



**MINNESOTA
SWIMMING**

Swim Meet Rules and Regulations Manual

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Preface to Swim Meet Rules and Regulations Manual

The intent of this manual is to organize information regarding swim meet rules and regulations and to refer the reader to the related Minnesota Swimming Inc. (MNSI) policy or USA Swimming rule. Note: MNSI uses its website (www.mnswim.org) and USA Swimming its web site (www.usaswimming.org) as the primary tool for the dissemination of information and communication with its membership. The reader should keep in mind that certain rules and regulations may be updated from time to time, thus, visiting the appropriate web site location for the most current documents under each category is recommended. For categories not found in this document, please refer to the Minnesota Swimming Bylaws, the Minnesota Swimming Policies and Procedures Manual, or other listings on the Minnesota Swimming web site.

Table of Contents

1.0 REGISTRATION.....	5
1.1 Registration of Athletes.....	5
1.2 Non-Registered Athletes.....	5
1.3 Registration of Non-Athletes.....	5
1.3.1 Non-Athlete Member Check-in for Swim Meets (Policy #603).....	5
1.4 Club Affiliation.....	7
2.0 PRE-MEET PROCEDURES.....	7
2.1 Meet Schedules.....	7
2.2 Bid Procedures.....	7
2.3 Meet Specifications.....	8
2.3.1 Closed Meets (Policy #201) (amended 10-15-19).....	8
2.3.2 Conference Rules Exemptions (Policy #202).....	8
2.4 Meet Sanctions.....	8
2.4.1 Meet Sanction Deposit (Policy #220A).....	9
2.4.2 Protecting “A Meets” (Policy #220C).....	9
2.4.3 Sanction Violations (Policy #221).....	9
2.4.4 Time Trials Sanction Fee (Policy #234).....	10
2.4.5 Time Trials (Policy #234A) (appended 6-18-13) (amended 11-15-16).....	10
2.4.6 Invitational Meet Sanction Fees.....	10
2.4.7 Outstanding Balances (Policy #220F).....	10
2.5 Team Zoning.....	10
2.6 Meet Information.....	10
2.6.1 Changes to Meet Information (Policy #240B).....	10

MNSI Swim Meet Rules and Regulations

2.6.2	Unsanctioned Meet Information (Policy #240)	10
2.6.3	Distribution of Meet Information (Policy #240A)	11
2.7	Order of Events (Policy#241A)	11
2.7.1	Special Order of Events (Policy #241B)	11
2.7.2	Age Group Categories	11
2.7.3	(Saved for future use)	11
2.7.4	Relays in "A" Meets (Policy #241C)	11
2.7.5	800 Free Relay (Policy #241D)	11
2.7.6	Senior Events (Policy #241E)	11
2.8	Recon File	11
2.9	Required Meet Personnel	12
2.9.1	Officials	12
2.9.2	Meet Director	12
2.9.3	Meet Marshals	12
2.9.4	Lane Timers (Policy #256)	12
2.9.5	Safety Officer	12
2.9.6	Other Meet Positions	13
2.10	Failure to Hold a Meet	13
2.11	Time Standards	13
2.12	Entry Fees and Surcharges	13
2.12.1	Splash Fees for Scheduled Bid Meets (Policy #231) (adopted 9/17/19)	13
B)	Splash Fees: Non-State and State Championships splash fee	13
C)	**MNSI Splash Fee (effective 4/01/20)	14
2.12.2	Fee Policy (Policy 231) (adopted February 2015)	14
2.12.3	Meet Registration Fee (Policy #231) (to be retired 3/31/20)	14
2.12.4	Non-Bid Meet Splash Income (to be retired 3/31/20)	15
2.12.5	Seasonal Championship Splash Fee (Policy #239) (adopted September 2017, amended October 2017)	15
2.13	Entry Format	16
2.14	Entry Limits	16
2.15	Disabled Swimmers	16
2.16	Entry Guidelines	16
2.16.1	Entry Deadline (Policy #242)	16
2.16.2	No Times Entries (Policy #242A)	17

MNSI Swim Meet Rules and Regulations

2.16.3 Non-conforming Entries (Policy #242B)	17
2.16.4 Entries from Satellite Clubs (Policy #242C)	17
2.16.5 Host Club Entries (Policy #242D) (amended 4-15-14)	17
2.16.6 Proof of Times Requirement for Championship Meets (Policy #242E)	17
2.16.7 Falsified Entries (Policy #246)	18
2.16.8 Meet Fines (Policy #238) (Retired 11-15-16, see policy #242E)	18
2.16.9 Relay Participation Limit (Policy #248)	18
2.16.10 Start Date to Accept Entries (Policy #249)	18
3.0 GUIDELINES FOR CONDUCTING A MEET	18
3.1 USA Swimming Deck Credentials	18
3.2 Safety Requirements	18
3.3 Warm Ups	18
3.4 Computer Operations.....	19
3.5 Scratch Rules	19
3.5.2 Relay Scratch Rule	20
3.6 Meet Length	21
3.6.1 Four-Hour Rule (Policy #244) (Amended November 2013).....	21
3.6.2 Five-Hour Rule (Policy #245) (Amended November 2013).....	22
3.7 Failure to Achieve Time Standard (Policy #247) (retired 11-15-16).....	22
3.8 Open Lanes (Policy #251)	22
3.9 Flyover Starts (Policy #252)	22
3.10 Seeding Distance Events (Policy #243A) (Amended November 2013).....	23
3.11 Awards.....	23
3.11.1 Meet Awards (Policy #260)	23
3.11.2 Award Availability (Policy #260A)	23
3.11.3 Medals.....	23
3.11.4 Best Time Ribbons (Policy #262)	23
3.11.5 ABC Finals Awards (Policy #263).....	23
3.12 Time Trials	23
3.13 Team Standings	24
3.14 Mask/Cloth Face Covering Protocol for Swim Meets (Policy #291)	24
4.0 POST MEET PROCEDURES	25
4.1 Results.....	25
4.1.1 Meet Summary.....	25

MNSI Swim Meet Rules and Regulations

4.2	Meet Paperwork.....	25
4.3	Meet Registration Report	25
4.4	Officials Verification Form	25
4.5	Meet Financial Report.....	25
4.5.1	Unscheduled Meets (Policy #236).....	26
4.6	Reports of Occurrences	26
4.7	Online Meet Evaluation Survey	26
4.8	State Records (Policy #264).....	26
5.0	MNSI CHAMPIONSHIP MEETS.....	27
5.1	Eligibility	27
5.1.1	Event Eligibility Regardless of Course (Policy #321A).....	27
5.1.2	Aging Up For Championships Meets (Policy #402)	27
5.2	Championship Time Standards	27
5.3	Proof of Time	28
5.4	Relays (Policy #320)	28
5.4.1	10 and Under Relays (Policy #302A).....	28
5.4.2	State Championship 800 Free Relays (Policy #321) Corrected 5.4.2 section title: 6.05.13.....	28
5.4.3	Relay Entry Limits.....	28
5.5	Winter State Meet.....	29
6.0	AMENDMENTS TO MNSI RULES AND REGULATIONS.....	29

TITLE	REFERENCE NUMBER	ADOPTED
4-Hour Rule	Section 3.6.1 (Policy #244)	February 2012
Entry Fees and Surcharges	Section 2.12 (Policy #231)	September 2012
Registration	Section 1.1 (Policy #230)	November 2012
Meet Sanctions	Section 2.4 (Policy #220E)	November 2012
Aging Up	Section 2.7.3	November 1994
Seeding Distance Events	Section 3.10 (Policy #243A)	January 2013
Relay Participation Limit	Section 2.16.9 (Policy #248)	January 2013
State Championship 800 Free Relays	Section 5.4.2 (Policy #321)	June 2013 section title corrected
Time Trials	Section 2.4.5 (Policy #234A)	June 2013
State Records	Section 4.8 (policy 264)	November 2011
Open Lanes	Section 3.8 (Policy #251)	September 2013
Seeding Distance Events	Section 3.10 (Policy #243A)	September 2013
Warm-Ups	Section 3.3 (Policy #250)	October 2013 corrected
Seeding Distance Events	Section 3.10 (Policy #243A)	November 2013

MNSI Swim Meet Rules and Regulations

4-Hour Rule	Section 3.6.1 (Policy #244)	November 2013
5-Hour Rule	Section 3.6.2 (Policy #245)	November 2013
Host Club Entries	Section 2.16.5 (Policy #242D)	April 2014
Start Date to Accept Entries	Section 2.16.10 (Policy #249)	April 2014
Invitational Meet Sanction Fees	Section 2.4.6 (Policy #235)	September 2014 (retired)
Championship Time Standards	Section 2.11 (Policy #210)	September 2014 (retired)
Medals	3.11.3 (Policy #261)	September 2014 (retired)
Unscheduled Meets	4.5.1 (Policy #236)	September 2014 (retired)
Meet Summary	4.1.1 (Policy #270)	September 2014 (retired)
Championship Time Standards	5.2 (Policy #322)	September 2014 (retired)
Winter State Meet Bonus Swims	5.5 (Policy #330)	September 2014 (retired)
Age Group Categories	2.7.2 (Policy #401)	September 2014 (retired)
Meet Sanctions	Section 2.4 (Policy #220E)	November 2014
Fee Policy	Section 2.12 (Policy #231A)	February 2015
Meet Registration Fee	Section 2.12.3 (Policy 231)	Amended and Consolidated into Policy #231 – Meet Fees January 2016
Sanctioned Non-Scheduled Meet Entry Fee	Section 2.12.4	Amended and Consolidated into Policy #231 – Meet Fees January 2016
Non-Bid Meet Surcharges	Section 2.12.5 (Policy #232A)	Amended and Consolidated into Policy #231 – Meet Fees January 2016
Non-Bid Meet Splash Income	Section 2.12.6	Renumbered to Section 2.12.4 January 2016
Outstanding Balances	Section 2.4.7 (Policy #220F)	Adopted January 1995
State Records	Section 4.8.1.0 (Policy #264)	Adopted January 2010
Aging Up for Finals Meets	Section 5.1.2	Appended according to Board action January 2012
Proof of Times Requirement for Championship Meets	Section 2.16.6 (Policy #242E)	Amended November 2016
Meet Fines	Section 2.16.8 (Policy #238)	November 2016 (retired)
Failure to Achieve Time Standard	Section 3.7 (Policy #247)	November 2016 (retired)
Time Trials	Section 2.4.5 (Policy #234A)	Amended November 2016
Failure to Hold a Meet	Section 2.10	Lacking previous action of the board, information removed December 2016
Aging Up for Championship Meets	Section 5.1.2 (Policy #402)	Amended December 2016
Aging Up for Finals Meets	Section 2.7.3 (Policy #402)	Duplicate to Section 5.1.2, thus when Policy #402 was amended this section was labeled “Saved for future use”

MNSI Swim Meet Rules and Regulations

Seasonal Championship Splash Fee	Section 2.12.5	Adopted September 2017 Amended October 2017
Non-Athlete Member Check-in for Swim Meets	Section 1.3.1 (Policy #603)	Adopted June 2018
Closed Meets	Section 2.3.1 (Policy #201)	Amended October 2019
Entry Fees and Surcharges	Section 2.12.1 (Policy #231)	Amended October 2019
Meet Registration Fee	Section 2.12.3	To be retired 3/31/20
Non-Bid Meet Splash Income	Section 2.12.4	To be retired 3/31/20
Mask/Cloth Face Covering Protocol for Swim Meets	Section 3.14 (Policy #291)	Adopted 7/21/20
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1.0 REGISTRATION

1.1 Registration of Athletes

All swimmers who participate in meets conducted by MNSI or its member clubs must be registered with MNSI/USA Swimming as athlete members. In order for a registration to be verified, the application must be dated and on file with the fees paid in the MNSI office prior to the start of the competition. In extreme circumstances, registration may be received on deck by the meet director, but only if correct policy is followed, and with on-deck membership forms/fees plus a surcharge.

Policy #233: A deck registration surcharge of \$20 per swimmer is instituted as incentive to clubs to register their swimmers early. The surcharge is collected along with the membership fee by the meet host and submitted to MNSI. Credit for the surcharge is retained by the meet host by deducting each \$20 surcharge collected from the meet fees due to MNSI. (Amended 11-27-12)

1.2 Non-Registered Athletes

The fine for a non-registered athlete competing in a meet is \$25 per splash levied against the club. This fine is managed by the Administrative Vice-Chair of MNSI.

1.3 Registration of Non-Athletes

All coaches on deck at practices and meets must be registered and meet all requirements for a coach member, as outlined in the MNSI Policies and Procedures Manual. Coaches should bring their USA Swimming issued registration card to all competitions. All meet directors and officials, including those in training, also must be registered as non-athlete members.

1.3.1 Non-Athlete Member Check-in for Swim Meets (Policy #603)

Effective July 13, 2018:

- A. All working USA Swimming coaches and officials participating on deck at LSC sanctioned competitions must check-in to certify that all required training, certifications, and membership are valid for the duration of the meet. The requirements are stated and posted by USA Swimming and Minnesota Swimming. Apprentice officials under the direct supervision of a certified official are exempt from this policy.

MNSI Swim Meet Rules and Regulations

- B. If any USA Swimming required training, certification, or non-athlete membership is expired or expires during the dates of the meet, the individual shall not serve as either a coach or as an official on deck for the meet.
- C. Athletes who are without an active coach for the meet shall be assigned to another active coach by the Meet Director or Referee.
- D. New or renewing non-athlete membership applications, training, or certificates for individuals wishing to serve as a working coach or official on deck will NOT be accepted at the meet.
- E. The form used for check-in must be returned to the office no later than 15 calendar days after the last day of the meet.
- F. FINES: Following the meet, violations are reported by the Meet Director(s) or the Referee via notification to the Administrative Vice Chair. With the exception of administrative errors in the office, the following violations are subject to fines:
 - a. \$100 fine for individuals who were prohibited from the deck for expired or expiring USA Swimming coach or officials requirements (before or during the meet) and proceed to participate in the capacity of USA Swimming coach or official at the sanctioned LSC meet. If a check-in is not conducted the fine is waived, however, the individual is prohibited from being on deck as a working coach or official.
 - b. \$200 fine for host teams who do not conduct a check-in of individuals serving in the capacity of a working USA Swimming coach or official at a sanctioned LSC meet.
 - c. Notification of fines will be made by the Administrative Vice Chair or their designee.
- G. Fines may be appealed in writing to the Administrative Vice Chair within 30 days of notification that the fine is assessed. The appeal shall be considered within 30 days of receipt by a panel made up of the Administrative Vice Chair, Officials Committee Chair, Senior Coach Representative, and the Senior Athlete Representative. In the event an appeal involves an individual or club affiliated with a panel member, the Administrative Vice Chair or General Chair shall appoint a different panel member(s).
- H. Decisions of the panel are final.
- I. Fines will go to the Safe Sport budget.
- J. All LSC sanctioned meets are governed by this policy.
- K. The following required language shall be included in all sanctioned meet announcements effective September 1, 2018:
 - Deck Access
 - Due to USA Swimming insurance, only athletes, working coaches or officials, authorized meet volunteers and facility personnel are allowed on deck. All others must remain off the pool deck unless timing for an event in which swimmers must provide their own timer.

MNSI Swim Meet Rules and Regulations

- Coaches must check in [*according to information and procedures provided by the meet host to the Sanction Coordinator*]. The non-athlete membership and required certification expiration dates must be valid for the duration of the meet.
- Working officials must check-in with the Referee (or designee) [*according to information and procedures provided by the Referee or meet host to the Sanction Coordinator*] The non-athlete membership and required certification expiration dates must be valid for the duration of the meet.
- All working coaches or officials, and any other person required by sanction to be members of USA Swimming shall visibly display the valid membership credential for the meet at all times.
- The Referee and/or Meet Director(s) (or their designees) reserve the right to ask a working coach or official for proof of their active membership during the meet, and/or deny deck access if a working coach or official does not comply or any membership requirement is no longer valid.

1.4 Club Affiliation

Swimmers who are members of a swim club generally register as members of that club and are said to be “attached” to that club. When swimmers enter meets as attached members of a club, they can earn points for their club and swim on relays. Swimmers who participate without being attached with a club are said to be “unattached”. An unattached swimmer may not swim on club relays and may not earn points for a club. A swimmer who changes clubs must wait 120 days after his/her last competition representing the former club before representing the new club in competition. During the 120-day period, the swimmer must compete as unattached. The 120-day rule restriction does not apply to high school or collegiate athletes who are joining a USA Swimming club at the conclusion of their non-USA Swimming club school season. A Transfer Form must be completed to change club affiliation. For more information on transfers, please see MNSI Policy 2.1.2 and the MNSI website. Club codes and instructions for naming unattached teams can also be found on the MNSI website.

2.0 PRE-MEET PROCEDURES

2.1 Meet Schedules

The preliminary Meet Schedule for the following year (October through August) is developed by the Meet Scheduling Committee and is presented at the January Board of Directors Meeting by the meet Scheduling Committee Chair and the Age-Group Vice-Chair. The Meet Schedule is then approved by the Board of Directors at the February meeting and subsequently posted on the MNSI website.

2.2 Bid Procedures

MNSI will email the official notice of the House of Delegates meeting no less than 20 days prior to the meeting, including information regarding meet bid applications and deadlines. Bid applications should be submitted electronically, and can be found on the MNSI website once the official notices have gone out. Clubs may only bid on the type of meet listed on the approved MNSI Meet Schedule and must secure pool availability for all meets on which are bid prior to submitting the application. Teams wishing to host a meet should also be prepared with a second choice bid, as if it were the first choice. This includes securing the facility for the 2nd (or 3rd)

MNSI Swim Meet Rules and Regulations

date. All those meet applications received after the deadline will be “Wait Listed”. Bids are presented and voted upon at the House of Delegates Meeting.

2.3 Meet Specifications

Specifications of an awarded meet may not be changed after approval of the meet at the House of Delegates meeting. This includes, but is not limited to, age groups, times standards, order of events, and dates of competition.

2.3.1 Closed Meets (Policy #201)

(amended 10-15-19)

All MNSI Championship Meets are closed. Closed means only swimmers registered in the MNSI LSC can swim.

2.3.2 Conference Rules Exemptions (Policy #202)

The Northern Lights Conference (Northern area clubs of Morris, Alexandria, Detroit Lakes, Moorhead, Fergus Falls) are exempt from conference rules definitions and may continue to do meets as they have in the past.

2.4 Meet Sanctions

Any member club hosting a meet must submit a Sanction Application form, which can be found on the MNSI website, along with a copy of the meet information. The sanction fee schedule can be found on the Application form. Upon approval, a sanction number will be issued and must appear on any distributed meet information.

Policy #140: MNSI reaffirms that the sanction officer has the authority to sanction time trials; C-no conference meets; dual, tri and quad meets that do not conflict with the formal published MNSI meet schedule.

Policy #220B: Sanction officer 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 will be assessed until either the sanction is granted due to paperwork completion or not granted at all.

Policy #220D: A sanction number will not be issued if the requesting club has an outstanding balance due to MNSI.

Policy #220: Every club that is awarded a meet bid at the July meeting must have representative at the August 1st meet educational seminar. All requirements for hosting meets will be gone over at this time.

Sanction requests coming in:

- 60 days prior pay \$150/\$80 to be refunded
- 30 days prior pay \$200/\$80 to be refunded
- Conference, dual and quad to stay as is

Policy #220E: Applications for all meets shall be submitted no less than 30 days prior to the first day of the meet. (Amended 11-27-12)

Non-scheduled meets	Scheduled bid meets – includes bid invitational meets
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MNSI Swim Meet Rules and Regulations

\$100.00 (must be submitted at least 30 days prior to the first day of the meet)	\$100.00 – 90 days prior to the first day of the meet \$150.00 – 60-89 days prior to the first day of the meet \$200.00 – 30-59 days prior to the first day of the meet
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Further, the Sanction Coordinator is authorized to accept a sanction request for a non-scheduled meet with less than 30 days application and grant a sanction (or approval) due to circumstances he/she deems as out of the control of the requesting organization.

No sanction (or approval) shall be granted for an application received after a meet.

PROCEDURE FOR APPLICATIONS SUBMITTED LESS THAN 30 DAYS PRIOR TO A MEET (Amended 11-18-14)

If an application to sanction/approve a meet is submitted less than 30 days prior to a meet the requesting organization will be required to pay a \$200.00 late fee in addition to the highest-level sanction/approval fee for meets of that category. The requesting organization will also be required to obtain permission from all clubs hosting swim meets on that date. If any host refuses the requesting organization will forfeit the late penalty fee and will not be allowed to host the meet. Emergency sanction meets; those requested because there is no capacity remaining in scheduled/bid meets, are exempt from this procedure and penalty.

2.4.1 Meet Sanction Deposit (Policy #220A)

MNSI shall return the sanction deposits of \$50 (for Non-scheduled, Invitational meets and Time Trials) and/or \$80 (for MNSI weekend scheduled meets) to clubs hosting a meet within 60 days after the meet – provided that all proper forms and fees are submitted to MNSI within the specified times required in the meet director’s manual.

MNSI shall reconcile/check that the meet fees and proper forms have been returned to the MNSI office by the host club within 60 days after the meet. Any discrepancies shall be billed or refunded to the host club. If the meet fees and forms have not been sent to the office within 60 days of the meet, this will be brought to the next MNSI Board Meeting by the General Chair.

No meets shall be awarded during the annual bid meeting or sanctioned for any club that has not filed all appropriate materials and/or paid the appropriate meet fees in full to MNSI.

2.4.2 Protecting “A Meets” (Policy #220C)

No sanction will be granted to any meet, which has “A” level swimmers participating either officially, or as exhibition, for the weekend prior to an MNSI bid, all-zone, “A” meet.

2.4.3 Sanction Violations (Policy #221)

A team in violation of sanction requirements at the time of its meet will not be given a sanction for any type of meet for one calendar year from the next bid meeting forward.

MNSI Swim Meet Rules and Regulations

2.4.4 Time Trials Sanction Fee (Policy #234)

A charge of \$50 to the host club for the time trials sanction of which the entire amount will be returned once all materials are returned to the MNSI office.

2.4.5 Time Trials (Policy #234A) (appended 6-18-13) (amended 11-15-16)

Time trials will be offered, time permitting, at a time designated by the administrative referee. Time trials are open only to swimmers entered in the meet. Sign up will be at the timing table. Time trials count toward a swimmer's entry limit – see Entry Limitations.

1. The request to enter a time trial must be submitted by the athlete's coach (or assigned coach).
2. The fee is \$10 per time trial.
3. There is no penalty for failing to achieve the time standard.

2.4.6 Invitational Meet Sanction Fees

Policy #235 was retired 9-23-14. *Sanction fees and MNSI's percent of splash fees are adjusted during the annual budget cycle and published online with current Meet Management documents.*

2.4.7 Outstanding Balances (Policy #220F)

You cannot get a sanction number if you have an outstanding balance due to MNSI.

2.5 Team Zoning

A current zoning list can be found in the Meet/Events section of the MNSI website. Teams who are not zoned to a particular meet on any given weekend are open to attend any of the available sites. Meet hosts are encouraged to contact zoned clubs to anticipate meet size in advance of the entry deadline. Teams that are not zoned and plan to attend a particular meet should contact the meet host informing them of their intent. Meet directors will then have sufficient lead-time to make adjustments if their meet appears to be oversized/undersized.

2.6 Meet Information

The meet information should be generated using one of four templates found on the MNSI website, and submitted with the Sanction Application. Once the sanction is approved, a copy of the meet information will be returned with the sanction number on it. This completed meet information along with the TM Event Setup file must be sent to the MNSI webmaster no less than two weeks prior to the start of the meet. Please see the "Before and After Meet Requirements" form on the MNSI website for more detailed instructions on pre-meet information distribution. Any changes to the meet information will be discussed, reviewed and voted on at the coaches meeting held each morning before the beginning of the first session of the day.

2.6.1 Changes to Meet Information (Policy #240B)

Changes to meet information must be approved by 100% of coaches in attendance at the appointed meeting.

2.6.2 Unsanctioned Meet Information (Policy #240)

If a host club is found to have sent out unsanctioned meet information they will be barred from hosting any MNSI/USA Swimming meet for a period of one calendar year from the date of the meet where the infraction occurred.

MNSI Swim Meet Rules and Regulations

2.6.3 Distribution of Meet Information (Policy #240A)

Meet information should be in the hands of guest clubs 30 days prior to the first day of the meet. Teams hosting MNSI sanctioned meets CANNOT mail out information earlier than 62 days (two months) prior to the entry deadline. Any meet information that is mailed to out of LSC teams, must be mailed at least 7 days after the MNSI member meet information has been mailed. All mailings will be first class.

2.7 Order of Events (Policy#241A)

Any club hosting a meet for which an order of events has been assigned must use that order of events.

2.7.1 Special Order of Events (Policy #241B)

Clubs which desire to run a “special order” meet must submit that order at the MNSI bid/vote meeting for approval of MNSI. The sanctioning officer cannot be the sole determining factor in “special order” meets.

2.7.2 Age Group Categories

Policy #401 – Age Group Categories was retired 9-23-14. *Categories listed were inconsistent with time standards adopted by the Board of Directors. Age group categories are determined as part of the time standards process researched and proposed by the Technical Planning Committee to the Board of Directors.*

2.7.3 (Saved for future use)

2.7.4 Relays in “A” Meets (Policy #241C)

Categories of relays at all-zone A-meets shall consist of

- 10 & U
- 12 & U
- 14 & U
- Senior

2.7.5 800 Free Relay (Policy #241D)

800 free relays are limited to 2 relays per team in each age group, Relay A and B.

2.7.6 Senior Events (Policy #241E)

Title of last event in each category shall be “Senior”.

2.8 Recon File

Once all of the entries have been received, the Meet Director is required to electronically submit the Hy-Tek MM Registration (.sd3) file to the Registration Chair. The Registration Chair will send back a registration reconciliation file, which identifies improperly or non-registered athletes. The host team is responsible for notifying the affected entering team(s) of any changes that need to be made and that the affected athlete(s) will not be allowed to compete if not registered before participating in the meet.

Policy #238A: For meets occurring prior to 1-01-2006, Minnesota Swimming Inc. waives all fines assessed to clubs due to un-registered swimmers. For meets occurring after 1-01-2006, Minnesota Swimming Inc. waives its right to fine clubs if a Recon is not performed before a

MNSI Swim Meet Rules and Regulations

meet.

2.9 Required Meet Personnel

2.9.1 Officials

Policy #253: A host club must provide one stroke and turn official at each session (if the host club is over 50 swimmers, two stroke and turn officials must be provided).

For all swimming meets or time trials except dual meets, there should not be fewer than the following officiating positions filled or approved by MNSI: Referee, Starter, two Stroke and Turn Judges, Relay Take-off Judges (if applicable), and Timing Judge/Administrative Referee. Officials other than the Referee may act in more than one officiating capacity only when sufficient qualified officials are not available. More detailed explanations of the roles of officials can be found in section 102.12 of the USA Swimming Rulebook.

2.9.2 Meet Director

Policy #254: Meet director may be allowed to be listed as qualified in other positions on the meet information.

The Meet Director shall be appointed by the meet host, and must be a registered MNSI/USA Swimming member. The Meet Director's responsibilities include, but are not limited to: procuring the awards, obtaining a sanction, preparing the facility, arranging for personnel, equipment (including appropriate timing equipment), and supplies necessary for meet operation, processing of entries, printing of programs, arranging for publicity and media coverage, preparing and distributing meet results and filing the LSC reports. More information can be found in the Meet Director's Handbook on the USA Swimming website.

2.9.3 Meet Marshals

Policy #255: Clubs hosting meets will buy orange safety vests for meet marshals to wear.

Meet Marshals shall wear identifying attire and enforce warm-up procedures and maintain order in the swimming venue. The marshal shall have full authority to warn or order to cease and desist, and, with the concurrence of the Referee, to remove, or have removed from the swimming venue anyone behaving in an unsafe manner or using profane or abusive language, or whose actions are disrupting the orderly conduct of the meet. More guidelines for Meet Marshals can be found in the Safety/Loss Control Manual on the USA Swimming website.

2.9.4 Lane Timers (Policy #256)

At all MNSI regularly bid, sanctioned events, visiting clubs will provide timers as necessary for the duration of the competition. The meet will 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.

2.9.5 Safety Officer

Each USA Swimming club must designate a Registered Member of USA Swimming to

MNSI Swim Meet Rules and Regulations

be the Club Safety Coordinator. The Club Safety Coordinator, who could be the club's head coach or assistant coach, may be responsible for disseminating safety education information received from USA Swimming and the LSC to the club's athletes, coaches and other members and shall make recommendations to the club concerning safety policy and its implementation. At any MNSI sanctioned event, the host club must designate a Safety Officer for the meet. The Club Safety Coordinator may serve in this role or may also educate another registered non-athlete for the role. The swim meet Safety Officer should be involved or aware of every accident at the event and make sure a Report of Occurrence (ROO) is properly completed and submitted for each. For more information on ROOs and the roles of the Club Safety Coordinator and swim meet Safety Officer, please see the Safety/Loss Control Manual found on the USA Swimming website.

2.9.6 Other Meet Positions

Running a successful swim meet requires the help of many other people such as a Meet Manager (Hy-Tek Operator), a Timing System Operator (s), an Announcer, runners, and more. For a more complete list and role descriptions, please see the Meet Directors Handbook found on the USA Swimming website.

2.10 Failure to Hold a Meet (Reserved for future use)

2.11 Time Standards

Policy #210 – Time Standards were retired on 9-23-14. *The policy was overturned in Oct. 2008. The Board of Directors now adopts time standards, annually, as researched and proposed from the Technical Planning Committee. Once the Board of Directors adopts the standards they are published on the Minnesota Swimming website.*

Policy #210A: Time standards are removed for C swimmers in a B/C meet. Swimmers with less than B standard times should be entered at their own personal best times.

2.12 Entry Fees and Surcharges

2.12.1 Splash Fees for Scheduled Bid Meets (Policy #231)

(adopted 9/17/19)

- A) For all meets except Non-State Championships and State Championships entry fees may be set at the discretion of the meet host as outlined in the meet bid. (Effective 4/01/20) The MNSI Splash Fee** shall also be collected for each meet.
- B) **Splash Fees: Non-State and State Championships splash fee** is \$5.50 (\$22.00 for relays)

MEET TYPE	Division of fees is as follows for Non-State and State Championships			
	SPLASH FEE	CLUB PORTION	MNSI PORTION	Add: SEASONAL CHAMPIONSHIP SPLASH FEE
Non-State championships any location	\$5.50	\$4.25	1.25	*
State Championships any location	\$5.50	\$4.25	1.25	*

(Effective 4/01/20) **Splash Fees: Non-State Championship and State Championship splash fee is:** *(adopted 10/15/19)*

MNSI Swim Meet Rules and Regulations

- i. A **base splash fee** determined by combining the host club's portion with the MNSI Splash Fee** and rounding up to the next quarter-dollar. The host club's portion shall not be less than \$4.25 on the Non-State championships and \$4.50 on the State championships and,
- ii. ***Seasonal Championship Splash Fee** – Posted as policy #239, it calculates a uniform adjustment to the Non-State Championships and the State Championship splash fee for facility costs. No additional Facility Fees to increase host profitability are permitted.

C) **MNSI Splash Fee (effective 4/01/20)

(adopted 9/17/19)

- 1) For all meets an MNSI Splash is collected for each individual and relay splash. It is determined for each fiscal year using the following equation:

$$\frac{\text{Approved LSC expenses less non-meet revenue}}{\text{Estimated splashes for individual and relay events for all meets in the fiscal year}} = \text{MNSI Splash Fee (rounded up to the nearest 10¢)}$$

- 2) The hosts of a single session Pre-C/Novice meet shall be allowed to reduce the MNSI Splash Fee by 50%. Eligibility for the meet is limited to "C", "Pre-C", "NT", or slower than MRC entry times. "B" times or MRC entry times (or faster) in any course are not eligible for the meet. The single session is conducted on one-day and shall not be preceded or followed by sessions or time trial sessions, of any type, the same day or within three days.

2.12.2 Fee Policy (Policy 231) (adopted February 2015)

Effective 09/01/15 -- Meet host clubs may charge a Facility Fee, Program Fee and/or Admission at any meet other than the Finals Meets and State Championships For the Finals Meets and Championships the Facility Fee is determined by MNSI as the Seasonal Championship Splash Fee.*

Note 1: In order to charge the Program Fee, hosts are required to provide free publicly-posted printable heat sheets 24 hours before the first splash or earlier (for pre-seeded events)

Note 2: Admission may not be charged to spectators under age 6

Note 3: Minnesota Swimming will not receive a portion of these fees

Note 4: These fees are required to be part of the meet bid

Note 5: These fees are required to be included in the sanctioned meet information

2.12.3 Meet Registration Fee (Policy #231) (to be retired 3/31/20)

\$3.00 for all meets. The review of this fee will be done on a season-to-season basis by the

MNSI Swim Meet Rules and Regulations

Finance Committee to recommend an adjustment to fulfill the LSC's budget projections, as needed, to the Board of Directors.

2.12.4 Non-Bid Meet Splash Income (to be retired 3/31/20)

Whatever the host club decides to charge - this can be a flat fee per day or a flat fee per meet or a splash fee, MNSI receives 20% of this fee.

2.12.5 Seasonal Championship Splash Fee (Policy #239)

(adopted September 2017, amended October 2017)

1. Adjust the current Championship Splash Fee as a replacement for facilities surcharges used to offset non-negotiable/unavoidable facility charges and per Swimmer surcharges required by the Facility. Additional facility surcharges meant to increase host profitability will not be permitted for championship meets.
2. A Seasonal Championship Splash Fee for the following championship levels – MAC/MRC, Age Group State/Senior State - will be determined using the following formula:

Total the **Projected Cost¹** of the previously listed championship level host sites divided by the projected total of athlete plus relay splashes x 4 (as provided by the Age Group Committee). This is the facility portion of the Seasonal Championship Splash Fee. This amount is added to the current \$5.50 Championship Splash Fee charged to each participating athlete in that level of championship (rounded up to the nearest 25¢).

Each host club will be able to claim its **Documented Facility Cost²** as a credit on its meet financials. If the number of actual splashes is below projections, host clubs will still be able to deduct their full **Documented Facility Cost²** with MNSI absorbing the financial loss. *(Amendment October 2017) If collected facility splash fees exceed the accepted Documented Facility Costs credits, the excess collected monies will be returned to the host clubs proportionally based upon the total number of actual event splashes, excluding Time Trials, performed at each Host site.*

3. This process will apply to all championship sites including those that have not assessed a facility surcharge in the past.
4. As sites vary season to season, Seasonal Championship Splash Fee may be revised from the previous season.

Method of Implementation: **Seasonal Championship Splash Fee** to be determined after the awarding of a season's championship host bids and will become part of the published Meet Information. Meet Financial Form currently includes an entry for the Facility Cost information. Additional information in the form of a copy of the **Projected Cost¹** contract or invoice supporting the requested **Documented Facility Cost²** credit will be required at the time of the financial form submission.

Detailed administration of the Seasonal Championship Splash Fee

1. The championship host submits the Projected Cost³ contract to MNSI office no later than 4 months in advance of championship.
2. The Age Group committee estimates participation for each championship weekend and the additional splash fee increase is calculated for each championship (MAC/MRC,

MNSI Swim Meet Rules and Regulations

Age

3. The championship host collects the splash fee for each swimmer entered in the meet for their site.
4. The championship host pays the facility invoice.
5. The championship host submits the Documented Facility Cost⁴ to MNSI office with page 2 of its meet financials.
6. The difference between what was collected and the Documented Facility Cost⁴ is either debited or credited to the host club's ACH account.

¹**Projected Costs** are to be documented with copy of facility estimate/contract.

²**Documented Facility Cost** – provide a copy of facility contract/invoice including any non-negotiable/unavoidable itemized charges.

³The **Projected Cost**³ contract is provided by the facility's business office and may include rental of the pool, locker rooms, and secondary areas used by attendees such as a gymnasium, cafeteria or lobby, custodial costs that are charged in addition to the pool and locker room rental, and any non-negotiable/unavoidable costs that are mandated by the facility in their terms for rental.

⁴Credit will not be provided for costs on a **Documented Facility Cost** invoice associated with property damage, theft, vandalism, or cleanup including but not limited to acts of nature or misuse such as glass breakage into the pool, pool deck, or spectator stands.

2.13 Entry Format

Host teams must use Hy-Tek software (Meet Manager) to run swim meets. Therefore, teams must use Hy-Tek compatible software (Team Manager or Team Unify) to enter meets, unless the club is on record with MNSI that they cannot comply with the Hy-Tek entry requirement. Teams should submit a proofed copy of the commlink report and the fees calculation form, along with the entry file. Clubs outside of the state of Minnesota may use Hy-Tek to enter meets or may use the entry form included with the meet information templates found on the MNSI website.

2.14 Entry Limits

There are entry limits specified in the meet information templates found on the MNSI website, and meet hosts should not deviate from these limits.

2.15 Disabled Swimmers

MNSI welcomes all swimmers with disabilities who wish to participate. Disabled swimmers need not have achieved the qualifying time standards for those meets that require them, and the Meet Director is responsible for making any appropriate accommodations necessary.

Policy #280: Adaptive events will be included in all meet orders for pools designated as adaptive-accessible.

2.16 Entry Guidelines

2.16.1 Entry Deadline (Policy #242)

The entry deadline for meets is the Friday of the week before the meet with late entries of the same meet taken until noon of the Monday before. Entries will be accepted until 2p.m. of the Monday before any meet for entry updates from that weekend from any

MNSI Swim Meet Rules and Regulations

USA Swimming sanctioned meet, to be applied to an upcoming meet. Meet entry deadline time be at the host teams discretion.

The entry deadlines are specified on the meet information templates found on the MNSI website and should be followed by host teams.

2.16.2 No Times Entries (Policy #242A)

For C or pre-C events, swimmers without an official time in an event are eligible to use a No Time (“N.T.”) entry or an estimated time that best represents the swimmer’s ability.

2.16.3 Non-conforming Entries (Policy #242B)

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.

2.16.4 Entries from Satellite Clubs (Policy #242C)

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

2.16.5 Host Club Entries (Policy #242D) (amended 4-15-14)

For all zoned meets, except championship meets, provided the maximum entries submitted to the host according to the meet rules and regulations have been accepted and with the consent of the Referee, a host club may enter their own swimmers with an entry time slower than the event qualifying standard. The non-qualifying entries may be accepted until the sessions reach their maximum size (e.g. time limit, number of swimmers, facility capacity).

2.16.6 Proof of Times Requirement for Championship Meets (Policy #242E)

(Amended 11-15-16)

A qualifying time may be achieved at USA Swimming sanctioned, approved, or observed competition. 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.

MNSI Swim Meet Rules and Regulations

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.

2.16.7 Falsified Entries (Policy #246)

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.

2.16.8 Meet Fines (Policy #238) (Retired 11-15-16, see policy #242E)

2.16.9 Relay Participation Limit (Policy #248)

For zoned scheduled/bid meets an athlete may participate on only one relay of the same type within a meet. (Adopted 01-15-13)

2.16.10 Start Date to Accept Entries (Policy #249)

For all scheduled non-Finals / Championship meets a date and time to start accepting entries must be listed in the meet announcement. Unless authorized differently by the Sanction Coordinator and stated in the meet announcement the 'Start Date to Accept Entries' shall be a specified day 1-2 months prior to the first day of the meet at 8:00 p.m. (Adopted 4-15-14, Effective 9-01-14)

3.0 GUIDELINES FOR CONDUCTING A MEET

3.1 USA Swimming Deck Credentials

During a meet, no one will be permitted on the pool deck unless they are currently registered with USA Swimming as an athlete, or as a non-athlete working the meet. The only exceptions will be for the timers and administrative staff assisting with the conduct of the meet. Coaches and officials should prominently display their credentials. Violators of this policy are subject to removal from the venue.

3.2 Safety Requirements

It is the responsibility of the Meet Director, meet Safety Officer, and the Meet Referee to ensure that all applicable USA Swimming and MNSI rules and policies are being followed and the USA Swimming safety guidelines are observed.

3.3 Warm Ups

Warm-ups should provide swimmers with a safe opportunity to physically and mentally prepare for the upcoming competition. Meet Marshals, officials, and coaches should work together to

MNSI Swim Meet Rules and Regulations

ensure the following warm up policies and procedures are enforced.

- No sprint starts allowed during general warm-up sessions.
- The use of stretch cords, paddles, fins, or other equipment is not permitted during warm-up sessions when touch pads are in the water.
- The meet officials may establish one-way sprint lanes near the end of the warm-up period. Swimmers may enter the sprint lane by diving from the starting block or wall, or by sliding feet first into the water.
- If spring lanes are permitted, it is recommended that inside lanes are used.
- Meet marshals should control one-way spring lanes. Swimmers may start from the blocks or the deck and must exit at the far end of the pool. Swimmers should not be permitted on the blocks when a swimmer is in the water for a backstroke start.
- If designated warm-up times are assigned, swimmers are required to exit the pool upon completion of their allotted warm-up time to allow other swimmers adequate time to prepare for competition.
- Warm-up procedures shall be enforced for any breaks scheduled during competition.
- Host clubs, with the consent of the Meet Director or the Meet Referee, may modify the time schedule or recommended lane assignments depending on pool configuration, number of swims, or other considerations, so long as safety considerations are not compromised. Any such changes shall be announced and/or posted prominently in the pool area.
- There is to be no swimming under bulkheads at any time during warm-ups or competition

Policy #250: Slip-in Entry: splash and ripple action of the water should be kept to a minimum. Enter by sitting down on the edge of the pool facing the water. Keep your eyes on the water, gently slide into the water with your hand on the deck. Violation of the slip-in procedure will result in the offending swimmer being barred from his/her next individual event in the meet. (MNSI Board of Directors noted a transcription error on 10/15/13. The policy is now published in corrected form.)

3.4 Computer Operations

All host clubs are required to run meets using Hy-Tek software (Meet Manager). Please see “Running a Meet with Meet Manager” under the Meet Director section on the MNSI website for detailed instructions.

3.5 Scratch Rules

3.5.1 Individual Scratch Rule

Each swimmer shall inform himself/herself of the starting time and shall report to the proper meet authorities promptly upon call.

1. Pre-seeded Meets: Each swimmer shall report promptly to the Clerk of Course (if provided) or the starting area prior to the start of each race in which he/she is entered.
 - a. Any swimmer not reporting for or competing in an individual timed final event shall not be penalized.
 - b. Any swimmer not reporting for or competing in a preliminary heat when finals are scheduled shall not be penalized.

MNSI Swim Meet Rules and Regulations

2. Events Seeded on Deck: Any swimmer entered in an individual event that is seeded on the deck, in whole or in part, who has checked in for the event, must swim the event unless he/she notifies the Clerk of Course before the seeding for that event has begun that he/she wishes to scratch. Failure to scratch prior to seeding and not swimming the event will result in his/her being barred from the next individual event in which he/she is entered on that day or the next meet day, whichever is first. Events seeded on the deck shall be closed for seeding no earlier than ninety minutes prior to the start of the event.

3. Scratching from Finals Heats:

- a. Any swimmer qualifying for an individual final heat, as specified in the meet information, who fails to compete in said final heat race shall be barred from further competition for the remainder of the meet, except as noted in 4, below. Any points that the swimmer has accumulated during the meet shall be removed from their individual point total and that individual's point total, exclusive of relays, will be subtracted from the total for the team they are attached to.
- b. In the event of withdrawal or barring of a swimmer from competition, the Referee shall fill his/her position in the final heat, when possible, with the next qualified swimmers(s). First and second alternates shall be announced along with the final qualifiers. Alternates shall not be penalized if unavailable to compete in the finals.
- c. Where the first final heat (usually the consolation final) have not been swum and a barring or withdrawal is known to the Referee, the Referee shall reseed the first final heat and all following heats, if necessary, to insert alternate(s) in the appropriate lane(s), filling all lanes in the final heat.
- d. If the final heat (usually the consolation final) has already been contested, the companion final heats shall be swum without reseeding for the empty lane(s).

4. Excepting for Failure to Compete: No penalty shall apply for failure to withdraw or compete in an individual event if:

- a. The Referee is notified in the event of illness or injury and accepts the proof thereof or it is determined by the Referee that failure to compete is caused by circumstances beyond the control of the swimmer.
- b. The swimmer notifies the Referee within thirty minutes after announcement of the qualifiers for that final race that he/she may intend not to compete and further declares his/her final intentions within thirty minutes following his/her last individual preliminary event.

3.5.2 Relay Scratch Rule

Each swimmer shall inform themselves of the starting time and shall report to the proper meet authorities promptly upon call.

1. Pre-Seeded Meets: Any relay team entered in a pre-seeded relay event that fails to compete in or report for that event shall not be penalized.

2. Relays Seeded at the Meet:

- a. Any relay team entered in a relay event that is seeded at the meet in whole or in part, that has been checked in and the swimmers' names declared for that event, must swim the event unless the Clerk of Course is notified before the seeding for

MNSI Swim Meet Rules and Regulations

that event is begun that the relay team wishes to scratch. Failure to do so will result in each individual member of that relay team being barred from the next relay event in which those members may otherwise be eligible to compete, either that day or the next meet day they are scheduled to compete. The relay team members who do appear ready to swim shall not be penalized for failure of other relay team members to appear.

- b. A relay team member failing to appear ready to swim for said relay event shall be barred from the next individual event in which he is entered, either that day or the next meet day they are scheduled to compete. The relay team members who do appear ready to swim shall not be penalized for failure of other relay team members to appear.
- c. Exceptions: Relay teams or team members who give acceptable notification to the Referee of illness, injury, or that failure to compete is caused by circumstances beyond the control of the swimmer(s) shall not be penalized.

3.6 Meet Length

3.6.1 Four-Hour Rule (Policy #244) (Amended November 2013)

USA Swimming rules specify that non-championship meets must be planned such that events for 12&Unders can reasonably be concluded within four (4) hours for a timed finals session.

Events that are scored multi-age are impacted by the rule if the multi-age scoring involves 12U designations, such as 11-12, 10U, 12U, etc.

The rule does NOT apply to Open events even if swimmers 12 years of age or younger are entered.

Measurement of the time duration applicable to this rule begins with the published meet start time of a session that offers 12U events and ends with the conclusion of the last 12U event of the day for the same gender.

Seeding of the meet entries shall be performed using a 30 second interval (+ 15 for backstroke) between heats. A shorter interval may be used with the consent of the

- a. MNSI General Chair; or
- b. MNSI Administrative Chair; or
- c. MNSI Officials' Chair

An interval shorter than 15 seconds is prohibited.

In the event that the length of any session exceeds 4 hours, the host organization shall reject entries on the basis of the last entries submitted are the first entries rejected. The host organization shall then again seed the meet. This process shall continue until each age group session is completed within 4 hours.

Planning shall not include the elimination of any event listed in the published order of events.

MNSI Swim Meet Rules and Regulations

3.6.2 Five-Hour Rule (Policy #245) (Amended November 2013)

In the case where any 13 & over session timeline is projected to run longer than 5 hours, for ANY meet and for ANY age group, all individual events and relays MAY at the discretion of the referee and the host club, become positive check-in with the exception of the FIRST EVENT of that session (individual events or relay). Heat sheets will be distributed by the host club.

3.7 Failure to Achieve Time Standard (Policy #247)

(retired 11-15-16)

3.8 Open Lanes (Policy #251)

1. Open lane swimmers must be registered in the meet.
2. Allowing swimmers to swim in open lanes is at the discretion of the host club.
3. Swimmers may sign up for open lanes on a first come first serve basis.
4. Swimmers may only swim in their age group and only the same event and distance for which they entered.
5. Swimmers may swim events in which they do not have times in.
6. Swimmers may not swim more than 3 for prelim finals events/four for timed finals a day including any open lane events.
7. Swimmers may scratch an event to enter an open lane event to stay under the event rule. There will be no refunds for events that may be scratched during the meet.
8. In championship meets swimmers may not scratch events to enter another event, even if they have qualifying times.

PROCEDURE:

9. Deck entry policy must be submitted with meet information at the time of sanction if host club chooses to use it.
10. Clerk of course would record every open lane swimmer in on central location.
11. Fee: (See amended information below adopted 9-17-13)
12. At this location the swimmer would pay a fee, which goes directly to the host club.
13. The swimmer would receive a carbon card that has name, event and lane. He/she should present this card to the timer in the lane they are assigned.
14. The timer would record the watch time and the electronic time and return one copy to the swimmer and the other copy is collected and recorded.
15. All open lane swims will be recorded and mailed out with the final results.
16. Open lane swims do not count in the meet score.

(Amended information adopted 9-17-13)

Fee: The host club is to determine the Open Lane fee. The Open Lane fee shall not exceed 3 times the cost of the individual splash.

3.9 Flyover Starts (Policy #252)

Flyover starts are required at all meets except for the finals session of a prelim-final meet; or at the meet referee's discretion.

MNSI Swim Meet Rules and Regulations

3.10 Seeding Distance Events (Policy #243A) (Amended November 2013)

All meets shall, unless otherwise stated in the meet announcement, seed an individual event of a distance 400 yards/meters or more in the following manner:

- Positive check-in is required for all entrants. Minnesota Scratch Rule applies to those that check in for the event.
- Within a session combine all events of the same stroke, distance, and gender.
- The combined event is seeded fastest to slowest, alternating women's heats with men's heats. Unfilled heats of women and men may be combined.
- The results will be separated back into the original events for awards and scoring.

The Meet Referee may waive the combining 12&U events if those events immediately precede the same events for 13&O or Open/Senior events in the order of events.

3.11 Awards

3.11.1 Meet Awards (Policy #260)

Awards must be given to 8th place at all MNSI meets no matter whether the meet is in a 6 or 8 lane pool.

3.11.2 Award Availability (Policy #260A)

Awards must be handed out to the athletes at the meet (30 minutes after the final results posting).

3.11.3 Medals

Policy #261 was retired 9-23-14. *MNSI no longer provides medals. The LSC may arrange with a vendor to provide volume pricing for medals, ribbons and other awards, however, the decision to purchase from the vendor is voluntary for the meet host.*

3.11.4 Best Time Ribbons (Policy #262)

MNSI will purchase 50,000 ribbons for a cost no larger than .07 cents a ribbon, MNSI logo, swimmer, wording to the effect "MINNESOTA BEST TIME ACHIEVEMENT AWARD" to be handed out. 20,000 of these to be available for resale to member clubs for novice meets at .01 per ribbon over cost – due at sanction request.

3.11.5 ABC Finals Awards (Policy #263)

MNSI office shall purchase and re-sell nice standardized medals for A/B-C Finals so that all zones have the same awards.

3.12 Time Trials

Time Trials require a separate sanction, even when held in conjunction with a scheduled meet. Sanctioning requirements are the same as for any other meet. Time Trials must be officiated by at least one referee and one starter, both of whom must be MNSI certified officials. Swimmers must currently be registered with USA Swimming and MNSI as of the day of the time trials. If the Time Trials are held in conjunction with another sanctioned meet, swimmers must be entered

MNSI Swim Meet Rules and Regulations

in that meet to participate. Time Trial events do count in the allowable events to be swum in one day/session. Time Trial information will be included in the general meet information. Meet results for Time Trials should be submitted and published following the same rules as for any other meet.

Policy #290: Meet manual shall state “time permitting (as decided by the meet referee)”.

3.13 Team Standings

A current team standings list can be found in the Meet Administration section of the MNSI website. Changes in standings are calculated from winter season to winter season and from summer season to summer 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 that meet) and other teams requesting to “move up” are placed into “AAA”. The next 10 teams are placed into “AA”, and the remainder into “A”. Standings will remain the same for the entire season.

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 MNSI office at least 2 months prior to the beginning of the season to which the standings apply.

3.14 Mask/Cloth Face Covering Protocol for Swim Meets (Policy #291)

1. Masks will be mandatory for all participants and spectators at MNSI sanctioned swim meets. Participants are defined as swimmers, coaches, officials, and all other applicable adults as defined by MAAPP.
2. All applicable adults and spectators must wear a mask/cloth face covering for the duration of the meet. The meet information will contain information on where masks/cloth face covering must be worn.
3. Swimmers must wear a mask/cloth face covering except during the swim cycle. The “swim cycle” is defined as the time period beginning with the swimmer being called to the blocks from their staging area for their warm-up or their race until their warm-up or race has ended. If a cool down pool is available post-race, the swim cycle would end once their cool down is complete. The swimmer is expected to proceed directly to the cool down pool using social distancing and to return immediately to their staging area post cool down. Swimmers must have access to a mask/cloth face covering immediately following the swim cycle and must wear their mask when not swimming.
4. Masks/cloth face coverings must be worn properly according to CDC guidelines and cover the nose and mouth.
5. If participants and spectators are not abiding by the mask/cloth face covering rule, the competition will suspend until all participants and spectators are in compliance or the offenders have left the venue.
6. If the mask/cloth face covering rule is not enforced by the host club, the sanction will be revoked.

MNSI Swim Meet Rules and Regulations

This policy will be in place until such time as the Board of Directors rescinds or modifies the policy based on recommendation from the Minnesota Department of Health and/or the Centers for Disease Control.

4.0 POST MEET PROCEDURES

4.1 Results

At the conclusion of a meet, the following files must be sent to the MNSI Webmaster, the Registration Coordinator, the Times Coordinator, and the State Records Chair:

- Meet Results--HTML file with all teams in condensed and in publication order (not event order). Include relay names & lead splits, intermediate splits, and where applicable, swim-off, time trials, team points and individual high points. Time trials may be a separate file (found in MM, Reports\Results).
- Meet Results – comlink (.cl2) file -- Full meet results – must include all swimmers, not just MNSI swimmers, must include swim-offs, all relay names, lead-off splits and time-trials (found in MM, File/Export/Results for TM or SWIMS).
- Meet Results - MM Backup file for the meet, after all scoring
- No Splash Athlete (this is the what the report is called in Hy-Tek). Go to Reports, Exception Reports, Misc. tab, No Splash Athletes and create report for all sessions (found in MM, Reports\Exception Reports\Miscellaneous\No Splash Athletes).

4.1.1 Meet Summary

Policy #270 was retired 9-23-14. *The procedure to distribute meet summaries no longer done by disks or by mail. As technology advances the method to distribute results is updated in online Meet Management documents and meet announcements.*

4.2 Meet Paperwork

As of 2009, timing information is no longer kept in the MNSI office. Host teams should keep this information for three to six months. This gives the teams that attended the meet ample time to resolve any issues. This should include all timer sheets from each lane and the electronic timing console outputs, which includes information, such as No Shows, DQs, swimmer changes, additions, etc. The referee and starter programs/heat sheets should be kept as well.

4.3 Meet Registration Report

Immediately following the event, the Meet Director must send the “Swim Meet Registration Report” to the MNSI Office. Any registrations and fees that were taken on deck should be included.

4.4 Officials Verification Form

The Officials Verification Form should be completed by the Meet Referee, and the Meet Director should return it to the MNSI office with the final results and the financial statement. This form must be returned in order for your club to receive its sanction deposit refund.

4.5 Meet Financial Report

The meet Financial Reports must be submitted along with payment within 15 days of the completion of the meet. The financial reports for scheduled and unscheduled meets can be found on the MNSI website. Completing the Profit/Loss Statement (second page of the financial

MNSI Swim Meet Rules and Regulations

reports) is required by USA Swimming for all meets. The sanction deposit will be forfeited if this is not returned.

4.5.1 Unscheduled Meets (Policy #236)

Policy #236 was retired 9-23-14. This concerned the allocation of revenue from unscheduled meets to support and encourage developmental (e.g. B/C) swimming in the LSC. This does not preclude funds from being used for this purpose, however, eliminating the earmark is consistent with the Board of Directors and House of Delegates allocating funds through the budget for whatever purpose is deemed in the best interest of MNSI members.

4.6 Reports of Occurrences

A Report of Occurrence (ROO) form, available on the MNSI website along with instructions, should be completed any time an injury occurs at an MNSI/USA Swimming function, whether or not it involves a USA Swimming member, including spectators. The form should be filled out by a meet director or by any club personnel responsible at the time of the incident; the parents of the injured athletes should not be asked to complete the report form. The swim meet Safety Officer is responsible for submitting any completed ROOs to USA Swimming, Risk Management Services, Inc., and to the MNSI Safety Chair at the conclusion of a meet. The contact information is listed on the form and on the MNSI website.

4.7 Online Meet Evaluation Survey

Meet evaluations can be a useful tool for improving the caliber of meets for our athletes and are available on the MNSI website after each meet. Meet Directors, officials, coaches, parents, and others are encouraged to share their thoughts. The evaluations are intended to be constructive and should not be spiteful. Survey takers should be fair and objective with their comments.

4.8 State Records (Policy #264)

4.8.1.0 Events Offered

Minnesota Swimming Inc. age group records should mirror USA Swimming's age group records in records to the events offered.

4.8.1.1 Responsibilities of the Records Chairperson

The Records Chairperson shall be responsible for maintaining an up-to-date record of all Minnesota Swimming age group and senior records.

4.8.1.2 Criteria for Records Consideration

A time achieved by a Minnesota Swimming registered athlete in a USA Swimming sanctioned or approved competition; or during a USA Swimming observed swim or observed meet shall be eligible for an LSC record. The following criteria apply:

- A. An LSC record time may be achieved in: any heat; swim-off; lead-off leg of a relay, provided the swimmer completes the lead-off portion in compliance with the applicable rules; time trial; initial distance with a legal finish within a longer event provided the swimmer completes the event in compliance with the applicable rules.
- B. A record time for an event or a stroke can be achieved only in that event or stroke, or in an initial distance of such event or stroke (e.g. a backstroke time must be achieved in a backstroke event or the backstroke leg of a medley relay). Regardless of the stroke(s) used, records achieved in freestyle events can be recorded only as freestyle times.

MNSI Swim Meet Rules and Regulations

- C. The athlete shall meet applicable eligibility requirements as established in section 205.2(.1,.2,.4).
- D. The time shall be recorded in the USA Swimming SWIMS database.

4.8.1.3 Request for Records Consideration

A swimmer or swimmer's representative may request record consideration by:

- A. If the swim was accomplished at a USA Swimming sanctioned meet, the swimmer or swimmer's representative shall advise the LSC Records Chairperson in writing by filling out the record form on the record page of the Minnesota Swimming website. The LSC Records Chairperson will confirm the time with the USA Swimming SWIMS database.
- B. If the swim was accomplished in a USA Swimming approved meet, the same procedure as outlined in 4.8.1.3 (A) shall be used to request consideration for the record.
- C. If the swim was accomplished as an LSC observed swim or at an LSC observed meet, the same procedure as outlined in 4.8.1.3(A) shall be used to request consideration for the record.

4.8.1.4 Athlete Recognition

The Records Chairperson, after confirming that a swimmer has set or tied an LSC Record, shall arrange for the record to be published by Minnesota Swimming Inc.

5.0 MNSI CHAMPIONSHIP MEETS

5.1 Eligibility

5.1.1 Event Eligibility Regardless of Course (Policy #321A)

A swimmer must swim at the highest level they have achieved in an event, no matter what the Course. As an example, this means that a swimmer having a Long Course "Champ" time in a particular event, is not eligible to swim that same event in the Short Course AB finals.

5.1.2 Aging Up For Championships Meets (Policy #402)

Amended 12-18-16

Swimmers who have exceeded the qualifying time for a championship meet but age-up before the subsequent championship meet will be permitted to compete at that subsequent meet in their new age-group thereby allowing them the opportunity to participate in a season culminating championship meet.

Swimmers meeting this criteria should enter the meet with a proveable seed time. A note should be sent to the entries coordinator explaining that they are entering under the age-up exception. The swimmer will be eligible to receive awards. However, they would not be included in the MNSI formula concerning number of relays allowed at the State Meet based on the number of Champ swimmers. Swimmers being entered under this criterion should be noted in the email with the team entries.

5.2 Championship Time Standards

Policy #322 – Championship Time Standards was retired on 9-23-14. *The policy was overturned in Oct. 2008. The Board of Directors now adopts time standards, annually, researched and*

MNSI Swim Meet Rules and Regulations

proposed from the Technical Planning Committee. Once the Board of Directors adopts the standards they are published on the Minnesota Swimming website.

5.3 Proof of Time

Minnesota Swimming rules for entry into the championship require proof of time with every individual entry submitted. In order to be in compliance with these rules, email entries must include the entry file from Team Manager/Team Unify and a list that provides proof of time for any entry that would not be in the SWIMS database. This list should include the swimmer's name, event entered, time to be submitted, place/event where the swim was performed, and the date the entry/event was swum. Should the swimmer miss the qualifying time at the meet, the actual official meet results will be required to avoid penalty.

Procedure for swimmers who do not achieve the time standard at the meet:

- Swimmer's time will be checked by the host team
- If the time is not proven, a \$100 penalty will be paid to the host team
- All fines must be paid to the host club by the end of the meet
- Teams have one week from the end of the meet to prove the time, and if they can do so, the host team will refund their fine
- 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
- The host team's times will be checked by ASCA-MN and host team will pay any imposed fines to ASCA-MN

5.4 Relays (Policy #320)

To enter a relay at the State meet, teams must have at least one swimmer in the age group who is also entered in AND swims at least one individual event at the meet.

5.4.1 10 and Under Relays (Policy #302A)

8 and Under swimmers with 8 and Under Champ times may be counted as champ times for 10 and Under relays. Those 8 and Under swimmers must be used in those relays.

5.4.2 State Championship **800 Free** Relays (Policy #321) **Corrected 5.4.2 section title: 6.05.13**

1. Limit clubs to one relay per age group/gender (subject to participant formula) for 13/14, 15/16, Senior (Open).
2. Require qualifying aggregate time equal to four times the 'A' standard for the 200 Freestyle for each age group/gender.
3. Aggregate provable times of actual relay participants must meet the qualifying aggregate time.

5.4.3 Relay Entry Limits

A club may enter any number of relays in any event (except the 800 Free Relay*) provided the number of swimmers in that age group with champ times equals any multiple of four and then one additional swimmer, and all those swimmers are entered in the meet (i.e. to enter two relays, you must have five champ swimmers, to enter three relays, you must have nine).

MNSI Swim Meet Rules and Regulations

*Entries for the 800 Free Relay are limited to one per club per age group/gender (subject to participant formula) for 13/14, 15/16, Senior (Open). A qualifying aggregate time equal to four times the 'A' standard for the 200 Freestyle for each age group/gender is required. Aggregate provable times of actual relay participants must meet the qualifying aggregate time. Clubs are reminded that if relay changes occur at the meet, the PARTICIPATING athletes must still meet the aggregate provable time.

5.5 Winter State Meet

Policy #330 – Bonus Swims Winter State Meet was retired 9-23-14. *The policy was inconsistent with current practice of managing state meet size using time standards.*

6.0 AMENDMENTS TO MNSI RULES AND REGULATIONS

Proposed legislation must be submitted via the form found on the MNSI website and should be submitted prior to the mailing of the Board of Directors Agenda to the member clubs. New business items coming from the floor must also use this form to submit the proposed legislation.