal

* Ensures order and safety in the swimming area and camping areas.

Coach(es)

* Manage athletes on deck.
* Interact with parents regarding their athletes, as becomes necessary.

Meets understandably require a large volunteer population to execute so that all participants have a positive experience. Note that you should have ALL VOLUNTEERS signed up and reasonably expected to be available, prior to the start of your meet. If you, as host, are having difficulty obtaining enough volunteers to run your meet, discuss with attending clubs their willingness to help staff the meet. (You may have to give payment/concessions for this assistance, to the participating club).

**One of the most often made complaints about meets are calling for volunteers to time, etc. at multiple sessions during the meet.   
  
PLAN AHEAD: Please avoid asking attendees who already have paid to be there to volunteer or to state “the meet cannot start unless YOU come help.”**

**CONSULT with the Referee prior to making announcements at the meet about needing timers. He/she can determine if additional timers are necessary to operate the backup timing system for the meet “and’ how the request is made to *participating teams.***

The Meet Sanction

All Minnesota /USA Swimming Meets must be sanctioned by the Minnesota Swimming Sanction Coordinator before your meet information is distributed to invited teams.

Regardless of your meet type, all necessary forms (word versions) are available for download from Minnesota Swimming’s website at [Documents/Meet Management](http://www.mnswim.org/SubTabGeneric.jsp?team=czmnlsc&_stabid_=101391) >Before the Meet. Please download a new Meet Information template each time (or check the date of the template you are using), as forms change to reflect legislative changes.

The timing required for sanctioning a meet depends whether the meet was bid as a scheduled meet or is an unscheduled meet. ALL meets, however, must request the sanction and have all paperwork/fees submitted within 30 days prior to the meet. After that, meets will not be granted a sanction; however, the Sanction Coordinator has discretion to make exceptions but will NOT displace sanctions of other meets in order to sanction a last-minute meet.

Additionally, fees are charged according to lead time given for your submission: the fee increases as you get closer to the meet date. Note that the “countdown” will begin on the first business day on which your request is received … if you submit forms on a Saturday, your “30 days out” begins on the first business day the office is opened, following that Saturday.



1. Applying for a Meet Sanction

* **Fill out a Meet Information Template.**
* If you are hosting a scheduled bid invitational meet or a non-scheduled meet, you will need to come up with your own Order of Events (OOE). Minnesota Swimming will provide the OOE for Championship/Finals meets. Don’t hold up sending your meet information in because you don’t have this.

***Reminder: all key personnel named on the meet information sheet (excluding the Meet Marshal) must be registered non-athlete members of USA Swimming. A sanction will not be issued until they are registered.***

* **Fill out the Sanction Request Form**
* All fees will be invoiced to each team’s Minnesota Swimming Team Unify account, with payment expected to be made in accordance with Minnesota Swimming ACH policies.
* Forms (and fees if exempted from ACH payment) must be delivered to Minnesota Swimming’s office at 1001 Highway # 7, Hopkins, MN 55305 **by the Meet Director**. Emailing the meet information and the sanction request form is acceptable.

1. Meet Information Distribution

Meet information is posted on the Minnesota Swimming website and will be distributed to teams via email.

If a club or member does not have email, arrangements will be made to facilitate their needs, but they must contact the Minnesota Swimming office. The office will notify the club hosting the meet that they must mail meet information to those clubs. All meet information must contain the Sanction number and appropriate Hy-Tek entry software should be attached.

Meet information should be in the hands of the guest clubs 30 days prior to the first day of the meet. The Sanction is not considered submitted and **will not be processed until the following** are received by Minnesota Swimming’s office:

1. Sanction Request form
2. Completed Meet Information template
3. Order of Events included with the template

Note that the correct $ amount owed Minnesota Swimming is posted into the club’s monthly billing statement for electronic payment.

The Sanction Coordinator will review the application and **upon approval** will return (via email) your meet information with a sanction number, instructions and links for additional actions to be taken on behalf of your meet.

* The Sanction Coordinator will not permit a sanction unless and until all paperwork is filled out properly. Additional sanction fees for tardiness past the 90, 60 and 30 day rule to be assessed until either the sanction is granted due to paper work completion or not granted at all.
* The Sanction Coordinator will distribute a copy of the sanctioned meet information to the Officials Committee Chair, Registrar/Membership Director, Technical Assistant, Website Coordinator, and Times/National Age Group Recognition Coordinator. Upon receipt:
* The Web Coordinator will post the meet information on an Event Page on Minnesota Swimming’s website
* The Officials Chair will assign a Ref, Admin and Starter for (only) Championship/Finals and Bid Invitational meets
* The Technical Assistant will provide an Event Template for (only) Championship/Finals meets zoned meets
* The Registrar and Times Coordinator will be alerted to upcoming additional documentation as your meet is developed and run.

***After*** *your meet is sanctioned,* you may distribute information to invite clubs and distribute your Event files to clubs and the Minnesota Swimming Web Coordinator.

* **Meet reservation process.** Note also that some clubs now use a “reservation” process for a highly desired meet or venue that is expected to fill immediately upon being made available. This reservation process is done **after** the meet sanction has been obtained.

1. Naming your Meet

USA Swimming has designated a naming convention in order to ensure that all meet times properly load into the SWIMS (national times) database.

You may still give your meet a fun and descriptive name, but the Event and Backup files MUST be named as shown below.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **2018** |  | **MN** |  | **XXXX** |  | **WINTER CLASSIC** | **—** | **January 13-15** |

OPTIONAL: Meet Month Day

Current Year

LSC Code

CLUB Code

Meet Name

Organizing Your Meet

1. Meet Volunteer/Positions

The following are the chief functions to be assigned prior to your sanction request:

* **Meet Director**—Must be a current USA Swimming Non-athlete member. Should be available throughout the meet, to coordinate any issues with the Referee and coaches of teams. **The Meet Director’s name must be given on the meet sanction request.**
* A Meet Director also may enlist assistance for advertising, for meet entries and creating a program (many clubs have an Entry Chair), and for obtaining sponsorships, depending upon the size of your event.
* **Safety Officer**—This is the person you have designated on your charter although another person may substitute for performing these duties during a meet.
* The club safety officer is responsible for disseminating USA Swimming and Minnesota Swimming safety education information to the club members; ensuring club compliance with any and all USA Swimming and Minnesota Swimming safety requirements; actively encouraging positive safety behaviors at all club practices, meets and activities; and ensuring that all report of occurrence forms are completed and returned to the Minnesota Swimming Operational Risk Officer.
* The Safety Officer should hold a meeting prior to each session to inform the coaches and the officials of the location of safety equipment.
* **Meet Marshal**—This person wears an orange safety vest to signify authority and be easily found. He/she: ensures participants walk safely on deck and are safely in stands; keeps areas clear for emergencies; can access first aid kits. **He/she must be on deck before swimmers can enter water** for warm-ups and must be there through the last warm-down.
* The Meet Marshal shall maintain order in the swimming venue and shall have full authority to warn or order to cease and desist, and remove, or have removed from the vicinity of the competition, anyone behaving in an unsafe manner or using profane or abusive language or whose actions are disrupting the orderly conduct of the meet. The Meet Marshal cannot be the same person named as the Meet Director and a coach cannot be the Meet Marshal. (These three positions must be on sight at the meet at all times and each position has separate duties and may not overlap.) The Meet Marshal should be alert to dangerously overcrowded warm-ups and alert the meet Referee or Meet Director.
* Swimmers must follow the “slip-in entry” procedure for entering the pool at all times except when using designated “racing start sprint lanes.” The slip-in entry rule requires that a swimmer sit on the edge of the pool and slide feet first into the water with one hand on the deck until they are in. It is recommended that the Meet Marshal discuss the safety aspects of any violation on a one-to-one basis. If a repeat violation occurs, removing the swimmer from the warm-up session or swimming venue may be necessary; the Meet Marshal should consult with the Meet Referee and the Meet Director.
* GENERALLY PRACTICE RACING STARTS are allowed in lanes 1 and 8 (or 1 and 6), so that those supervising the warm-up do not have to move away from the pool to avoid getting wet; however, the Meet Director has the discretion to determine how the lanes are used for warm-up, and the Meet Marshal manages this accordingly. The Safety Officer or Meet Marshal should make sure that lanes are cleared before sprint lanes begin.
* **Timers.** The number of timers you need depends on number of lanes, number of watches and number of plungers. Regardless, you should have a head timer.

Either the **Head Timer** or Meet Director is responsible for ensuring enough timing personnel as well as ensuring enough watches, back-up watches, clipboards, pencils, and replacement batteries. With the Referee, the Head Timer will meet with all timers at least one half hour prior to the meet to give instructions and assignments. This person is responsible to inform new personnel of their duties and responsibilities.

Each lane should at minimum have one timer. In championship meets, it is recommended you should have two timers/watches and two plungers pressed for every heat.

**Timers should** remain engaged in watching the race and must not be on cell phones or distracted by conversations with others. They should:

* At the start of each race, confirm the right swimmer is in each lane for each heat; the timer may signal the Referee if there is confusion about a swimmer taking the block on time.
* At the finish of each race, stand over the edge of the pool and only press plungers/watches when a swimmer touches the wall
  + Timers then record the watch time of each swimmer in the lane on the provided timers’ sheet, at the end of each race.
  + Timers also should record if a swimmer misses the touch (i.e. the hand passes over the pad), in order to potentially help the Admin Ref understand what happened in a race.

As The **Head Timer should:**

* Always start TWO watches at the beginning of every race
* Be visible to all timers and watch for timers to signal (via a raised hand) that their watch failed to start and that they need one of the Head Timer’s watches to finish timing their race.
* Keep both watches running through the touch of the last swimmer in each heat, or switch watches with Timers if they need a watch that started the race on time.

At the end of each session (or as otherwise designated by the Timing Table), the Head Timer should collect Lane Sheets and give to the timing table, and collect watches, clipboards and pencils and return them to their proper storage. The Timing Table will provide collected Lane Sheets to the Meet Director, who will store them for a period of time to ensure documentation in the event of a protest, challenge, or question.

|  |
| --- |
| At all Minnesota Swimming sanctioned events, visiting clubs may be asked provide timers as necessary. The meet may not begin until the timing needs have been met.  The host club may not place requirements on any individual team to participate at any specific level.  If a host club does not have the required number of volunteers as the meet date approaches, they should consider contacting attending clubs and requesting assistance, rather than waiting until at the meet. |

**Other positions for your meet include the following:**

|  |  |
| --- | --- |
| **Announcer** | Announces names, events, scores during meet; may request assistance, “call” personnel to a specific area, and/or make service announcements for concessions, apparel or other volunteer functions. |
| **Awards Lead** | For meets with awards: buy awards (arrange distribution, direct volunteers who are working award ready. For championship meets, Minnesota Swimming has arranged for vendors who manufacture awards. This is an optional arrangement for the host club to purchase awards from the vendor; to use their own chosen vendor; clubs should contact the Sanction Coordinator or Registrar for more information. |
| **Awards Ready Volunteers** | Sort awards and apply labels post-race. Hand out awards to swimmers. Report to Awards Table in Gym at shift start |
| **Clean-Up** | Clean up post-meet. MAY include garbage detail, lost & found, putting away equipment, putting away tables/chairs from pool deck & hospitality, etc. Should be coordinated with facility personnel as well as personnel left at the end of the meet (i.e. timers may help with cleanup, etc.) |
| **Computer Operators** (timing table: meet software and scoreboard system operators) | Need an operator able to run Meet Manager (or other software running the meet), as well as an operator able to run your Colorado or Daktronics scoreboard & pad system. These both are skilled positions and require knowledge. For more detail, see Electronic Timing Systems, below. |
| **Concessions Lead** | Make sure volunteers know their jobs for sales; check inventory and stock concessions (or get donations, etc.), coordinate workers so volunteers are able to watch their children/athletes’ events. NOTE: Do not sell home prepared/baked items at concessions. Check local (city) ordinances for any other restrictions for concession sales and for a clear understanding of how those restrictions are enforced. |
| **Concessions Sales** | Sell concessions; keep area clean/garbage cans empty. |
| **Hospitality Leads** (May have separate shift leads for different sessions) | Create menu for meet; work with signups to ensure enough food/beverages for all officials, coaches and volunteers throughout meet. |
| **Hospitality** | Prepare food and keep hospitality area clean/stocked with food options per your menu. May walk around water & snacks to officials and coaches throughout meet. |
| **Order of Finish Recorder** | Watches finishes and records the order of finish as a redundant documentation for referees.  Must stay very focused (especially in close races). Report to timers table at shift start. |
| **Parking Lot Help** (Optional for large meets) | If you have parking lot issues or anticipate the need for assistance with traffic flow, consider contacting your local police department and/or assigning personnel to assist with directing traffic. |
| **Program Sales** | Sell programs to spectators if applicable. (Note: Many Meet Directors have chosen only to publish programs via Meet Mobile, but beginning January 2015 Meet Mobile is charging all users; therefore, clubs may want to print and sell programs).  IF you are selling programs, make sure you have 1) a cashbox, 2) change prior to the beginning of sales, and 3) a system by which the post-meet cash box is picked up or deposited in a secure place. |
| **Relief Timer** | Optional position to give timers short breaks as needed, by stepping in and taking their position for about 5-10 minutes. |
| **Runners/Floaters** | 1-2 on-deck runners may be used to get times and run DQ slips to coaches, post results, and optionally empty garbage and provide general help. |
| **Set Up and Equipment** | Need one or more people who are responsible for making sure all meet equipment as well as chairs, signage, etc. is ready for the meet; for setting up; and for testing equipment prior to the meet. |

1. Officials

An official in Minnesota is a currently registered non-athlete member of USA Swimming and fully certified (including “on-the-deck" training and appropriate testing) as a Stroke and Turn Judge, a Starter or a Referee. All officials begin as Stroke and Turn Judges. Minnesota officials also may have National Certification or National Championship Certification in any of the above areas.

The **Admin Ref, Deck Referee** and **Starter** will be assigned by the **Officials Chair** for all Championship/Finals and Bid Invitational meets. If you are hosting an unscheduled meet (intrasquad, dual, tri, quad or conference meet), you need to secure your own Admin Ref/Official, Deck Ref and Starter, but you do need to get approval from MSI’s Official Chair.

A host club **must** provide two Stroke & Turn Judges at each session if the club has more than 50 swimmers; fewer swimmers and only one Stroke & Turn Judge is required.

1. Equipment

As host, your club must either provide equipment, rent from your facility, and/or contact the Equipment Chair for the pool equipment needed. If renting from the facility or providing your own, understand *prior to the meet* who is available for set up and testing of equipment, as well as availability and accessibility of backup systems and replacement equipment.

If renting from Minnesota Swimming you can find the rental form on Minnesota Swimming’s website at Documents/Meet Management. Send this form to the Minnesota Swimming office, along with your sanction request form. This will give our Equipment Chair plenty of notice to be able to ensure that requested equipment is available.

You also must contact the Equipment Chair to make arrangements for pick up and return rented equipment.

1. Supplies

As Meet Director, you may coordinate supplies with others on your team, but you should always know that supplies are stocked and ready for your meet. Items may include:

* **Timers**—Clipboards, pencils, stopwatches
* **Timing Table**—Reams of paper, pens/pencils, highlighters, staplers, flash drives, printer cartridges
* **Announcer**—Batteries for microphone, pens/pencils, highlighter
* **Posting Results**—Packing tape works best (however, check with the facility to make sure HOW paper can be fixed to walls)
* **Races**—You should have a bell and counting cards for the 500
* **Signage**—Pre-meet make signs to identify areas (Camping, Results, Concessions this way 🡺, Locker Rooms this way, 🡸, etc.)
* **Bathrooms/Locker Rooms**—Make sure you have extra toilet paper and paper towels for the facilities, or have a custodian on call who can help quickly
* **First Aid Kits**—Make sure they are fully stocked with Band-Aids, gloves, gauze pads (a lot of gauze pads), etc.
* **Emergency Preparation**—Understand the facility’s emergency procedures, as well as what to do in the event of dealing with a bodily fluid (blood, vomit) or broken glass
* **General**—Paper towels, wipes, serving utensils, tools (mop, pool skimmer) to clean up if   
  someone is sick

1. Electronic Database Systems

A trained *ACTIVE*Network/Hy-Tek MeetManager operator (or other electronic system being used, i.e.   
Team Unify) will:

* **Pre-meet**
* Set up Event files and send to invited teams as well as Minnesota Swimming’s Web Coordinator to post on Minnesota Swimming’s website
* Receive teams’ entries and register athletes into the meet
* Seed races and work with the Ref to establish a legal and valid timeline; send approved timeline at least 2-3 days prior to the meet to Minnesota Swimming’s webmaster to post on MSI’s website
* Send USA Swimming Registration report (.sd3) to Minnesota Swimming’s Registrar; she will provide a Reconciliation report back to you that indicates any swimmers who are not USA Swimming members and/or are ineligible to swim attached to a team
* Provide a program for printing (as applicable, using reconciled meet entries)
* Have relay cards or slips ready if there are relays in your meet
* **Prior to the start of each Session**
* Adjust entries based on coaches’ changes
* Print relays sheets (or labels if using index cards)
* Print revised programs for officials, coaches, timing table, and announcer
* Print timers’ sheets for each lane; this may be done in advance of the meet start if you are not assuming many changes in entries
* **During the meet**
* Import athlete times
  + If directed by the Admin Referee, include intermediate splits and DQ codes
  + Work with Admin Ref or Official to compare pad, plunger and watch times and places recorded and reconcile discrepancies.
  + If a Referee puts a swimmer in an open lane, he/she will give you—in writing—the event number/race number/lane number and name (and team) of the swimmer so that you can correctly record the time.
  + Adjust swimmers and events to reflect actual swims (by lane, by event); sometimes swimmers   
    enter the wrong lane.
* With the Colorado or Daktronics operator, monitor equipment for malfunctions and immediately notify the Referee (and/or Meet Director) of any equipment malfunctions. Most commonly:
  + Note each unique race number assigned by the equipment console on their program. This is useful if there are malfunctions or questions that require reconstructing races.
  + Watch for equipment malfunctions or other irregularities and bring them immediately to the attention of the Referee (or Meet Director if equipment is malfunctioning). This person can ask the Starter to “hold” a start until an issue is resolved.
    - If buttons aren’t appearing, watch to see if it is operator error. If it appears that timers ARE pushing buttons, then re-set the buttons and/or pad; replace if necessary. If they are not, notify the Meet Director or Referee to talk to the timers.
  + Watch touches for each race, to make sure that athletes are swimming the correct number of lengths and that the equipment arms properly to record times.
    - When pad is not touched or late touch, the backup time will be red. If the time is less than .2 seconds off, it is okay. If it is more, get a watch time from lane timer and have the Admin Official decide. If you keep getting red times from one lane, you have a slow button pusher. Notify the Meet Director if they are trouble shooting, or the referee.
  + During relays and flyover starts, watch to make sure swimmers existing the pool don’t add a touch
  + During distance races, watch to make sure counters’ cards are on the right count
  + Note any discrepancies seen in the race, such as a “no swim” in a lane where a swimmer is scheduled, or if a swimmer touches above the pad and there is a delay on the time recorded.
* Publish race results (via print and/or via Meet Mobile; both must be done for championship meets)
* Print award labels (as applicable)
* **Post-Meet**
* The Meet Manager operator should provide the required reports to the Meet Director, who in turn distributes them to clubs and Minnesota Swimming as indicated below. [See **Section 3. Documents and Reports** for screen shot instructions to produce reports].

|  |  |  |
| --- | --- | --- |
| **Report** | **Timing** | **Notes** |
| HTML results | Within 48 hours | [Reports/Results] Minnesota Swimming prefers results posted on its website be in HTML format rather than .pdf format. This report must be published in PUBLICATION order. |
| MM Backup file | Within 48 hours | [File/Backup]  You may choose to “lock” the backup so that information may not actually be changed, just merged into teams’ own databases. |
| Hy-Tek meet results (.CL2) | Within 48 hours | [Results/Export/Results for Swim (Team) Manager or Swims…] |
| “No Show” report | Within 48 hours | [Reports/Exceptions/tab: Misc No Splash report] |

1. Meet Packet/General

**Championship/Finals Meets.** Minnesota Swimming provides a “meet packet” for Championship/Finals meets. Included in this packet are:

* Champ, A and B certificates
* DQ slips
* State Record forms

**Scheduled Bid Invitational or Unscheduled meets.** Minnesota Swimming does not provide any type of meet packet for Scheduled Bid Invitational or Unscheduled meets. Upon request, DQ slips will be given to host teams for these meets.

1. Team assignments

Prior to the meet, determine where each team should sit, trying to allot enough chairs and space based on the number of athletes in each team entered into the event. Set up signs for each team’s area, as well as signs pointing to locker rooms, restrooms, etc.

Lane assignments for warmups should be done prior to the meet and ideally distributed in advance to the teams or posted as teams arrive.

1. Awards

Championship/Finals meets always give awards; awards for all other meets are determined by the host team. If you have any questions on what awards are needed or type of awards, contact the Minnesota Swimming Office.

For Championship/Finals meets, Minnesota Swimming supplies Champ, A and B certificates as well as patches, team plaques, age group plaques and individual high point certificates. These are to be picked up with your meet packet from the Minnesota Swimming Office (see meet packet).

For other meets, awards should be ordered promptly upon receiving confirmation of the meet date and order of events to ensure prompt delivery of the awards for the meet.

ANY DISCREPANCIES REGARDING TIMES AND AWARDS EARNED MUST BE RESOLVED BY THE REFEREE.

Number of Awards Per Event

* Championship Meets—Medals are given for 1st through 8th places and relays.
* A/B/C Meets—Traditionally the number of awards given in each individual event will equal the number of lanes in the pool. The number of awards given in relay events will be their places (four Ribbons per place). For all relays, awards are given for 1st—3rd places only. The exception to this is State Championships Meets, in which relays are awarded for 1st—8th places.
* B/C Meets—Traditionally, B—Individual Events offer Rosette Ribbons for places 1 through the number of lanes in the pool; C—Individual Events offer Strip Ribbons for places 1 through the number of lanes in the pool. Relay Events offer Ribbons for places 1 through 3.
* A Meets—Traditionally, Medals are offered for places 1 through the number of lanes in the pool for individuals, and medals offered for places 1st through 3rd (a medal for each relay swimmer=4 per place) for relays.
* A/B Meets—Traditionally, Medals are given for the "A" Events and relays and Rosette Ribbons are given for the "B" Events; and Medals are given for A/B relay events.

Printing Award Labels

Check your meet management software for the ability print labels designating each swimmer's name, place, time and event on the awards.

In case of a tie, two places are awarded and the next place is eliminated. For example: In a six (6) lane pool, a tie for 5th would mean two swimmers are awarded 6th place and there is no 6th place awarded, in an eight (8) lane pool, a tie for 6th place means two 6th places would be awarded, and then an 8th place; there would be no 7th place. If a tie is for the last awarded place, double awards would be given for that place (i.e. in a 6-lane pool, awards would be: 1, 2, 3, 4, 5, 6T, 6T).

Certificates of Achievement

Certificates of Achievement are awarded in Championship/Finals meets to all swimmers who equal or better the time standard that is faster than the one in which they are entered. (It is up to hosts for all other meets to choose whether or not to provide these).

Certificates are available for “B,” “A,” and “Champ” times for races swum during scheduled events. For example, if a swimmer entered with a “C” time standard swims a new “B” or “A” time in a competitive event, he/she should receive a certificate of achievement. No Minnesota Swimming-provided certificates or awards can be awarded for time trials.

Team Trophies

If team trophies are being awarded in any meet other than the State Championship, you are responsible for ordering the team trophies.

Trophies are awarded to the 1st and 2nd place teams in each category—A, AA and AAA, male/female combined.

Team Standings

All teams are categorized based on their size as A, AA and AAA. Standings are calculated from winter season to winter season and from summer season to summer season. (Standings remain the same for the entire season). Teams are ranked by points achieved at the previous “like” state championship meet. (Previous short course championships is used to calculate the next short course season and previous long course championships is used for the next long course season.) The top 10 teams [by total points at the Championship meet(s)] AND other teams requesting to “move up” are placed into “AAA.” The next 10 teams are place into “AA,” and the remainder into “A.”

New clubs joining the LSC will be placed into the “A” category, but they may request to be moved up for that season if they wish. Any team requesting to be moved up from “A” to “AA” or from “AA” to “AAA” must notify the Minnesota Swimming office at least 2 months prior to the beginning of the season to which the standings apply.

If your meet has an “A” category in your meet you will receive a copy of the team standings for A, AA and AAA. These standings are changed after each season. **All non-LSC teams participating in a meet are AAA.**

NOTE: The team standing must be posted by the end of the morning session and afternoon sessions of each day. Be sure the Awards Chair receives a summary of the meet.

Delivery of Awards

Awards should be given to athletes 30 minutes after the posting of the final results, barring complications with the results. This allows for any errors or protests to be corrected before awards are picked up. Awards must be picked up by swimmers or the team coach; it no longer is the responsibility of teams to deliver awards that were left behind.

If you need any information on where to purchase any of your awards, please contact the Minnesota Swimming office.

Processing Entries: Entry Guidelines for MN Swimming Meets

1. Introduction

Proper processing of entries is critical to the success of a swim meet. Host teams must ensure that all USA Swimming and Minnesota Swimming rules and policies are followed.

**Processing entries is a form of a business transaction**. Your “product” are the events in your meet; when an athlete is entering a meet, he/she is actually purchasing these entries. When a team or athlete submits an entry and the host accepts that entry, a transaction has occurred. **Both athlete and host now have an obligation to ensure the transaction is completed successfully.**

1. Meet Announcement

The meet announcement (Meet Information) represent describes your product offering (events, facility, concessions, etc.) as well as how the entry process will work.

Once the meet is sanctioned, the Meet Information cannot be changed and dictates what must happen at your meet. It therefore is important to ensure that the Meet Information accurately reflects the entry requirements, deadlines, and process. This includes:

* When entries will open. Per Policy Number 249 all non-Finals and Championships meets will start accepting entries on a specified day 1-2 months prior to the first day of the meet at 8:00 pm.
* In order to accommodate how quickly meets fill, teams hosting Minnesota Swimming Bid Invitational meets may choose to offer special entry information. This should be clearly delineated in the meet announcement.
* When entries will close. Specify date and time.
* Only the Meet Referee or MN Swimming designate can allow entries after the deadline.
* How to submit entries (i.e. via MeetManager files emailed, or online entries, or any other accommodations that will be made).

1. Processing Entries

Every meet has a finite capacity. Entry troubles typically arise when this capacity is ignored while processing entries. Before processing any entries:

* Calculate the maximum length of each session. Factor in the 4 hour rule when the session includes 12 & Under athletes.
* Entries are handled on a first come, first serve basis. ***The host team should set their internal entry deadline early enough to ensure their own entries can be accepted.*** A host’s entries cannot “jump the line” or eliminate another team’s entries. If the meet is at or near capacity before a host’s entries are received, they may be rejected.
* In order to avoid having a host team unable to register their own swimmers, some host teams enter all of their athletes. Note that if doing this, the host team MUST adjust their entries before finalizing.
* This also is true if attending teams choose to register athletes before the athletes have committed to their clubs, in order to ensure their athletes can enter the meet. Host and entering teams should make sure that all entries are final before the deadline, as the host may be turning down other entries and attending team will need to pay for all entries that are deemed final.
* Once entries start coming in:
* Keep track when entries are received. They are processed on a first come, first serve basis.
* Process the each team’s entries as soon as possible—ideally within 24 hours. As meets fill, you need to notify teams if there will be problems accepting all of their entries. ***Never*** hold on to entries and attempt to process them after the deadline.
* Import each team’s entries into the meet management database one at a time. Entries are processed on an all-or-nothing basis.
  + If all of a team’s entries cannot be fulfilled, the entire set should be rejected and deleted from the database.
* After each import:
  + Run the session timeline to determine if these entries exceeded the meet’s capacity.
  + Run exception reports to determine if there are problems with the entries.
  + If the entries fit within the meet’s capacity, they can be accepted. If not, they must be rejected.
* Report back to each team regarding whether or not their entries were accepted.
  + If a team’s entries fit within the capacity of the meet, immediately notify the team that their entries have been accepted. Include a report that details the accepted entries and fees. This is the equivalent of a receipt. On occasion a team’s entry file has errors and a detailed report is the only way for them to spot those mistakes before the meet.
  + If a team’s entries exceed the capacity of one or more sessions”
    - Immediately contact the team and offer them the chance to reduce their entries to an amount that fits. Give them a specific deadline. This is usually hours and not days. There are often other entries waiting to be processed and they cannot be unreasonably delayed.
    - If they were not accepted and a partial set might fit, offer them alternatives.
    - If the team is not willing to reduce their entries, move on to the next team in the queue.

Once a team’s entries have been accepted, both parties have an obligation: the team is obligated to pay the required fees and the host is required to honor the entries.

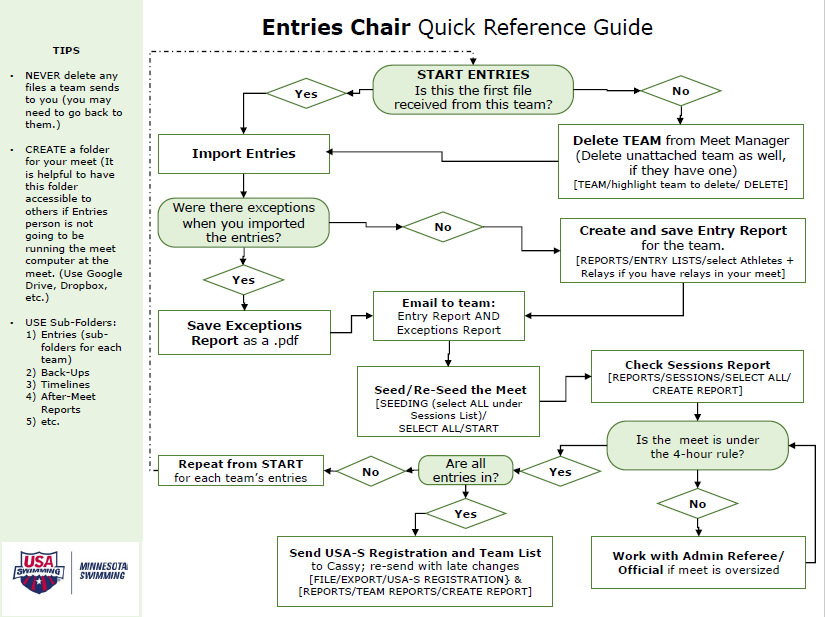
If the host subsequently wishes to reduce a team’s entries they may make such a request and the team may choose to agree or not**. A host may not arbitrarily change a team’s entries.**

Any club that intentionally falsifies an entry in any way shall be fined the sum of $25 per falsified entry.   
A determination that a Club has violated this provision may be made by the Meet Referee or by the General Chair, and the fine shall be imposed by the General Chair within 30 days of the last day of the meet. The determination and imposition of the fine is subject to appeal to the Review Section. In the event of repeat offenses, additional penalties may be imposed by the Review Section as it deems appropriate.

|  |
| --- |
| The Meet Referee is the final arbiter of all issues including entries. He/she should check entries and approve timelines (session reports). The Meet Referee may delegate the resolution of such issues to an Administrative Referee/Official. **Contact the Meet Referee if there are any issues or concerns.** |

Seeding Meets

At all Finals and Championship meets (not including C Finals held by itself) the meet will be seeded with conforming times first and non-conforming times thereafter. For short-course State and Finals meets, the order will be short-course yards, long-course meters, short-course meters. For long-course State and Finals meets, the order will be long-course meters, short-course yards, short-course meters.



Documents and Reports

From meet sanction through post-meet reports, there are a LOT of documents and files that are passed between the Meet Director, Minnesota Swimming’s office, officials, and clubs. The following provides an overview of the flow of forms and reports.

1. Before the Meet

The following documents must be prepared:

| **Report/ Document** | | **Timing** | **Notes** |
| --- | --- | --- | --- |
| 1. E-Mail Sanction Request | Submitted by Meet Director 30 to 90 days prior to meet (or more!) | | Both documents are available on Minnesota Swimming’s website at Documents/Resources >Meet Management  Before the Meet  < <http://www.mnswim.org/SubTabGeneric.jsp?team=czmnlsc&_stabid_=101391> > |
| 1. Meet Information Template (Fillable Meet Template) |
| 1. MM Event Setup File | After you receive Sanction number. Create TM Event file and send to invited teams and to Minnesota Swimming’s Webmaster. | | [File\Export\Events for TM] |
| 1. USA Registration File  (MM .sd3) | After teams have submitted athlete entries, send the Registration Report to Minnesota Swimming Registrar for reconciliation | | [File\Export\USA-S Registration] |
| 1. Reconciliation Report | Registrar sends back to Meet Director | | File shows athletes who are registered for the meet but not registered with USA Swimming or attached to a team. |
| 1. Team List | Send to Registrar when entries are finalized. | | MeetManager 5: [Reports\Schools] MeetManager 4: [Reports\Teams] |
| 1. Meet Timeline (Referred to as a Sessions Report in MeetManager) | Send to teams and to Minnesota Swimming Webmaster to post on event page within week of meet. *Make sure your Meet Ref has reviewed and approved the timeline!* | | [Reports\Sessions]  *Make sure to Select All, and that all sessions are highlighted. Preferences below for what you want to include in your report.* |
| 1. Program / MM Heat Sheets (Optional) | You can publish to MeetMobile; and/or you can choose to print programs and sell, or | | [Reports\Meet Program] *Select all if printing a complete program, or highlight the sessions you want to publish.*  *Make sure you choose your options* ***on all three tabs (bottom of page).*** |
| 1. Final Reconciliation Report | Send to Registrar after your entries are finalized. | | Same as report #4 above; follow Registrar’s instructions when reconciliation is returned to you. |

1. During the Meet

Almost all forms and reports used during the meet are accessible on Minnesota Swimming’s Website**,** <http://www.mnswim.org/SubTabGeneric.jsp?team=czmnlsc&_stabid_=101391>. (Scroll down *below* Before the Meet)

Note that two of the below-referenced reports are completed *during the meet* but actually submitted just following the meet.

|  |  |  |
| --- | --- | --- |
| **Report** | **Timing** | **Notes** |
| 1. Officials Verification | Fill out at meet | The Meet Referee must fill out the Officials Verification form and obtain signatures. ***This in turn is submitted TO WHOM?*** |
| 1. Report of Occurrence | Immediately after meet | The website has a link to instructions, with further links to the online form on the USA Swimming website. After the form is submitted, the submitter will receive an email confirmation.  In the body of the email is a detailed account of the information that was reported. This email can be printed or saved to a file for record keeping. **YOU NEED TO  SEND A COPY OF THIS EMAILED REPORT TO THE Minnesota Swimming OFFICE**and we will, in turn, forward to the Safety Officer.  Forwarding the email to the Minnesota Swimming Registrar (cshapley@mnswim.org) is the preferable method. It can be printed and mailed or faxed, if necessary. The Minnesota Swimming office will, in turn, forward a copy of this report to Minnesota Swimming Safety Coordinator |
| 1. On Deck Registration | Immediately after meet **This report needs to be sent even if no on deck registrations were**  **taken.** | Any on-deck registrations — of year-round or seasonal athletes—should be done at the meet. Fees collected should be turned into Minnesota Swimming, along with all completed registrations. |

1. After the Meet

Upon receipt by Minnesota Swimming of all reports (including page 2 of the financial report), host clubs will have the returnable portion of their sanction deposit returned.

Most forms for this section are available on the Minnesota Swimming website, at **Documents/Meet Management>After the Meet.**

Required reports include the following:

|  |  |  |
| --- | --- | --- |
| **Report** | **Timing** | **Notes** |
| 1. Meet  Registration Report | Within 24 hours of Meet, the form and any collected fees must be returned to Minnesota Swimming. Send to the Registrar. | This form is located on Minnesota Swimming’s website. |
| 1. HTML results | Within 48 hours, this must be sent to a distribution list that includes:   * Registrar * Sanction Coordinator * Webmaster * Times/National Age Group Recognition Coordinator * State Records Coordinator | [Reports/Results]  Make sure you Select All, to include *all* sessions in your report.  Minnesota Swimming prefers results posted on its website to be in HTML format rather than .pdf format. When you are saving the document, create the report, and then “save as” an HTML |
| 1. MM Backup file | Within 48 hours this must be sent to a distribution list that includes:   * Registrar * Sanction Coordinator * Webmaster * Times/National Age Group Recognition Coordinator * State Records Coordinator | [File/Backup]  Copy your backup to a directory where you will easily find it again.  You may choose to “lock” the backup so that information may not actually be changed, just merged into teams’ own databases. |
| 1. Hy-Tek meet results (.CL2) | Within 48 hours this must be sent to a distribution list that includes:   * Registrar * Sanction Coordinator * Webmaster * Times/National Age Group Recognition Coordinator * State Records Coordinator | [Results/Export/Results for Swim (Team) Manager or Swims…] |
| 1. “No Show” report  (or “No Splash” report) | Within 48 hours, this must be sent to the Registrar | [Reports/Exceptions Reports>Miscellaneous]  The No Splash report is an exceptions report |
| 1. Financial Report  (page 1) | Within 15 days, this report should be sent to the Sanctions Coordinator  **IMPORTANT:**  There are different reports for Championship/Finals versus Bid Invitational and Unscheduled meets. Please make sure you use the correct report. | These forms are available on the Minnesota Swimming website, at **Documents/Meet Management>After the Meet.**  Minnesota Swimming teams shall send 20% of the income from all meet fees for Scheduled Bid Invitational and Unscheduled meets to the Minnesota Swimming office within 15 days after completion of a meet. |
| 1. Team Entry Fee Report | Within 15 days, this report must be sent to the Sanctions Coordinator. | This report is available in Meet Manager and shows teams at the meet, the number of athletes, the number of events and the number of relays for the meet |
| 1. Financial Report  (page 2) | Within 45 days after the meet, this report must be sent to the Sanctions Coordinator | This report may be found on Minnesota Swimming’s website. See Report #6 (page 1 Financial Report).  Submission of the financial reports is critical to obtaining a partial refund of your sanction fee. Additionally, in compliance with USA Swimming regulations, Minnesota Swimming has the right to deny sanctions to any organization that has failed or refused to file reports (statement or affidavits). |

Host teams should be prepared to download results to the flash drives of visiting coaches at the conclusion of the meet and when all results are entered into the computer. The meet host is responsible for emailing results to all participating teams, as well as to the Minnesota Swimming distribution shown above.

Additionally Minnesota Swimming has provided an optional evaluation area for Meet Directors. We encourage you to provide information that may help other Meet Directors in managing their meets. It’s accessible on the menu tab: Hosting Meets: <https://www.teamunify.com/TabGeneric.jsp?_tabid_=12811&team=czmnlsc>

Technical Rules

**Current National USA Swimming Rules for Swimming shall govern all competition** except as otherwise specified in this document or in Minnesota Swimming’s rules and policies!

Please check the National USA Swimming Rule Book on strokes, turn and false starts. There should be a minimum of three (3) swimmers or relay teams seeded into any heat, unless otherwise determined by the Referee. **The referee has total control of all on-deck procedures.**

**The Sanctioned Meet Information sheet shall be the governing document for entry and competition.**

1. Regulations

While events are underway, coaches, parents, spectators and non-participating swimmers **shall not** be permitted to walk along the sides of the pool or consult with or interfere with the official timers and/or judges. Coaches and non-participating swimmers shall not totally block either end of the pool. Any questions or decisions, results or other protests are to be discussed only with the referee, and not with the people running computer equipment, timers or judges, without the permission of the referee.

It shall be the duty of the Referee to enforce all of these regulations and all rules of competitive swimming and decide all questions relating to the actual conduct of the meet, the final settlement of which is not otherwise assigned by the rules. It shall be the responsibility of the coaches to comply and to insist upon compliance by their contestants and members of their organizations, with the rules and these regulations.

Failure to do so may result in disqualification of those contestants violating the rules.

1. Classifications

Zoned competition in Minnesota is divided by time standards, by age established for each division and for each event in each classification. Swimmers **must compete in the appropriate division and age group for each event according to his or her time.** Minnesota Swimming time standards are available from the Minnesota Swimming office and on the Minnesota Swimming website at [www.mnswim.org](http://www.mnswim.org).

1. Membership and Entry Requirements

**All contestants must be current registered athletes of USA Swimming**. Entrants may be requested to prove their registration membership and/or age, at the meet.

Minnesota/USA Swimming membership applications may be obtained from the Minnesota Swimming Office. (There are a few in your meet packet.) You must use the CURRENT application form for the athlete to compete in meets. *On deck registration is allowed, but forms and checks must be turned in to the Meet Director* **before** *the athlete swims in the meet.* ***These registrations must be sent to the Minnesota Swimming office immediately following the meet with a note indicating the date and the location they were accepted (do not put them into the meet pack to be returned to Minnesota Swimming).***

Non-athlete/coach applications are different forms with different rules to follow and generally should not be accepted on deck. In some situations they may be accepted with the approval of the meet Referee and the Minnesota Swimming Registration Chair. Year-round registrations are valid from January 1 through December 31 of each year (validity actually extends back to September 1 of the previous year if registration was applied for between September 1 and December 31). Seasonal memberships are good for only a specific 5-month period. Contact the Minnesota Swimming Office if you have any questions.

Entries

Each entrant’s full name, USA Swimming registration number and age must appear on the entry sheet. If any athlete is swimming unattached for this meet, “UNA” must appear after the name, either highlighted or in red ink. All event numbers and seed times must be listed on the club’s entry sheet in legible form, mailed with fee check required.

Any entry which the host club is not able to read will not be entered in the meet. If no one is available at the phone number listed for “problems”, the host club may drop the swimmer from the meet entry and splash fees will not be refunded. Each club, or entering individual, is responsible for the accuracy and legibility of their entry. Non-conforming entries will not be entered and errors or changes not corrected prior to the entry deadline are not required to be corrected by the host club.

At B-level meets or slower, all 12-and-under swimmer sessions should be finished in 4 hours or less. At any level meet, 13-and-over swimmer sessions should be completed in 6 hours or less. This does not include Championship/Finals meets.

Electronic Entries

Entries registered via electronic software has been regulated since 1995.

* Minnesota Swimming will purchase Hy-Tek instead of Sof’stroke beginning spring, 1996.   
  [October 14, 1995 House of Delegates]
* To host a meet, Hy-Tek (or other) electronic systems is required. [February 20, 1996 Board of Directors]
* USA Swimming’s online entry system also is permissible.

1. Entry Deadlines and Fees

Generally, entries for all Minnesota sanctioned swimming meets MUST be received and are due at latest ten days preceding the meet. Any exceptions must be brought to Minnesota Swimming’s Board of Directors for approval before the sanction request is due. Late entries will not be accepted.

If clubs send entries early (to ensure getting into the meet), changes and additions may be made to the initial entry. BUT, this must be done in writing prior to the deadline, and all additional fees must be paid in advance. No refunds will be made on the initial entry.

Note that the current meet templates on the website detail entry processes and current fees. ANY CHANGES in entry procedures or fees once sanctioned must be approved by Minnesota Swimming’s Board.

Clubs that enter a meet as a Satellite or a Federation are to send one entry and one payment from that organization to the club hosting the meet and have one representative from their organization responsible for the fees and the entry.

1. Age Group/Senior Categories

Swimmers compete in the following age groups in Minnesota championship (zoned) meets:

|  |  |
| --- | --- |
| **8 and under** | All Meets |
| **9 and 10** | All Meets, Individual Events |
| **10 and under** | Relays Only |
| **11 and 12** | All Meets |
| **13 and 14** | All Meets |
| **15 and 16** | All Meets |
| **Senior (15-18) *or* Senior (17 and 18)** | All Meets; depends upon Order of Events |
| **Open** | Special Meets |

* The title of the oldest event in each category will be “senior.”
* During the girls and boys high school seasons respectively, events in the 13 & O (Senior) age category are swum, scored and awarded together. During the high school seasons, 13-14 and 15-16 categories do not exist: the 13-14 time standards entry should be used for entry.

Order of Events

Not all of the events will be swum at all meets. The Minnesota Swimming Technical Chair will come up with an Order of Events designed specifically for all Championship/Finals meets. Changes must be approved prior to the submission of your sanction request if you have been awarded a Championship/Finals meet. **Do not make changes on your own.**

Championship/Finals Meets

* Minnesota Achievement Championship (MAC) and Minnesota Regional Championship (MRC)
* These finals are closed for both winter and summer meets. Closed meaning only swimmers from the MN LSC can swim.
* State Championships—Minnesota Swimming has:
* Split the State Championships: Short course, into the two meets Senior State meet (13 & over) and Age group state meet (12 & under).
* Closed Minnesota Swimming’s State meet effective immediately for both winter and summer state meet, except the Senior Age Group will continue to be open.
* Runs the Summer State Championships meet with Top 16 females and Top 16 males (combined and older, 2 heats) of the 800 Free Relays in finals session. These will still be scored and awarded in their individual age groups. All others will swim combined in prelims.

1. Competitive Classifications

Swimming shall be conducted under the following classifications. Participation is open to athletes from any country, subject to further pertinent regulations of the USA Swimming Code.

* **Senior ~**  All registered swimmers are eligible for Senior and Open Meets. This includes Masters if they have both a Masters membership and a USA Swimming membership.
* **Junior ~**  All registered swimmers 19 years of age and younger are eligible for the Junior Class, subject to restrictions in the USA Swimming Code.
* **Age Group ~** Age Group swimming is for swimmers 18 years of age and under and shall be conducted under the provisions of the USA Swimming Code.
* **Masters ~** Masters swimming is for swimmers 19 years of age and older and registration competition is sanctioned under a separate governing body.
* **Open Water Swimming ~** All registered swimmers are eligible for Open Water swimming events.

Entry Limitations and Eligibility for Individual Events

Swimmers shall qualify by event and distance in appropriate "A", "B" or "C" meets. A swimmer is ONLY eligible to compete in an event in which they have made the time standard for that stroke and distance, called TSE's (time standards entry).

* Swimmers with less than B standard times should be entered at their own personal best times into a B/C meet. (The “C” standard is no longer used for these meets).
* In accordance with the above, a contestant must have equaled or bettered the entry time standard for the event or events in which the swimmer is entered (as shown on the list of events by division and on the time standards for entry).
* No Times “NT” entries are not accepted at A/B/C Open and B/C Open meets. Swimmers without an official time for an event must be entered at a time that best represents their abilities.
* For entries at all Championship/Finals meets all times must be proven or provable. For those doing disk entry it is necessary to be able to prove times if requested. Minnesota Swimming will levy a $100 per occurrence fine on anyone swimming a swimmer in an event where the entry time cannot be proven.

Contestants MUST enter and compete in the age group events corresponding to their age **as of the first day of the meet.** There are no age restrictions in Senior meets, but swimmers must meet a qualifying time.

Proof of Times

A qualifying time may be achieved at USA Swimming sanctioned or approved, or observed swim. These times are verified through the USA Swimming SWIMS database.

A qualifying time may also be achieved at a bona fide meet sanctioned and conducted by a recognized organization (i.e. high school, college, YMCA) with verifiable and independently obtainable results published by the meet host or that organization. This proof of time must come from the actual published results of the meet. Each team or individual is responsible for providing their proof of times.

A swimmer failing to achieve an event's qualifying time standard at the meet must provide proof of their qualifying time if it is not in the SWIMS database. If a time is not proven the entering party will incur a $100 fine.

* Fines are to be paid to the host club except for swimmers attached to the host club. In that case, those fines will be payable to ASCA-MN.
* All fines must be paid by the end of the meet.
* After the conclusion of the meet, swimmers/clubs have one week to prove their times and have their fine refunded. Failure of the team to pay the fine by the first meet of the following season’s entry deadline will result in the team’s charter being suspended until the fine is paid.

When an event does not have a qualifying time standard but requires a verifiable entry time, the swimmer must provide proof of that time if it is not in the SWIMS database. If the entry time cannot be verified the swimmer will be withdrawn from the event and any times they may have achieved in that event at the meet will not be included in the official results.

1. Time Standards

The Minnesota Time Standards are used for all meets unless prior Board approval is granted to use other standards.

* Be sure you are using the most current Minnesota Swimming time standards.
* New time standards go into effect October 1 each year. Meet information should contain the statement that **no times should be converted from long course to short course.** A swimmer who has achieved a short course Champ time, but not a long course Champ time may swim the event at the Long Course Championship meet, but must enter at TSE.
* **Do not allow converted times to be used.**

1. Relay Entries

No time standards are set. Any swimmer listed on the entry sheet may be considered as an alternative on any relay team for which that swimmer is qualified. B/C relay swimmers may not swim any stroke at any distance in which they have achieved an A or better time.

Teams only are allowed relay entries at the Champ meet in age groups (by gender) where they have at least one swimmer with an individual Champ time. To enter two (2) relays, you must have five (5) Champ swimmers; to enter three (3) relays, you must have nine (9). No unattached swimmers may swim on a relay.

* 8 and under swimmers with 8 and under champ times may be counted as champ times and allowed to swim for 10 and under relays; however, those 8 and under swimmers so counted for this purpose *must* be used on the relay.
* The 800 freestyle relays will be limited to 2 relays (A and B) per team in each age group.
* With the exception of Championship Meets, all relays will be: 10 & Under, 12 & Under,   
  14 & Under, and Senior.
* In order to set State Records, all swimmers must be of the same recognized age groups:   
  10 & U, 11-12, 13-14, 15-16, 17-18, Senior.

Clubs need to be attentive when setting up relays for B/C meets.

* Any swimmer who has an “A” time in a particular stroke may not swim that stroke on a relay regardless of the distance of either the relay or the swimmers “A” event (i.e. if a swimmer has an “A” time in the 1650 Free they are not allowed to swim on any Free relay; however they may swim a stroke in which they do not have an “A” time).
* Non-championship B/C meets allow for all relays to include swimmers in the designated age group and younger: *10 & Under* may include an 8 year old as long as the swimmer does not have a 9-10 “A” time in the stroke they will be swimming; *12 & Under* may include a 10 year old on a 12 & Under relay as long as that swimmers does not have a 11-12 “A” time in the stroke they will be swimming.

1. The Home Club Rule

When a meet has time standards, qualified swimmers should be seeded into these meets for which they are qualified ahead of swimmers who are not qualified by time standard to be in the meet. This is important as some events are only offered one or two times per season.

Unqualified swimmers may be entered into a meet hosted by their own club only after all the "qualified" entrants have been seeded into the meet, and only when their swimming will not cause the four (4) hour rule to be violated. No sub-C swims or swimmers shall be entered!

The exception is for Minnesota Swimming’s final level and championship meets, in which *all* swimmers entered must have verifiable qualifying times.

1. Meet Data

It is required that all of the data from the entire meet be kept for one year following the meet. This includes the entry sheets and disks, all of the computer printouts, timing tapes, DQ slips, and timers programs.

1. Zones

The system of zones was set up some years ago when the meets were too big to handle. Your club will change zones periodically; current designations (previously mailed) will be posted on Minnesota Swimming’s website. If unsure of the zone you are in for a meet, call Minnesota Swimming’s office. In 2017, teams are only zoned to Championship/Finals meets.

1. Lanes, Starts and Warm-up Procedures

To require host clubs to follow Rule 103.13 regarding marking lane lines for competition. All lane lines shall be so marked for competition. Any club holding a meet in a pool where the lane lines do not conform will be subject to a $50 per session fine.

To require fly-over starts at all meets except for the finals session of a prelim-final meet; or at the meet referee’s discretion.]

At all times, swimmers must follow the “slip-in entry” procedure for entering the pool except when using designated “dive start sprint lanes.” The slip-in entry rule requires that a swimmer sit on the edge of the pool and slide feet first into the water, with one hand on the deck until they are in.

* **Pre-Meet Warm-Up Period**—**CONTROL | SUPERVISE** are key words for safe warm-ups. Meet Marshals should maintain control of the meet warm-up, to ensure that proper procedures are followed.
* **General Warm-Up Period**—Allocate the first 30 to 45 minutes to general warm-up in all lanes. There should be NO DIVING off the blocks or off the edge of the pool at this time, and there should be no sprinting or pace work.
* **Specific Warm-Up Period—**This lasts 30 to 40 minutes of the pre-meet warm-up period, or as directed by the meet referee.

Eight (8) Lane Pool Warm-Up Schedule

|  |  |  |
| --- | --- | --- |
| **Total Length of Warm-up** | **60 minutes** | **45 minutes** |
| LANES 1 through 8 - NO DIVING [General warm-up swimming] | 0 - 30 | 0 - 15 |
| LANES 2 and 7 - DIVE STARTS ONLY [Sprint, one way only] | 30 - 45 | 15 - 30 |
| LANE 1 - NO DIVING [Push off, pace 50s] | 30 - 45 | 15 - 30 |
| LANES 3, 4, 5, 6 & 8 - NO DIVING [General warm-up swimming] | 30 - 45 | 15 - 30 |
| LANES 2, 6 & 7 - DIVE STARTS ONLY [Sprint, one way only] | 45 - 60 | 30 - 45 |
| LANE 1 - NO DIVING [Push off, pace 50s] | 45 - 60 | 30 - 45 |
| LANES 3, 4, 5 & 8 - NO DIVING [General warm-up swimming] | 45 - 60 | 30 - 45 |

**NO DIVING** is allowed in lanes one (1) and eight (8) (or one (1) and six (6) so that those supervising the warm-up do not have to move away from the pool to avoid getting wet.

* No diving in lanes other than those designated for diving.
* Diving is allowed only from the starting end of the pool.

Six (6) Lane Pool Warm-Up Schedule

|  |  |  |
| --- | --- | --- |
| **Total Length of Warm-up** | **60 minutes or more** | **45 minutes** |
| LANES 1 through 6 - NO DIVING [General warm-up swimming] | 0 - 30 | 0 - 15 |
| LANES 2 and 5 - DIVE STARTS ONLY [Sprint, one way only] | 30 - 45 | 15 - 30 |
| LANE 1 - NO DIVING [Push off, pace 50s] | 30 - 45 | 15 - 30 |
| LANES 3, 4, & 6 - NO DIVING [General warm-up swimming] | 30 - 45 | 15 - 30 |
| LANES 2, 4 & 5 - DIVE STARTS ONLY [Sprint, one way only] | 45 - 60 | 30 - 45 |
| LANE 1 - NO DIVING [Push off, pace 50s] | 45 - 60 | 30 - 45 |
| LANES 3 & 6 - NO DIVING [General warm-up swimming] | 45 - 60 | 30 - 45 |

Warm-ups for A meets are one (1) hour and for B/C meets are 45 minutes. The same amount of time is allotted for morning and afternoon sessions. ***Ten minutes MUST be allowed between warm-ups and finals for a coaches meeting. This must be stated in your meet information. (i.e. Warm-up 7:20-8:20 ~ Meet starts 8:30).***

Additional Safety Considerations

Coaches are reminded that the responsibility for supervision of their swimmer(s) is the same at a meet as it is when they are on-deck at practice. The Meet Marshals and Officials have authority over the warm-up, through the Meet Director. A swimmer, coach and/or team may be removed from the deck for interfering with this authority or not conforming to these rules.

* Written notices regarding warm-up procedures, the no-diving rule and slip-in entry should be posted at the meet.
* Infractions against the slip-in entry procedures may, at the discretion of the Meet Officials, Meet Marshals and/or Meet Director, result in the swimmer(s) in question being barred from their next individual event.
* Discretion and common sense must be used when establishing procedures. The meet referee according to the needs of the meet may modify the above procedures.

1. Minnesota Swimming Rules for Oversized Meets

The host team will accept all entries by the entry deadline. Remember that each team hosting a meet must place the date and time or sequentially number every entry envelope as it is received, run the timeline, and then adjust the meet to fit within the four hour rule.

Guidelines to Trim Over-sized Meets

* Set the computer for 30 seconds between events for purposes of creating the timeline.
* **ABC Open Meets Only**: The entry deadline is the Wednesday of the week before the meet. If you see that your meet is becoming too large you should do the following:
* Contact the other teams hosting meets on your same weekend. Is there room in their meet for the team or teams that put you over? If so, contact the team(s) in question and let them know you have sent their entries to the other team.
* If all weekends are full, then you need to continue as follows.
* The four hour rule should be followed with the ability to finish the event once it has been started. If this is not possible, then within 48 hours after the entries have closed, the host team must **contact a Minnesota Swimming Board member possibly to shorten the time** **between events** to 25, 20, or 15 seconds and see if this 1) makes a difference, and then 2) is even possible to maintain. Contact the Board Members in this order:

1. General Chair
2. Administrative Vice-Chair
3. Age Group Chair

**The referee assigned to your meet should be notified as well as the above Board Member (s).**

* Once the four hours have been attained on the time line, the host team should contact team(s) in the other zone(s) to check their size and determine if other similar meets are being held. Some of the last teams entered by the host club may be able to enter the meet being held in the other zone.
* If this is not possible, drop relays from session(s) where the meet has become too large and refund relay splash fees to the appropriate clubs.
* In addition to dropping relays, the host team may need to drop teams from the meet based on the day and order that the entries were received. Meet fees must be refunded to all teams being dropped.

The host club should notify the referee of any steps that have been taken. These are progressive steps. The splash restriction numbers previously used by Minnesota Swimming should be for informational use only. The computer timeline will be the final indicator of the need to follow the above stated steps.

Splash Restriction Numbers

Twelve and under sessions must be limited to four (4) hours or less. The following guidelines must be used by Meet Directors and Officials:

* Every attempt should be made to limit 12 and Under sessions to four (4) hours or less.
* Afternoon sessions in which the 11 & 12 girls compete must comply with the four (4) hour limit.
* Equipment breakdowns, thunderstorms and facility problems should be subtracted from the four (4) hour elapse of time.
* If the four (4) hour limit has expired and the session can be completed within an additional 15 minutes, run out the session. If the session cannot be completed in an additional 15 minutes, stop the session when the four (4) hours have elapsed. Swim out the event that is being swum when the four (4) hour limit is reached. Our intent is to comply with the four (4) hour limit, but through the use of these guidelines we can bring the session to a sensible conclusion. These guidelines must not be used in an attempt to circumvent the four (4) hour limit.

Circuit Breaker

The circuit breaker procedure is as follows:

* Each club hosting a meet must place the date and time or sequentially number every entry envelope as it is received. THIS MUST BE DONE FOR ALL MEETS EXCEPT FOR THE CHAMPIONSHIP MEETS.
* No pre-selecting of club entries in order to include them or exclude them, by the host club is allowed. If the host club is found to be doing such, they will be barred from hosting any Minnesota Swimming/USA Swimming meet for a period of one calendar year from the date of the meet where the infraction occurred.
* The host club must immediately notify the General Chairman or his designate if the circuit breaker limit is exceeded. If unsuccessful, the Minnesota Swimming Office or some other Minnesota Swimming chair or vice-chair must be notified.
* When the following splash counts are reached, you should check your timeline. These numbers are an indication of your meet becoming oversized.

|  |  |  |  |
| --- | --- | --- | --- |
| 5 Lanes | 6 Lanes | 7 Lanes | 8 Lanes |
| 2100 | 2400 | 2700 | 3000 |

For 2-Day Meets

* The General Chair may ask the host club to establish a timeline to help in the decision.
* As a general rule of thumb, a meet session should not significantly exceed four (4) hours. This four (4) hour value is only to help indicate the significance of the timeline.
* If the General Chair or his/her designate determines that a limit must be imposed on the meet, the number of splashes stated in the table will be used. The General Chair can decide that a meet is only slightly larger than the circuit breaker value and not limit the meet.
* If the limit is reached within one club's entries, the entire club will be entered into the meet unless the sheer number of splashes for that club significantly increases the size of the meet. In that case, the whole club will be barred.
* Clubs and individual entries with the most recent time/date or highest sequence number will be removed from the meet until the cutoff circuit breaker limit is reached. The host club will notify all clubs and individuals removed from the meet, by midnight on the day following the entry cutoff date.

Entry fees must be refunded to any club not allowed to participate in the meet.

1. Rules for Open Lane Swims

|  |
| --- |
| This policy and procedure is **optional** for the Host Club. [June 21, 1994 BOD] If a club decides to use this policy at their meet, the meet MUST be sanctioned with a statement to the effect that this policy will be observed for this meet.  The Host Club MUST have a copy of this policy posted at their meet. |

* Open Lane Swims **DO NOT** count in the meet score or for individual high point scores or for award purposes.
* Swimmers must be registered in the swim meet in order to have the opportunity to participate in Open Lane Swims.
* Signup for Open Lane Swims will be on a first come basis with the Clerk of Course located on deck at the timing table.
* Open Lane signups will begin at the start of warm-ups at the first session of the meet. The cut-off time for signups will be at the start of the **previous event** to the event the swimmer wishes to swim.
* Swimmers must swim in their respective age groups and time categories and may only swim events offered at the swim meet (e.g. “A” swimmers may not swim in open lanes at B/C meets, B & C swimmers may not swim at A meets, etc. Swimmers missing heats will not be eligible to swim that event as an Open Lane Swim in a different event.
* Swimmers may swim events for which they have no previous times.
* Swimmers may not swim more than six (6) events per day, including Open Lane Swims (or 3 events per day in prelim/finals meets).
* Swimmers may scratch an event to swim an Open Lane event, in order to stay within the entry limits for timed finals and prelim/finals.
* If a swimmer chooses to scratch an event, they must contact the Clerk of Course (timing table), so that another swimmer may swim in their place.
* Please note that meet referees have the authority to place swimmers in events according to customary meet procedures. This could result in a swimmer being “bumped” from an Open Lane Swim. In such a situation, the swimmer would be notified and their money for the Open Lane Swim refunded.
* The host club may charge a splash fee for Open Lane Swims that shall not exceed 3 times the cost of the individual splash per event. This must be paid at the time of signup with the Clerk of Course. Payment may be made in cash or by a check made out to the host team. There will be NO REFUNDS for events scratched during the meet.
* The timer will record the swimmer’s watch time. The timing table will record the electronic times. The official times for Open Lane Swims must be entered in Hy-Tek as an “exhibition swim” and will be posted and recorded in the meet final results following the printed event results.

Time Trials

All time trial fees received by the host teams that are attached to a Championship/Finals sanctioned meet are kept by the host teams.

1. Relay rules and regulations

Regular Meets

There are no time standards for relay events at regularly scheduled Minnesota Swimming meets, unless otherwise stated in the meet information. Any swimmer legally entered on the club’s entry shall be eligible to compete as a relay swimmer for their **own** team provided the swimmer meets all the requirements for that particular relay team.

* For scheduled meets, relays are made up of 4 swimmers of the same gender.
* Relay participants are now allowed to include members of a specific age group (e.g. 11-12) and younger. **This does not apply to our State Meet.**
* The stated age groups for relays should now be 10 & Under, 12 & Under, 14 & Under, and so on depending on the Senior classification for that particular meet. This change is to allow clubs to fill relay events in situations where they do not have enough swimmers in one particular age group.
* All other relay rules still apply: e.g. if you use a 10 year old boy in a 12 & Under relay at a B/C meet, that ten year old cannot swim a stroke in which he has an **11-12** “A” time. Also, a swimmer may not swim the same relay in two different age groups.
* All names and ages must be written on the “relay card” in the order the swimmers will swim, and the cards must be returned to the timing table before the events is swum. Swimmers must swim in the order listed.
* B/C relay swimmers at B/C meets may not swim any stroke at any distance in which they have achieved an A or better time.

State Championship Meets

As determined by the Technical and Age Group Committees (and dependent upon whether time allows relays in championship meets), teams entered in the State Championship Meets may be allowed one relay entry per event regardless of the swimmers times, provided that one swimmer in that age group (by gender) has an individual qualifying Champ time and is entered in the meet in at least one individual event. **ALL relay swimmers must also meet the following criteria:**

* All the swimmers must be registered members of the club with which they are swimming. No unattached swimmers may swim on a relay; nor can there be an “unattached relay” entered.
* Swimmers must be listed on the club entry sheet or file in an individual event or as a “relay only” swimmer.
* If a Championship/Finals meet allows more than one club relay entry per event, additional relays in any event may be entered only if the number of swimmers they have with champ times exceeds any multiple of four plus one additional swimmer with a champ time. For example, to enter two (2) relays, you must have five (5) Champ swimmers; to enter three (3) relays, you must have nine (9).

Glossary of Terms

**A**

**A**—USA Swimming classification for [Age Group](javascript:void(0)) Swimmers. Time standards for this classification are .01 seconds faster than the BB time standard, and .01 seconds slower than the AA time standard. See USA Swimming's National Age Group Time Standards chart for current standards in specific events. See also: [NAGTS](javascript:void(0)).

**A Meet**—Meet that requires swimmers to have achieved an A time in the event(s) they wish to race.

**A/B Meet**—Meet that requires swimmers to have achieved an A or B time in the event(s) they wish to race. A swimmers and B swimmers race in separate categories.

**A/B/C Meet**—Meet that has three categories of racing: swimmers who have achieved A times, swimmers who have achieved B times and C swimmers, who have not yet achieved B times in the event(s) they wish to race.

**AA**—USA Swimming classification for Age Group Swimmers. Time standards for this classification are .01 seconds faster than the A time standard, and .01 seconds slower than the AAA time standard. See USA Swimming's National Age Group Time Standards chart for current standards in specific events. See also: [NAGTS](javascript:void(0)).

**AAA**—USA Swimming classification for Age Group Swimmers. Time standards for this classification are .01 seconds faster than the AA time standard, and .01 seconds slower than the AAAA time standard. See USA Swimming's National Age Group Time Standards chart for current standards in specific events. See also: [NAGTS](javascript:void(0)).

**AAAA**—The fastest USA Swimming classification for Age Group Swimmers. Time standards for this classification are .01 seconds faster than the AAA time standard. Any swimmer finishing in times faster than this class is nearing National cuts. See USA Swimming's National Age Group Time Standards chart for current standards in specific events. See also: [NAGTS](javascript:void(0)).

**age group swimming**—Aged-based competitive categories for youth racing. USA Swimming's National Age Group categories are: 10&under, 11-12, 13-14, 15-16, and 17-18. Other age group categories often used are: 8&under, 13&under, Pre-senior, Junior, and Senior.

**alternate(s)**—At a prelims/finals meet, the swimmer(s) who are next-fastest after the finalists. If a finalist scratches or cannot race, the first alternate will take that swimmer's place. If a second swimmer scratches, the second alternate will be allowed to race. Relays also have alternate slots.

**anti-doping**—The name given to national and international organizations that oversee the fight against doping in sports. These organizations test athletes in and out of competition to ensure they are not using prohibited, performance-enhancing substances. See banned substance.

**approved meet**—USA Swimming's term for a non-sanctioned meet run in accordance with USA swimming rules. Certain USA Swimming officials must be present. Swimmers who are not USA Swimming members can compete.

**ASCA**—Abbreviation for American Swimming Coaches Association. An organization of swimming coaches that provides certification courses, education, and other services for coaches in the United States. ASCA also hosts an annual conference that is open to coaches from around the world.

**B**

**B**—USA Swimming classification for Age Group Swimmers. Time standards for this classification are .01 seconds faster than the C time standard, and .01 seconds slower than the BB time standard. See USA Swimming's National Age Group Time Standards chart for current standards in specific events. See also: [NAGTS](javascript:void(0)).

**B Meet**—Meet that requires swimmers to have achieved a B time in the event(s) they wish to race. When B meets have no "bottom" time cut, C swimmers may also enter the meet, but they must race against B swimmers.

**B/C Meet**—Meet for swimmers who have achieved a B time in the events they wish to race, and for swimmers who race at the C level. B and C swimmers compete in separate categories. Swimmers are not allowed to compete in an event where they have already achieved an A time.

**Backstroke**—One of the 4 swimming strokes contested in meets. The primary rule is that swimmers must remain on their back for the entire race, with the exception of the last stroke before a flip turn. Backstroke is the 3rd stroke in the Individual Medley (IM) order, and it is the first leg of the Medley Relay. While the only distances contested at the Olympics are the 100 and 200 meters, swimmers of most ages and levels can compete in the 25 and 50 meters/yards as well.

**backstroke start**—Swimmers in a backstroke event begin in the water, with two feet on the wall (toes below the waterline) and holding onto the block. Some pools with gutters will allow younger swimmers to hold the gutter. If the meet uses touch pads, swimmers may be required to use the blocks.

**BB**—USA Swimming classification for Age Group Swimmers. Time standards for this classification are .01 seconds faster than the B time standard, and .01 seconds slower than the A time standard. See USA Swimming's National Age Group Time Standards chart for current standards in specific events. See also: [NAGTS](javascript:void(0)).

**bell lap**—The last two laps (50 yards or meters) of a distance event. When the swimmer in the lead is under the flags just before their turn into the last two laps of the race, the starter will ring a bell over that swimmer's lane.

**best time—**The fastest time a swimmer has ever achieved in an event. See "personal best."

**block(s)**—The platform(s) at the end of each lane used to dive from at the start of a race. Blocks come in a variety of shapes and styles, some permanent and some movable. Most have either a horizontal bar or a cutout to use as a handhold on the backstroke start.

**bonus heat**—Also sometimes called consolation finals, this is an extra heat held during the finals session of a prelims/finals meet, usually for the swimmers who are next fastest after the top swimmers (who race in the finals heat). "Bonus heat" can also refer to the swimmers who are next fastest after the swimmers who are in the consolation finals heat.

**break out**—The moment when a swimmers breaks the surface of the water after pushing off the wall or after their start. Generally refers to the transition from underwater kicking to swimming full strokes.

**breaststroke kick**—Sometimes called "frog kick" or "whip kick," the feet are brought "up, out, and around," and the legs apart and together symmetrically and simultaneously.

**Breaststroke—**One of the 4 swimming strokes contested in meets. While the only distances contested at the Olympics are the 100 and 200 meters, swimmers of most ages and levels can compete in the 25 and 50 meters/yards as well. A "short-axis" stroke, breaststroke is sometimes called "frog stroke" among beginning and recreational swimmers.

**Bulkhead**—A movable platform used to divide a large pool into two sections. Most commonly used to convert a long course pool into a short course pool.

**Butterfly**—One of the 4 swimming strokes contested in meets. Frequently called "fly" for short, the stroke is a "short-axis" stroke in which the feet must stay together, and both arms recover over the water simultaneously. Swimmers must touch the wall with two hands. Butterfly began as a form of breaststroke, and was legitimized as a unique stroke by FINA in the 1950s.

**Button**—Part of a computerized, electronic timing system; also called a plunger. Every lane has buttons used by timing officials for manual timing of races.

**C**

**championship meet**—End-of-season meet. For most championship meets, swimmers must have achieved qualifying times in the events they wish to swim.

**check-in**—What a swimmer must do when they arrive at a meet to verify with meet officials that they are present. (This is often called a positive check-in at USA Swimming meets.) If swimmers do not check-in at a deck-seeded meet, they will not be able to race. Check-in should be the very first thing swimmers do when they arrive at a meet.

**circle seeding**—A method of seeding preliminary heats in which the fastest swimmers race in the middle of the pool and in separate heats. For example, the three fastest swimmers are typically assigned to swim in lane 4 of the last three heats of an event. Seeding method varies according to the number of lanes in the pool.

**closed competition**—A competition or meet that is only open to members of a certain team or league. Most summer league meets are closed competitions.

**Colorado timing**—One brand of electronic timing often used at swim meets.

**consolation finals—**The next fastest swimmers in an event at a prelims/finals meet will often race in consolation finals. This heat is raced just before the finals (or championship) heat, and, depending on the number of lanes in the pool, is made up of the swimmers who finished 7th through 12th or 9th through 18th in the preliminary races.

**course**—The length of a pool. Long course pools are 50 meters (or occasionally 50 yards), while short course pools are 25 yards or 25 meters. There are two seasons for competitive swimming: long course season and short course season.

**cut**—See qualifying time.

**D**

**deck**—The area surrounding a pool. The deck (or a roped off portion of the deck) is reserved for swimmers, officials, and coaches at the vast majority of USA Swimming meets. In order to access the deck at elite-level competitions even swimmers, coaches and officials must show a valid credential issued by meet organizers.

**deck entries**—Meet entries submitted on the day of a meet. Not all meets allow deck entries.

**Deck Pass**—USA Swimming online portal that **lets you check membership and certification status,**as well as track swimmers’ times and reward them with digital incentives.

**deck seeding**—In deck seeded meets, swimmers are assigned to their heat and lane only after they have reported to a staging area (sometimes called the bull pen) prior to their event.

**developmental meet**—A USA Swimming term for an early-season meet in which all swimmers can compete.

**disqualification**—At a meet, when a swimmer breaks a rule of swimming, they are disqualified. (For example, if a swimmer finishes a breaststroke race by touching the wall with only one hand, instead of two.) Their race is "not counted," and the swimmer will not receive a time. Disqualifications are indicated on meet results with "DQ" in place of the swimmer's time. During the race, meet officials will indicate a disqualification by raising one arm with an open hand above their head. Swimmers and coaches will receive a notice that shows the reason for the disqualification.

**distance**—How far a swimmer swims.

**distance event**—Typically distance events are considered to be any races that are more than 400 meters or 500 yards.

**Dive**—Hands-first entry into a pool.

**dolphin kick**—The kick used in the butterfly stroke, where feet remain together, kicking up and down simultaneously. Dolphin kick is most effective when the kick begins at the hip and the knees do not bend too much.

**double-dual meet**—A meet in which three teams compete, and each team is scored against the other two independently.

**double-whistle**—The whistle indication from officials that the next heat of swimmers is about to be called to step onto the blocks for their race.

**DQ—**Abbreviation for [disqualification](javascript:void(0)).

**dropped time**—See personal best.

**dry side**—USA Swimming term for the part of their rule book that addresses the administrative rules for a meet.

**dual meet**—Meet in which two teams compete against each other.

**E**

**electronic timing**—Timing system for swim meets that is integrates all the components (starters buzzer, block sensors, touch pads, video cameras, etc.) through a central computer system. When the starter presses the buzzer at the start of each race, the computer starts the clock running in all lanes simultaneously. The clock in each lane stops only when the swimmer hits the touch pad with sufficient force (in a fully automatic system), or when the three lane timers each push their button (in a semi-automatic system). Electronic timing systems can track opening splits for swimmers in multi-lap events, finish order and other race data, including photo finishes.

**eligible to compete**—Swimmers who are registered with their governing body (USA Swimming, for example), have paid their meet registration fees, and have met any qualification standards are eligible to compete.

**entry chairperson**—The person responsible for making sure meet entries are received on time and are accurate. This person is associated with the club or team hosting the meet. Their duties also include notifying teams of errors on the entry forms and returning entries received after the deadline or after the meet is full (if there is an entry limit).

**entry deadline**—The date by which meet entries must be postmarked. Online entries must be submitted by the entry deadline as well. Due to entry limits, the deadline is often moot.

**entry fees**—The amount charged to a swimmer for entering an event. (This fee is usually charged per event.) Relays are also charged this entry fee (one fee per relay, not per swimmer). Entry fees vary.

**entry form**—Form used to enter a meet.

**entry limit**—The maximum number of swimmers accepted to swim in a meet, often because of time or space constraints. Most meets have an entry limit.

**event**—A race, identified by the distance and stroke. One event often includes preliminary heats and a finals race. An event can also be a series of heats, which are timed-finals.

**exchange**—In a relay, when one swimmer touches the wall and the next leaves the blocks.

**F**

**failed swim**—When a swimmer does not meet the time standard for an event at a meet where proof of time standard is required.

**false start**—In a race, when a swimmer leaves the starting block before the starter sounds the buzzer (beep).

**fastest to slowest seeding**—A method of assigning swimmers to heats and lanes, in which the fastest swimmers are assigned to the first heat, and the slowest in the last heat. This seeding system is used in distance events, which are usually raced at the end of a session.

**Fastskin**—A type of technical competition suit made by Speedo.

**FINA**—The international governing body for aquatic sports, including swimming. (FINA also governs diving, synchronized swimming, water polo and open water swimming.) FINA makes the rules for the sport of swimming.

**final results**—Official results from a meet, typically printed and posted at the meet venue.

**Finals**—The last, championship race of an event. The swimmers with the fastest times in the preliminary heats race in finals. See also [consolation finals](javascript:void(0)) and timed finals.

**finish (of the race)**—The last 5-15 meters of a race or swim.

**Flags**—Also called backstroke flags, these are the colored, triangular flags that hang across a pool, approximately 15 feet (or 5 meters) from either end. Backstrokers use the flags to anticipate where the wall is.

**flip turn**—Used to transition between laps by doing a forward somersault before the wall. Used in freestyle and backstroke events. The freestyle and backstroke flip turns are slightly different. There is also a backstroke-to-breaststroke flip turn that is completely different than the freestyle/backstroke flip turn.

**flutter kick**—The rapid, up-and-down kick used in both freestyle and backstroke. Efficient flutter kicks are small and very rapid leg movements that cause the water to "boil" without splashing too much.

**Format**—Usually refers to meet format: type of meet and order of events. See timed final and [prelim/final](javascript:void(0)).

**four-hour rule—**USA Swimming rule that keeps timed finals meets for 12-and-unders to 4 hours or less, and prelims/finals meets to less than 8 hours total (for both sessions).

**Freestyle**—One of the four competitive strokes. Sometimes called "the crawl," freestyle is a long-axis stroke.

**freestyle relay**—A freestyle race in which four swimmers each swim one-fourth the total distance of the race. Two relays are contested at the Olympics: 400m (or 4 x 100m) and 800m (or 4 x 200m). Shorter races are sometimes offered at other levels of competition: 4 x 25 yards/meters, and 4 x 50yards/meters.

**G**

**gutter**—Trough around the edge of a pool that collects water and directs it out of the pool and through the filter system. Some gutters are designed to keep waves from bouncing off the wall and back into the pool.

**H**

**head timer**—The timer in charge of all other timers. The head timer is responsible for organizing timers before the meet, providing instruction prior to the start of competition, and assigning timers to lanes. The head timer also serves as a backup timer in case a watch fails or a timer misses the start of a race.

**heat** —The term for one race, when there are too many swimmers entered in an event for them to all race at once. Winners of the event are determined after all heats have raced, and the times of each swimmer have been compared to those of the swimmers in all other heats of the same event.

**heat award**—Given to the winner of a heat at age group meets. This award, usually a ribbon, is not always given out.

**heat sheet**—The list of events to be contested at a meet, which shows the names of the swimmers who entered the event and their entry times. The heat sheet is often available for purchase.

**high point**—A USA Swimming award given to the swimmer who scores the most points in their age group at a given meet. This award is not always given out.

**Horn**— Sometimes used in place of a starters buzzer at a meet. Typically the horn is part of an automatic timing system.

**Hy-Tek**—Swimming software that tracks meet entries and results.

**I**

**IM**—Shorthand for the "Individual Medley," pronounced "eye-em." See individual medley.

**individual medley**—One of the events contested in a meet, in which contestants swim lengths of all four strokes in a specific order: butterfly, backstroke, breaststroke, freestyle. The number of lengths of each stroke depends on the event's distance. Events offered are usually 100 yards/meters (25 yards/meters each stroke), 200 yards/meters (50 yards/meters each), and 400 yards/meters (100 yards/meters each).

**Invitational**—A meet in which every participating team has been invited by organizers.

**J**

**Jump**—See false start.

**Junior Olympics**—An age group championship meet offered and run by USA Swimming's local swimming committees (LSCs).

**Juniors**—USA Swimming's championship meet for swimmers who are 18 years or younger and meet certain qualifying times.

**L**

**Lane**—The space between lane lines, or between a lane line and the wall. Lanes are approximately 2.5 meters (8 feet) wide.

**lane line**—The cables or "ropes" strung the length of the pool (from the blocks to the opposite wall) that divide the water into lanes. Modern lane line ropes are covered in plastic flotation pieces that absorb or eliminate the wakes created by swimmers (referred to as wave- or wake-eating lane lines).

**lane markings**—The black lines at the bottom of the pool marking the middle of each lane. The black lines end in a T at both ends to indicate that the wall is near.

**lane timer**—See [timer](javascript:void(0)).

**Lap—**Typically refers to one length of a pool. Technically, and in years past, a lap used to mean "down and back" or two lengths of a pool, but the term generally does not mean that in modern times!

**lap counter**—Large, plastic cards printed with numbers. In distance freestyle events (500 yards or longer) these cards are held underwater at end opposite the starting blocks to help the swimmer keep track of where they are in the race. The counters show odd numbers, with the last panel covered by a bright orange square. When the swimmer is making the final turn into the last lap of the race, the person holding their counter will display the bright orange card, instead of a number.

**Lapped**—Term for when the first person in a lane catches up to and passes the last person in the lane.

**late entries**—Meet entries that are received by the meet host after the entry deadline. Late entries are typically returned to the sender.

**LC—**Abbreviation for long course.

**LCM**—Abbreviation for long course meters.

**lead off**—The first swimmer in a relay; the "lead-off" swimmer swims the first leg.

**leg (of a relay)**—One swimmer's portion of a relay; there are 4 legs of each relay in a meet.

**Length**—Once across the pool.

**Local Swimming Committee**—USA Swimming term for a local or regional governing body. Abbreviated LSC.

**long course**—See long course pool.

**long course meters**—Refers to a pool that is 50 meters long. Abbreviated LCM.

**long course pool**—A pool that is 50 meters (or, in rare cases, yards) long. Summer is long course season in the United States.

**long distance**—Any swimming event more than 400 meters or 500 yards.

**long whistle**—At a meet the referee will sound one long whistle as a signal to swimmers in the race to step onto the blocks. In a backstroke race, this is the signal that swimmers may jump into the water. For swimmers who are not able to dive from the blocks, the long whistle is their cue to stand next to the block with their toes over the edge of the deck.

**LSC**—Abbreviation for Local Swimming Committee.

**M**

**mark**—See take your mark.

**medley relay**—A race in which four swimmers each swim one-fourth the total distance. Each swimmer swims a different stroke, and the strokes must swum in this order: backstroke, breaststroke, butterfly, freestyle. Two medley relays are contested at the Olympics: 200m (or 4 x 50m) and 400m (or 4 x 100m). A shorter race (4 x 25 yards/meters) is frequently offered at other levels of competition.

**meet**—A swimming competition. Meets consist of events, which almost always have numerous heats each. There are many meet formats, but the most common are prelims/finals and timed finals.

**meet director**—The official in charge of meet administration.

**meet marshal**—Meet official responsible for making sure the warm-up pool is safe, that swimmers are abiding the warm-up pool rules, and that the entire venue is safe.

**meet program**—Shows the heat and lane assignments for each swimmer participating in each event. The events are listed in the order in which they will be swum. The program is usually for sale at the meet entrance.

**meet referee**—Official in charge of a swimming meet. The meet referee has authority over all other officials.

**middle distance**—Events that are between 200 and 400 meters/yards long.

**Mile**—An event in both long course and short course meets, either 1500 meters or 1650 yards. (Both events are both technically short of a mile.)

**N**

**NAGTS**—Abbreviation for national age group time standards set by USA Swimming.

**NAIA**—Acronym for National Association of Intercollegiate Athletics.

**natatorium**—An indoor pool.

**National Age Group Recognition Program**—Recognizes the top 10 swimmers in each event, by age from 11 through 18. Awards are given for each gender in both long course and short course events. To be eligible, swimmers must be USA Swimming members when they achieve their time and they must do so in a USA Swimming sanctioned meet or an observed swim/meet.

**national age group time standard**—USA Swimming standards for age group swimmers. Specific time standards change annually, and vary according to the event or purpose of the standard.

**Nationals**—Nickname for a National Championship meet, an annual event at which swimmers from the host country compete to be the National Champion (or, winner) in each event.

**NCAA**—Acronym for National Collegiate Athletic Association.

**negative split**—Swimming a race so that the second half of the race is faster than the first half.

**NGB**—Acronym for National Governing Body.

**no time**—See [NT](javascript:void(0)).

**non-conforming time**—A time used to enter a meet that was earned in a pool of different course than the one the meet will be held in. For example, a swimmer who enters a long course time for a short course meet has submitted a "non-conforming time."

**novelty meet**—USA Swimming term for a meet that offers shortened sessions or limited events, and does not fit into one of their established meet categories.

**NRT**—Abbreviation for national reportable time.

**NT**—USA Swimming abbreviation for "no time." Appears in place of a time on the heat sheet to indicate that a swimmer has not raced the event before.

**O**

**observed meet**—USA Swimming term for when enough USA Swimming officials are present at a meet that is not being run under USA Swimming sanction (rules) to ensure that swimmers' races conform to USA Swimming's technical rules. In order for a meet to be observed, approval of such a request must be obtained in advance.

**observed swim**—When a swimmer's race in a non-USA-Swimming sanctioned meet is observed by USA Swimming officials for conformance with USA Swimming's rules. Similar to an observed meet, the swimmer must request that their race be observed, and the request must be approved. Swimmers may do this when they are attempting to meet a USA Swimming qualifying time or set a USA Swimming record in a non-USA-Swimming meet.

**official**—Someone on deck at a meet who is in charge of enforcing the rules governing the competition. Officials at USA Swimming meets are: stroke and turn judges, administrative officials, starters, timers, and referees.

**official time**—Race result, or swimmer's time from a race, that has been checked and validated by meet officials.

**Olympic trials**—Meet at which swimmers race for spots on the Olympic team. This is a long course meet, held in the year of the Olympics Games, typically a number of weeks before the Games.

**Omega**—A brand of electronic, automatic timing.

**On deck**—Refers to the batter who is next up in the batting order. The on-deck batter stands outside the dugout to prepare for his plate appearance.

**open competition**—A competition that can be entered by any swimmer, club, team, or organization that qualifies.

**open turn**—To touch the wall with a hand, bring the feet to the wall, and immediately push off for the next lap. Competitive swimmers use open turns when swimming consecutive laps of breaststroke or butterfly, or when there is a transition between strokes (such as in the individual medley events). Used by non-competitive swimmers in place of a flip turn.

**open water**—Any non-pool swimming locale, typically oceans, lakes, and rivers.

**OT**—USA Swimming abbreviation for official time.

**out-touch**—To win a race by a tenth or hundredths of a second; to just barely beat a competitor to the wall.

**P**

**pace**—Swimming speed.  

**pace clock**—Large clock showing seconds that is located on the pool deck, typically at both ends of the pool. Swimmers use the clock to keep track of their times (and send-offs or intervals) during a workout. Some pace clocks are traditional clock faces with only minute and second hands, and others are digital clocks that cycle from 00:00 through 59:59 every hour. All pace clocks should be turned off during a meet.

**PB** - See personal best.

**personal best**—Also called "PB" for short, this is the fastest time a swimmer has ever achieved in an event. PBs are often used in goal-setting and to chart improvement over the course of one or more seasons.

**positive check-in**—USA Swimming term for when a swimmer checks-in at the beginning of a meet. At deck-seeded and pre-seeded meets, this is required or the swimmer may be scratched from the event(s) he/she is entered in.

**Postal Event**—U.S. Masters Swimming term for a national competition where every entrant swims in their home pool and mails their results to the event host. US Masters hosts several Postal Events every year.

**prelim**—See preliminary heats.

**prelim/final**—A meet format in which there are two sessions: one for preliminary heats and a second (usually held later in the day) for finals races. In finals, the fastest swimmers from the preliminary heats of each event will race for the final medals/places. Most often preliminary heats and finals are on the same day.

**preliminary heats**—Heats of an event that are raced to determine who will race for medals/ribbons in the finals of an event. In most meets "prelims," as they are often called, are held in the morning, and finals later the same day.

**prelims**—See preliminary heats.

**pre-seeded events**—Events in which swimmers know their heat and lane assignments by looking at either a posted heat sheet or the meet's program.

**proof of time**—An official record of a swimmer's time in an event. This is often required when swimmers are entering meets with qualifying times.

**psych(e) sheet**—A list of all the swimmers entered in a meet. Swimmers are listed first by event, and then within each event from fastest to slowest.

**push off**—To literally push off the wall.

**Q**

**QT**—See qualifying time.

**Q-time**—See qualifying time.

**quad-meet**—A meet with four teams competing against one another.

**qualifying time**—The time a swimmer must have achieved previously in an event in order to enter a meet. See also time standard.

**R**

**ready room**—A room near competition start area where swimmers in the upcoming heat gather just before they proceed to the starting blocks. Typically used for the finals session of a prelims/finals meet. At national championship events, swimmers usually are required to report to the ready room prior to all heats, including preliminaries.

**recall rope**—Also false start rope. A rope dropped across swimmers to stop them, when the starter tries to stop swimmers and re-start the race.

**referee**—The official in charge of the meet. The referee is the final authority in all disputes or other matters related to the conduct of the meet.

**region**—A grouping of LSCs, similar to sections, organized to reduce the amount of travel to competition.

**relay**—A race in which four swimmers compete as a team. All the swimmers must swim an equal distance in the race. At practices, a relay simply means a multi-person race, the rules of which are limited only by the imaginations of the coach. For details on competitive events see [freestyle relay](javascript:void(0)) and medley relay.

**relay exchange**—When one swimmer finishes his/her leg of the relay and the next swimmer starts.

**relay leg**—See [leg](javascript:void(0)).

**relay start**—Dive done by the 2nd, 3rd and 4th swimmers in a relay, in which the swimmer is allowed to "wind up" or carry some momentum into their dive, so long as they do not leave the block before the swimmer in the water touches the wall. Usually this is done by taking one step from the back to the front of the blocks and swinging the arms forward.

**rim-flow gutter**—One of the design elements of a fast pool, these gutters allow water to flow out of the pool, eliminating wakes and waves that "bounce back."

**S**

**sanction**—The permit or rules which govern a competition.

**sanction fee**—The fee charged to obtain a sanction.

**sanctioned meet**—A meet approved and permitted by a governing body. USA Swimming sanctioned meets are conducted under the rules of USA Swimming and every person in attendance (from swimmers to coaches to officials) must be a member of USA Swimming.

**SCM**—Abbreviation for Short Course Meters.

**scratch**—To withdraw from an event in which the swimmer is entered. There is typically a time deadline by which swimmers must scratch, if they do not want to race. If swimmers fail to show up to the blocks for an event in which they are still entered (or have not scratched), they may sometimes be barred from competing in other events in that session or that meet.

**SCY**—Abbreviation for Short Course Yards.

**section**—A group of LSCs within a USA Swimming Zone.

**sectionals**—Nickname for USA Swimming's Speedo Championship Series.

**seed**—A swimmer's heat and lane assignment for an event. The swimmer with the fastest entry time is usually assigned to lane 4 in the last (fastest) heat. Example: "Michael is the top seed in the 50 breaststroke."

**seed times**—The times used to assign swimmers to heats and lanes for an event at a meet. These are usually the entry times.

**seeding**—Swimmers heat and lane assignments for each event in a meet. Seeding is done according to swimmers' entry times.

**seeding times**—See seed times.

**session**—Part of a swimming meet, usually preceded by opening the competition pool to warm-up. Events held in a session vary, depending on the meet format and the meet's sanction.

**short course**—See short course pool.

**short course meters**—See short course pool.

**short course pool**—A pool that is 25 yards/meters long.

**short course yards**—See short course pool.

**skin suit**—Slang for technical suit.

**specialty**—A swimmer's best stroke.

**Speedo Championship Series**—Originally called "sectionals," these open, USA Swimming sanctioned, senior-level meets are typically offered in each Zone during the spring or summer.

**split**—A swimmer's time for a portion of a race.

**sprint**—A short, "all-out" race. Anything 100 yards/meters or less is considered a sprint.

**stand up**—The command swimmers may hear from the starter, asking them to stand up out of their start position.

**start**—The beginning of a race.

**start position**—The position a swimmer takes when the starter says, "Take your mark."

**starter**—The official in charge of beginning races and ensuring that the start of each race is fair, or without false starts. The starter asks swimmers to step onto the blocks, gives the command for them to take their marks, and signals the start of the race. If there is a false start, the starter will call the swimmers back to the blocks for a fair re-start.

**Starting buzzer**—Used by starter to begin races at a meet. Starters typically use a buzzer with flash that’s connected to an automatic timing system, and sounds a "buzz” or “beep.”

**starting blocks**—Platforms at the end of the pool from which swimmers dive at the start of a race. Each lane will have a starting block.

**starts**—The beginning of a race. Sometimes refers to the first few meters of a race including: dives or backstroke starts, "underwater work," and the breakout.

**step down**—The command swimmers may hear from the starter, asking them to step off the blocks.

**stopwatch**—Handheld watch used by timers and coaches to record a swimmer's time in an event. In meets with electronic timing, timers will still use stopwatches to record back-up times, in case the electronic timing system fails.

**streamline**—The most hydro-dynamic position a swimmer can have in the water. Arms are straight above the head, squeezing the ears; hands are sandwiched one on top of the other; legs and feet are pressed together, with toes pointed.

**stroke**—The style of swimming. There are four competitive swimming strokes: freestyle, backstroke, breaststroke and butterfly. The term "stroke" can also refer to a stroke cycle, as in: "On that last stroke, your elbow dropped below your wrist again."

**stroke and turn judge**—Officials who walk along the side of the pool during a race to ensure all swimmers are swimming with legal strokes. If a stroke and turn judge sees a swimmer doing something illegal, they inform the meet referee, who can decide to disqualify the swimmer.

**stroke judge**—See stroke and turn judge.

**submitted time**—The time a swimmer gives when they enter a meet. With few exceptions, submitted times must have been recorded in a prior meet.

**Swim America**—Professional swimming lesson program, which is licensed to coaches and instructors by the American Swim Coaches Association (ASCA).

**swim-off**—A tie-breaker race. Used at prelims/finals-formatted meets to determine which swimmer gets to race in finals, or if there is a tie for the alternate spots.

**SWIMS**—USA Swimming database that tracks every time swum by every swimmer.

**T**

**taper**—The final recovery phase of a training plan before an end-of-season championship meet. During taper, the swimmer reduces the intensity and length of workouts in the weeks or days leading into an important race. This allows the body to fully recover, or repair itself, from the training of the previous weeks and months. Some athletes will taper only once a year. Others will taper two or three times a year.

**team records**—Team statistics, which show the fastest times ever swum by team members. Records usually show the swimmer's name, their time in each event, and the year the record was set. Records are usually kept for every age group.

**technical suit**—Expensive racing suits made of highly-technical materials and fabrics that compress muscles for more efficient movement, "shed" water to create less drag, and otherwise help a swimmer to swim faster. Certain styles of technical suits are prohibited in competition for age group swimmers.

**time card**—The card used to record a swimmer's splits and final time for a race. If time cards are used at a meet, they are given to swimmers prior to their races. This is not common at USA Swimming meets.

**time standard**—A time set by teams or local organizations or national governing bodies that a swimmer must achieve in order to enter a meet or achieve some level of recognition.

**time trial**—A practice race, often used to evaluate improvement or establish a time to use for meet entry.

**timed final**—Meet format in which swimmers' times from the heats are their final time in the event. The swimmers with the fastest times are the event winners.

**timer**—Volunteer at a swim meet who stands at the finish end of the pool and is responsible for timing the swimmer in their lane. Each lane must have at least two, but preferably three, timers. Some electronic systems will have buttons for each timer to push, which stops the clock for that lane. Timers also will have stopwatches, which are used to record backup times, in case the electronic timing system fails.

**Top 10 Award**—USA Swimming's award to the fastest 10 swimmers in the country, given to each gender in every age group for each event (used to be 16). In order to be considered for the award, swimmers must have met the NRT standard.

**touch**—The finish of a race; to touch the wall.

**touch pad**—A soft, black pad placed in the water across each lane at both the start and turn ends of the pool, the touch pad is part of an electronic timing system. Swimmers stop the clock for their lane when they hit the pad. Swimmers must hit the touch pad with enough force to stop the clock.

**travel fund**—Account used to reimburse certain athletes for their travel expenses to national-level competitions. Most national governing bodies have a travel fund to support and encourage qualified and promising athletes. Qualifications vary.

**tri-meet**—A meet with three teams competing against one another.

**turns**—See [open turn](javascript:void(0)) and flip turn.

**U**

**unattached**—To race without representing a team. Represented by "UN" or "UNAT" in the meet program.

**unofficial time**—The times that appear on the scoreboard immediately after a race. Race results must be checked by meet officials before they are deemed "official."

**USA Card number**—See [USA-S ID Number](javascript:void(0)).

**USA Swimming**—The national governing body of youth swimming in the United States.

**USA-S**—Abbreviation for USA Swimming.

**USA-S ID Number**—Identification number for USA Swimming members, which is based on a swimmers' name and birthday.

**USMS**—Abbreviation for United States Masters Swimming. USMS is the national governing body for competitive swimmers 25 years of age or older, with age groups spanning five year increments up to 100-104.

**W**

**warm-down**—Easy, recovery swimming done after a workout or after a race.

**warm-up**—The process of getting ready to race or preparing for a main set at practice. Warm-up is both a physical (or physiological) and mental process.

**watches**—See [stopwatch](javascript:void(0)).

**Y**

**yardage**—Slang for distance, either yards or meters. Example: "How much yardage did you do today?"

**Z**

**Zone(s)**—USA Swimming term used to divide the United States into 4 pieces: Western, Eastern, Southern and Central Zones. Each Zone holds its own championship meet for age group swimmers every August.