

		<h2>Policies and Procedures</h2>	
Subject: Conduct of Sanctioned Meets	Document Number: 412 Version Number: 01	Effective Date: April 6, 2019 Last Revision: April 6, 2019	

1. CONDUCT OF SANCTIONED COMPETITIONS - All meets sanctioned by OKS shall be conducted in accordance with the rules and regulations of USA Swimming (Parts One, Two, and Three of USA Swimming Rules and Regulations).
 - 1.1. Current copies of OKS Meet Sanction Application, Approved Meet Sanction Application, Open Water Sanction Application and Meet Financial Summary Forms are available on OKS Website.
2. All hosts of meets sanctioned by OKS shall verify coach membership requirements by implementing the following procedure:
 - 2.1. Meet Host shall conduct coach registration at the meet at which time coaches shall sign in, have their coaching credentials verified, and receive a deck pass designed for that meet.
 - 2.2. Those without coach membership cards or valid a Deck Pass shall be required to sign a Coach Attestation statement certifying that they are current coach members.
 - 2.3. Meet Host shall require that all persons acting in a coaching capacity at the meet display the deck pass designed for that meet.
 - 2.3.1. Such deck passes shall be furnished by the Meet Host.
 - 2.4. Meet Host shall monitor the deck and remove any persons without authorized deck passes.
3. Meet Host shall send to the OKS Sanction Coordinator and Registration Coordinator within 24 hours of the conclusion of the meet the coach sign-in sheet and all completed coach attestation forms.
 - 3.1. Any coach receiving a deck pass for the meet who shares that deck pass or otherwise allows it to be displayed by an unauthorized individual shall be subject to a fine of \$500 and loss of USA Swimming membership.
4. Warm-up shall be conducted in accordance with the guidelines published in OKSI Policy and Procedure 401.
 - 4.1. No diving shall be permitted during warm - up except in those lanes designated for sprint starts or relay exchange practice.
 - 4.2. A minimum of two (2) warm-up marshals per course in addition to the Meet Safety Director shall be in position before warm-up may begin.
 - 4.3. Upon request, the Meet Director or Referee shall assign a coach to supervise swimmers who do not have a coach present during warm-up.
 - 4.4. Coaches must supervise their swimmers at all times.

5. Time Standards: Meets sanctioned in OKS may establish qualifying time standards that swimmers must have achieved before entering events.
 - 5.1. For meets with “slower-than” time standards, swimmers may not compete in an event in which they are faster than the listed time standard as of the meet entry deadline.
 - 5.2. For meets with “faster - than” time standards, swimmers should enter the event only if they have achieved the listed time standard for that event.

6. Length of Competition – It is mandated (USA Swimming Rules and Regulations 205.3.1F), that with the exception of championship meets, all age group competition be planned to allow the events for swimmers 12 years and younger to be completed in four (4) hours or less for a timed finals session or in a total of eight (8) hours or less per day for a preliminaries and finals meet.

Change Log					
Version	Date	Description of Change / Sections	Author or Editor	Authority	Control Number
01	04-06-19	Restructure of P&P / whole document Edited language / 3.	D. Mink	BOD	OKS-0001