

Code Book	Section J	Page:	J-1
Iowa Swimming, Inc.	MEET DIRECTOR'S HANDBOOK	Revised:	12/2011r

TABLE OF CONTENTS

MEET DIRECTOR.....J-2

I. MEET SANCTION TYPES.....J-3

II. MEET DEFINITIONSJ-3

III. OPEN COMPETITION BIDDING PROCEDUREJ-4

IV. MEET INVITATIONJ-7

V. MEET SANCTIONINGJ-8

VI. MAILING INVITATIONJ-9

VII. MEET PLANNING & STAFFINGJ-10

VIII COMMITTEES & KEY POSITIONS.....J-11

IX. MEET OPERATIONJ-15

X. ISI REQUIRED MEET COMMITTEEJ-24

XI. ISI MANDATORY WARM-UP PROCEDUREJ-24

XII. ISI SCRATCH RULEJ-28

XIII. ISI 4 HOUR RULEJ-30

XIV. FINAL RESULTS.....J-31

XV. OPEN COMPETITION WRAP-UPJ-32

XVI. CLOSED COMPETITION WRAP-UPJ-34

XVII. OBSERVED MEET PROCEDUREJ-35

XVIII.TIME TRIALSJ-36

XIX. MEET EVALUATION.....J-36

Code Book	Section J	Page:	J-2
Iowa Swimming, Inc.	MEET DIRECTOR'S HANDBOOK	Revised:	12/2011r

MEET DIRECTOR

MAIN RESPONSIBILITIES

(USA Swimming Rules and Regulations - Article 102.9)

Shall be appointed by the meet host. 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 as specified in 102.24), 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 report.

The meet director should remain the overseer of activities, avoiding direct involvement in any one committee or activity. It is also essential that the meet director consult regularly with committee chairpersons to ensure that each committee's assignments are being handled thoroughly and expediently.

All **non-athlete** members of USA Swimming receive a copy of the rulebook. Because meet directors are required to be USA Swimming members, they will have rulebooks and should familiarize themselves with the cited articles of the technical rules and administrative regulations of USA Swimming. The rulebook should be kept readily available during the meet.

The meet director should remember he/she is responsible for organizing a meet that complies with USA Swimming and LSC rules. A detailed meet notebook and all documents including timing tapes, cards, relay forms and disqualification (DQ) slips should be saved for one year. The meet director should be aware of all USA Swimming safety guidelines and warm-up procedures.

The meet director's primary goal is to host a well organized and efficiently run meet. Swim meets are for swimmers and should be designed with the swimmers' best interest in mind. Long, disorganized meets are not conducive to quality swimming.

Before planning the meet, the meet director should read the notes or after-action reports of previous meet directors for suggestions, specific needs or possible areas of concern. Planning for a meet should begin months before the actual meet date. As soon as possible, the Meet Director should prepare a checklist of all the tasks which must be performed prior to the meet, with a tentative timeline as to when each action must be completed and a notation as to which committee or individual has been delegated the responsibility for that action. Items to be included on the checklist will vary from meet to meet but can be compiled from the information in this section, and from experience of previous meet directors.

Code Book	Section J	Page: J-3
Iowa Swimming, Inc.	MEET DIRECTOR'S HANDBOOK	Revised: 12/2011r

I. MEET SANCTION TYPES

- A. **Sanctioned Meet** - Must be hosted by a USA Swimming Club. All clubs, athletes, coaches, meet directors, and officials must be members of USA Swimming. All coaches must be current coach members of USA Swimming. The meet must be conducted under USA Swimming and ISI technical and administrative rules. All times achieved will be recognized by USA Swimming and ISI.
- B. **Approved Meet** - May be hosted by a USA Swimming or non-USA Swimming Club. Both USA Swimming and non-USA Swimming clubs and swimmers can compete. The meet must be conducted in conformance with all technical rules of USA Swimming, officiated with a minimum of four USA Swimming certified officials. If hosted by a USA Swimming club, the non-USA Swimming clubs/swimmers must provide proof of insurance (APP-15) or the Liability/Medical Release Form (APP-14).
- C. **Observed Meet** – A meet conducted by a non-USA Swimming team under other than USA Swimming rules. Only the Boys and Girls High School State Meets qualify as Observed Meets (other meets would require ISI Board of Directors approval). The meet is observed by a minimum of four USA Swimming Stroke and Turn officials for conformance with applicable USA Swimming technical rules.
- D. **Organized Practice** (No sanction required) – Must be hosted by a USA Swimming Club. All clubs and swimmers must be members of USA Swimming. All coaches must be coach members of USA Swimming. Coaches must supervise the meet to ensure all USA Swimming safety procedures are followed. Meet structure is allowed using any technical rules. The times from the meet are not valid and no invitation or results are required.

II. MEET DEFINITIONS

- A. **Open Competition** consists of Invitational Meets open to all USA Swimming Clubs/Swimmers. Regional Finals and ISI Championship Meets are open to ISI Clubs/Swimmers only. The meet bidding process must be used to schedule Open Competition.
- ~~B. **Closed Competition** consists of Intrasquad, Dual, Triangular, or Closed Invitationals. These meets are closed to only those teams invited by the host club ~~and can be scheduled at any time (no bidding required).~~ Closed Invitationals and Triangulares may be held only after being approved by teams hosting an open invite on that same weekend. Does not include Dual meets. (rev 9/1/2011)~~

Code Book	Section J	Page:	J-4
Iowa Swimming, Inc.	MEET DIRECTOR'S HANDBOOK	Revised:	12/2011r

III. OPEN COMPETITION BIDDING PROCEDURE

The intent of bidding for meets is to give an orderly, well planned schedule for all swimmers within the state to have the best chance of good competition with a maximum number of swimmers at each meet. In order to achieve this, the following procedure is to be used:

- A. Iowa Swimming, Inc. proposed schedule (winter and summer)
 1. The coach's committee shall bring forth a meet bid schedule to be approved by the Iowa Swimming, Inc. Board of Directors in their December meeting.
 2. The approved meet schedule shall be published in the January sent to all Clubs and posted on the ISI website.

- B. Bid Requirements
 1. All meet bid applications (App-4) will be due by March 15 to the ISI Administrative Vice Chair.
 2. Meets that follow the coaches meet schedule recommendation will be given priority consideration when approving the ISI master schedule. Non-conforming bids will be considered for dates where there are no conforming bids.
 3. Clubs bidding for meets must be members of ISI at the time the bid is submitted.
 4. Secure the facilities (pool, park, shelters, etc.)
 5. Fill out one bid form for each meet you wish to host, including prioritized dates.
 6. Be sure to list any extenuating circumstances. For example - "If we host Regional Finals, we will not host another meet in January or February" or "This is the only available free date for the pool." State if your meet schedule is dependent upon high school or college schedules and mention when you will know specific dates. Date trades and problems can be resolved.
 7. Use the following terminology to specify the type of meet you are proposing:
 - a) A "-" indicates that the swimmers in each classification swim in the same event. For example, A-BB indicates there is only one event for both A and BB swimmers.
 - b) A "/" indicates that there are separate events for each time classification. For example, A/BB indicates that there are separate events with separate awards for A and BB swimmers.
 - c) ~~A "Q+" indicates that in order for a swimmer to participate in a "Q+" meet, a swimmer shall have an ISI qualifying "Q" time for at least one event offered at a given session. Having at least one Q time enables a swimmer to swim in the maximum allowable number of events for that session. At multiple session meets, a swimmer needs to have a Q time in at least one event offered at each session in which the swimmer wishes to participate.~~ Deleted HOD 11/2/2010
 - d) A "Q-" indicates a swimmer may not participate in any event in which that swimmer has an ISI Qualifying "Q" time.
 - e) A meet may have a separate classification for 8&Under swimmers.
 - f) Open indicates no time classification or cut.

Code Book	Section J	Page: J-5
Iowa Swimming, Inc.	MEET DIRECTOR'S HANDBOOK	Revised: 12/2011r

- g) Novelty meets are a non-standard type of meet. For example, boys and girls in the same event, non-standard age groupings, etc.
- h) The above terms can be used in combination such as A-BB-Open to indicate a meet intended primarily for A and BB swimmers, but with no cut times, all classifications in the same event.
- 8. Fill out one bid form for each meet you wish to host.
 - a) One form for one meet only with possible three prioritized dates.
 - b) Two forms for two meets and list on each form prioritized dates.
 - c) Three forms for three meets, etc.
- 9. Admin Vice Chair will summarize all bids and return to bidders to verify that there are no errors or misunderstandings. Summarized bid schedule will be postmarked on or before March 25.

C. The Meet Bid Committee

- 1. The meet bid committee will be made up of one representative from all Iowa Swimming, Inc. member clubs that have bid meets. Said committee shall meet on the second Saturday in April (unless Easter weekend) [at a location and time to be determined by the Admin Vice chair. The meeting location must allow for member clubs to participate in this meeting via conference call or video conference.](#) In the event that the 2nd Saturday in April is less than one week prior to the spring ISI House of Delegates (HOD) meeting, the bid committee meeting shall be moved up to be held at least one week prior to said HOD meeting. Notification as to a time and place will be postmarked on or before March 25.
- 2. Each member club will be given one vote and one voice on the committee. The member clubs delegate must be designated as such at roll call.
- 3. The purpose of this committee is to establish the best meet schedule for Iowa Swimming, Inc. for the following Winter and Summer seasons, September through August.
- 4. In order to be awarded meets, the member club must have a representative attend the meeting. [Participation via conference call or video conference shall suffice to match this attendance requirement. If technical difficulty with video conferencing occurs at the site of the meeting, the meeting will be delayed one hour. An alternate to the meeting may be to call and participate by phone. The meeting may continue by conference call if all agree \(rev 5/15/2011\)](#)
- 5. A member club may bring forward meet bids at the meeting. At this time they shall become a member of the meet bid committee, provided they are present before the start of said meeting. However, these bids will be given a lower priority than those bids which were received in a timely manner.
- 6. The Senior Vice Chair and the Administrative Vice Chair will head the committee and shall not have a vote. In case of a tie, the Senior Vice Chair will vote to break the tie.
- 7. The meet schedule, once established by the meet bid committee will be forwarded to all clubs in the HOD packet. Meet schedule shall then be brought forward to the spring Iowa Swimming, Inc. House of Delegates meeting for approval.
- 8. No meet bids or schedule changes shall be accepted between the meet bid committee meeting in April and the Spring House of delegates meeting.

Code Book	Section J	Page:	J-6
Iowa Swimming, Inc.	MEET DIRECTOR'S HANDBOOK	Revised:	12/2011r

9. Meeting Procedures:
 - a) The Senior Vice Chair will chair the meeting.
 - b) The Administrative Vice Chair shall call roll.
 - c) The chairpersons will provide a calendar and a list of all bids received prior to the meeting.
 - d) The Senior Vice Chairman will then ask for any new bids.
 - e) The committee will then add any new bids to the list.
 - f) The committee will vote on each weekend, starting with the final championship meet of the winter season, and working towards the season's beginning. The same procedure will be followed for the summer season. The summer season shall be considered only after the winter season has been established.
 - g) Each committee member will be given two minutes to explain any rationale pertaining to each particular bid.
 - h) Discussion pertaining to any bid will be limited to five minutes. (At the discretion of the committee chair)
10. The goal of the meeting is to let the member clubs vote on the meet schedule of which everybody is a part. By the meeting's conclusion, the following year's meet schedule should have been established to all clubs satisfaction.

D. House of Delegate Approval

1. Once the meet schedule is established by the meet bid committee, it will then be brought to the Spring Iowa Swimming, Inc. House of Delegates meeting for the delegates approval.
2. No meet bids or schedule changes shall be accepted between the meet bid committee meeting and the spring House of delegates meeting.

E. Changes to the Schedule

1. Once the meet schedule is set and approved by the House of Delegates, **any proposed changes** in **type of meet (open or closed)**, length of meet, format, type of meet, location of meet, ~~etc.~~ must be requested **in writing and approved by the ISI Board of Directors for Approval. And by any teams hosting meets that same weekend, the weekend prior an the weekend after the meet in question. (r 5/15/2011)**
2. Once the meet schedule is set and approved by the House of Delegates, **new meets** may be added to the schedule or **scheduled meets moved**, provided the member club has met the following provisions:
 - a) Member club must notify the Senior Vice Chair, the Administrative Vice Chair and copy to ISI office of intent.
 - b) Member club must pay a \$50 fee to Iowa Swimming, Inc.
 - c) Member club must receive written permission from member club(s) who are hosting meet(s) on the desired weekend, weekend before and weekend after said date(s).
 - d) If all the above conditions are met, a meet may be moved or added to the meet schedule.
 - e) If a host team wants to drop a meet from the schedule, they may do so for a fee of ~~\$50~~ **\$200** payable to Iowa Swimming, Inc. If circumstances beyond the

Code Book	Section J	Page:	J-7
Iowa Swimming, Inc.	MEET DIRECTOR'S HANDBOOK	Revised:	12/2011r

member clubs' control are the cause of such cancellation, the member club shall notify the Senior Vice Chair and the Administrative Vice Chair in writing. They will then recommend to the Iowa Swimming, Inc. Board of Directors if suspension of the fine is in order. Suspension is then to be voted upon by said Board of Directors. (Clubs should be aware that cancellation of a meet without extenuating circumstances might jeopardize future success in bidding meets. Before starting the cancellation process please contact the General Chair or the ISI Office for suggestions on saving the meet.)

IV. MEET INVITATION

- A. Sample meet invitations are available in APP-6 of the ISI Code Book as a template.
- B. The Meet Format - Meet formats may be dictated completely or partially by precedent or by LSC rules, but the meet directors usually responsible for the compilation of the meet invitation or information flyer and the master entry forms. The director may also be responsible for the development of a meet format (i.e., the events offered and the order of those events). In planning any meet, careful consideration must be given to the demands to be made upon swimmers, officials and spectators, in that order. Long, tiresome meets, with too many events and/or entries, often result in keeping small children up late at night. Meets should be planned to terminate within a maximum period of eight (8) hours of competitive events in any one-day and to provide adequate breaks. With the exception of championship meets, the program in all other age groups below the A-level shall be arranged 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. (*USA Swimming Rules and Regulations - Articles 205.3.1f*) Coaches can be the most valuable resource in this phase of meet planning. A previously successful meet format and common sense are the best guides.
- C. Competitive Classifications - (*USA Swimming Rules and Regulations - Article 201.1*) -
Swimming shall be conducted under the following classifications and participation is open to athletes from any country subject to further pertinent regulations in these rules and elsewhere.
Senior Class: All athlete members of USA Swimming are eligible for the Senior Class.. (Recommended events are listed in USA Swimming Rules & Regulations - Article 102.1.1)
Age Group/Junior Olympic: All athlete members of USA Swimming 18 years old and younger grouped by ages. When a program for swimmers ages 8 and under is conducted, it shall be for developmental purposes only and shall be subject to LSC procedures. (Recommended events are listed in USA Swimming Rules and Regulations - Article 102.1.2)
Post Age Group: All athlete members of USA Swimming older than 18 year of age whom an LSC elects to include in its Age Group program.
Open Water: All athlete members of USA Swimming are eligible for Open Water Swimming.
- D. Event Limitations - (*USA Swimming Rules and Regulations - Article 102.2*)
Preliminaries & Finals - No swimmer is allowed to compete in more than three (3) individual events on a single day at the same site when preliminaries and finals are held.
Timed Finals - When a timed final format is used, a swimmer cannot compete in more than four (4) individual events per day for ISI Invitational Meets and five (5) individual events per day for ISI Novelty Meets.

Code Book	Section J	Page:	J-8
Iowa Swimming, Inc.	MEET DIRECTOR'S HANDBOOK	Revised:	12/2011r

Combination Prelim/Finals & Timed Finals - In meets where a combination of preliminary and final events and timed finals are held, a swimmer is limited to three (3) individual events per day, unless entered exclusively in timed finals events on that day.

The above limitations on individual events apply regardless of the classification mixture or if separate meets or time trials are being conducted. These, and additional limitations on entries which may be established by ISI sanction or approval, shall be clearly stated in the meet invitation.

In a mixed classification meet a swimmer may enter the same stroke and distance individual event in an age group and any other classification, provided the limit of events per day for the type of meet is not exceeded. The same entry time must be used for all repetitive entries.

The above limitations include time trials or other competitions held at the same site on the same day, even though separate sanctions have been issued.

V. **MEET SANCTIONING** - (*USA Swimming Rules & Regulations - Article 202*)

- A. Complete 'Application for Sanction' Form APP-5. Determine the type of sanction you are applying for based on the definitions in I - Meet Sanction Types.
- B. Submit the first draft of the invitation. Mark on the first page "First Draft". Remember that once a meet invitation is approved, the meet operation must be conducted according to the invitation. This includes acceptance of late entries, number and type of awards, session and warm-up start times, etc. If you plan to accept late entries at your meet, then state that in your invitation so all clubs will have an equal opportunity. Any club who does not follow the meet invitation may be subject to a fine.
- C. First drafts of invitations should be emailed or mailed to the Admin VC and ISI office as follows:

Invitationals	Minimum 60 days before meet
Closed Invitationals	Minimum 30 days before meet
Closed competition (Duals, Intrasquad, Triangular, etc.)	Minimum 14 days before event

* If the applicable time standards are not available, this date may be extended 14 days after the new standards are distributed. Under no circumstances will an invitation be approved before the correct time standard can be incorporated into the invitation.

- D. These dates are deadlines. Sanction requests postmarked after due dates may be assessed an additional \$20 late fee.

Code Book	Section J	Page:	J-9
Iowa Swimming, Inc.	MEET DIRECTOR'S HANDBOOK	Revised:	12/2011r

E. Sanction Fee (rev 9/1/2011)

- \$5 Exhibition/Clinic; Intrasquad
- \$20 Federation; Dual; ~~Triangular~~; Closed Invitational
- \$50 Invitational (open or closed); Triangular – One Day
- \$100 Invitational (open or closed) – Two or more Days
- \$100 Approved Meet – One Day
- \$150 Approved Meet – Two or more Days

F. Send copies of the draft Meet Invitation to the Sanction Committee as follows:

1. **ISI Office** - One copy of the invitation, a completed Application for Sanction (APP-5), and the required sanction fee. Invitation can be email attachment or mailed. Sanction & fees must be mailed to ISI office.
2. **ISI Administrative Vice Chair** - One copy of invitation, either email attachment or mailed.

G. Your invitation will be reviewed and returned to you with any necessary changes noted. Make the required correction(s) and mark 'Final Draft' on the the front page. Submit final copy to the ISI Office. Only when these changes have been made will you be granted a sanction. **NO INVITATION FOR AN INVITATIONAL OR CHAMPIONSHIP MEET SHALL BE DISTRIBUTED UNTIL IT HAS BEEN APPROVED BY THE SANCTION COMMITTEE AND GIVEN A SANCTION NUMBER.** Failure to comply with this rule may result in a fine.

H. At the degression of the ISI Admin Vice Chair, if only **minor** changes are needed, the sanction number may be issued and club contact information sent along with the corrected first draft. The final draft can then be distributed to clubs & the ISI Office.

I. When all requirements have been met, the Administrative Vice Chair will send you a Sanction Number, club contact information and summarized meet check list. Your Sanction Number will have the format IA-YY-XX indicated as follows:

- IA = Iowa Swimming Sanctioned
- YY = the last two digits of the current year
- XX = sequential number, reset at the start of each year
- Example would be IA-07-05

VI. DISTRIBUTING MEET INVITATION

- A. Send meet invitation & MM event file electronically or mail per club contact informaton form. Remember that once a meet invitation is approved, **no** changes can be made. If changes are necessary, contact ISI Admin VC and ISI office immediately.
- B. The invitation should be distributed at least 45 days before the entry deadline.

Code Book	Section J	Page: J-10
Iowa Swimming, Inc.	MEET DIRECTOR'S HANDBOOK	Revised: 12/2011r

1. Invitational mailings must be electronically or mailed to each ISI registered club (you will receive club contact information with your sanction number). Invitations are distributed to club designee of each ISI member club, as provided on the club registration form.
2. One copy to the ISI Office.

C. Send copy of the invitation & mm event file via email attachment to ISI Office-Webmaster for posting on the web.

VII. MEET PLANNING AND STAFFING

A. **The Facility** - (*See USA Swimming Rules and Regulations - Article 103*)

1. The meet director may be required to apply for the use of a pool and facility. If prior arrangements have been made, the meet director should verify the facility's availability for the approved meet dates.
2. Since many pool facilities are booked months ahead of time, the meet director should submit the facility request or application at least six months in advance. A written application is preferred and should be as specific as possible, requesting the use of all necessary facilities and equipment. A meeting with the pool supervisor to discuss the use of the facility (e.g., traffic patterns, restrictions, clean up, etc.) can eliminate future problems. Nothing should be assumed, everything should be verified.
3. Some of the commonly requested facilities for a swim meet include: locker rooms, a kitchen, a cafeteria or hospitality area for coaches and officials, a concession area, a swimmers' rest area, an awards area and parking lots.
4. Commonly needed meet equipment includes tables, chairs, a sound system, an electronic timing system, bleachers, lane lines, backstroke flags, recall rope(s), pace clocks and starting blocks. Special provisions that might be needed could include: first aid or emergency aid room and supplies, and scheduled times to perform premeet setup and preview the facility for safety problems.

B. **Safety** - The meet director should pay close attention to the safety of the swimmers, coaches, officials, parents, volunteers and spectators at his meet. The goal of the USA Swimming Safety Program is to raise the level of safety awareness of all participants at swim meets. A safe and successful meet is a priority for the meet director and for USA Swimming. The meet director can help achieve this priority goal by striving to provide a safe environment at the meet.

To ensure a safe meet, the meet director should use common sense first and foremost. Swimmers, volunteers or spectators should not be put into unsafe situations. The meet director is responsible for ensuring that all aspects of the meet are conducted in a safe manner.

Following the guidelines listed below can facilitate this:

Code Book	Section J	Page: J-11
Iowa Swimming, Inc.	MEET DIRECTOR'S HANDBOOK	Revised: 12/2011r

1. A committee composed of at least the meet director, the referee, host club's safety officer (or facility manager) should be appointed to inspect the venue for "unsafe" conditions or circumstances (e.g., locked exits, unsecured diving boards, protrusions or holes in the deck, slippery areas, overloaded electrical sockets in the hospitality area). The committee should correct these items as necessary. Hazards that cannot be eliminated should be clearly marked or blocked. Any person seeing an unsafe situation or activity within the venue of the swim meet should request the activity be stopped and report the situation to either the meet director or the referee for a permanent solution.
2. The local "venue" should be defined and all participating teams should be informed of which specific areas of the host facility are included in the venue. The venue should include the areas located on the sides and ends of the pool, all spectator areas (entrance & exit walkways), scoring and administration rooms, team areas, locker rooms, rest rooms, hospitality and/or snack bar or concessions areas, as well as any specific areas designated by the host club or the meet director.
3. Any special safety rules or guidelines particular to the host facility or venue should be posted (e.g., no admittance to toddler-wading pool for swimmers over eight years old, etc.)
4. The meet entries committee should establish procedures to ensure that all swimmers, coaches, and officials are current members of USA Swimming..
5. USA Swimming policy requires warm-up procedures within each LSC and for all sanctioned meets. ISI warm-up procedures are covered under VII in this section. These guidelines and procedures require that: 1) the warm-up is marshalled and 2) racing starts not be allowed except as designated in sprint lanes. The warm-up and safety guidelines specific to the meet (six lanes versus eight lanes, etc.) should be posted prominently at several locations around the pool. The guidelines must be adhered to, with the referee having the authority to remove a swimmer/coach/club from the venue and meet for failure to conform.
6. Meet marshals must be selected for every meet. They should be responsible individuals who can actively monitor warm-ups and maintain order and safety in the swimming venue. They are assigned by and report to the Meet Director and/or Meet Referee. The marshal shall warn, order to cease and desist, or, with the concurrence of the Referee, remove from the venue, anyone behaving in an unsafe manner or whose actions are disrupting the orderly conduct of the meet. To indicate their authority, marshals should be provided with an easily identifiable uniform clearly visible to all in the venue. Bright orange vests or armbands, or other brightly colored means of identification can be used.
7. Also refer to club's copy of 'USA Swimming - Safety/Loss Control Guidelines'.

VIII. COMMITTEES AND KEY POSITIONS

Code Book	Section J	Page: J-12
Iowa Swimming, Inc.	MEET DIRECTOR'S HANDBOOK	Revised: 12/2011r

No one person can successfully execute all the tasks involved in planning and running a swim meet. A good meet director delegates responsibilities to committees. Committee chairs should be chosen at least 90 days prior to the actual meet date. Plans and assignments for every aspect of meet operation should be made well in advance, even though some of the functions will not be performed until the meet.

Good communications between the meet director and the committee chairs is vital. Individual meetings should follow an initial meeting of all chairs with chair. Another meeting should be held just before the meet to work out any last-minute problems. The meet director should establish specific reporting dates and deadlines for each of the following committees and key positions.

After the competition, meet personnel may have observations and suggestions for future meet improvements. The meet director should meet with the committee chairs and discuss these ideas and the overall competition in general.

- A. **Facilities Committee** - This should be a committee whose members will work closely with the facility personnel (lifeguards, marshalls, timing equipment operators, etc.). In general, these individuals are responsible for transporting equipment to and from the meet site, preparing the facility and equipment for the meet, and cleaning up after the meet. The meet marshalls (described in Safety) are included on this committee. The facilities committee is also responsible for establishing a lost and found area and a first-aid area with supplies, and for overseeing meet safety procedures.

Facility and Equipment Sample Check List

- * Pool temperature, chemical balance, and circulating system (i.e. currents which might interfere with competition)
- *Water level
- *Pace clocks
- *Centerline rope (50m pool)
- *Lane lines (including 15m reference marks)
- *Bull horn
- *Starting guns and shells
- *Event boards
- *Lap counters
- *Starter's stand or table
- *First-Aid Kit
- *Extension cords
- *Extra towels - Extra toilet paper
- *Signs (Directions, No Smoking)
- *Tables and chairs for Clerk of Course, Scoring, and Awards
- *Chairs for timers, runners, timing operators, place judge, etc.
- *Outdoor meet - Canvas, tarps or umbrellas and supports for sun and/or rain cover
- *Starting blocks, numbered right to left facing course
- *Backstroke Flags
- *False start ropes(s)
- *Sound System
- *Time boards
- *Seed card board (Clerk of Course)
- *Electronic timing equipment
- *Stop watches - Extra batteries
- *Clip board and pencils for timers
- *Trash containers and bags
- *Tape recording of the National Anthem
- *Toolbox (including tools, tape, wire, etc.)

- B. **Advertising and Sponsorship** - Hosting a swim meet is an expensive undertaking. Meet costs can be partially defrayed with advertising and sponsorship revenue. The

Code Book	Section J	Page: J-13
Iowa Swimming, Inc.	MEET DIRECTOR'S HANDBOOK	Revised: 12/2011r

advertising and sponsorship committee often functions on a year-round basis. It takes a great deal of time and effort to solicit funds, but a small, dedicated committee with quality leadership can be very effective.

Camera-ready copy and advertisements should be given to the program committee as early as possible prior to the meet date. Many corporations can provide camera-ready materials, eliminating some typesetting costs for the committee, but sponsors should be forewarned of any copy, logo or photo restrictions for the meet program. If a contract is signed for in-kind services, special sponsor needs (e.g., free tickets, banners, public address acknowledgements, etc.) should be reviewed carefully with the committee, meet director and facilities manager.

C. Program Committee - The master heat sheet, which should contain all entrants in each event, is given to the program committee for duplication or printing. The heat sheet or program is the schedule for the swim meet; therefore, it is essential that it be accurate and prepared correctly.

1. **Cover shall** contain meet name, ISI sanction #, meet date(s), length of course and location.
2. **Meet Evaluation Form (APP-9) shall** be included in each program, leave back of page blank for written comments. Meet Evaluation Forms must be available at no charge where programs are sold for persons wishing to fill them out, but who do not want to buy a program. Protest form (APP-10) should not be included in meet program, but available at the computer table if needed.
3. Names of appropriate people who are responsible for activities during the meet should be listed: Meet Director, Referee, Officials, Clerk of Course, Scoring, Sales, Concessions, Computer, Awards, etc.
4. Sponsors' advertisements or acknowledgements.
5. A list of participating teams with the appropriate abbreviations and the number of swimmers entered.
6. Order of events
7. Event records, (e.g., meet, regional or age group)
8. Applicable qualifying times or standards
9. Any special notes (parking regulations, location of lost & found, etc.)

Your ready to PRINT. (When trying to determine the total number of programs needed, there are three main groups to consider. Count on one program for every 10 entries in a 2-day meet, figuring in extra copies for the coaches and team files. Use one-third the total number of swimmers as a guide when calculating the amount of programs that will be available for sale.) Additional programs, with the advertisements omitted if possible, will be needed for the timers, deck officials, administration desk, awards table, clerk of course, meet director and announcer. Printing a few extra programs is far better than running out. Senior meets often require fewer programs than age group meets.

After printing, the pages of the program need to be collated. The suggested order for the final program is: cover page, introductory pages, and event heat or psyche sheet pages interspersed with advertising pages, and then the evaluation form.

Code Book	Section J	Page: J-14
Iowa Swimming, Inc.	MEET DIRECTOR'S HANDBOOK	Revised: 12/2011r

Committee should decide price of programs and final results. Programs and Final Results shall be sold separately at the meet and not bundled into one charge at any meet.

- D. **Awards Committee** - This committee is responsible for organizing and presenting the meet awards. Awards can be the single largest expense for a swim meet. Careful consideration should be given to the level of competition and to any specific LSC guidelines when selecting the awards. A common practice is to award medals or ribbons first through the # of lanes in your pool (6 lane-1st-6th, 8 lane-1st-8th). Sufficient lead-time for ordering awards is essential. A minimum of six weeks is usually required from the time of the order to the actual delivery. Extra awards should always be ordered to allow for ties or errors. For senior meets, hosts and swimmers should be aware that the cost or value of any prizes may affect high school or college eligibility.

Preparing awards for distribution takes time; pre-planning and organization are essential. Awards can be sorted by event into labeled paper lunch bags before the meet. Awards not collected by swimmers should either be forwarded to the swimmer's club coach or representative at the meet or by mail.

- E. **Snack Bar and Concessions Committee(s)** - The snack bar committee should begin planning early. The chair (or co-chairs) should be selected six to eight weeks before the meet. This committee is responsible for menu planning, shopping, food preparation and staffing the snack bar during the meet. The meet director or a member of the committee should check local ordinances regarding the preparation and sale of food. Soliciting food donations and shopping for advertised specials can save a great deal of money.

The meet concessions may be organized by the snack bar committee or may be offered to a professional swim shop for a percentage of sales. The host club and locale of a meet will often dictate stocking of a concession stand.

IX. MEET OPERATION

A. General Requirements

Code Book	Section J	Page: J-15
Iowa Swimming, Inc.	MEET DIRECTOR'S HANDBOOK	Revised: 12/2011r

1. All deck officials, coaches, etc. will be required to wear their membership cards. Membership cards are sent to each non-athlete member with a vinyl cover and clip. (Replacement covers are available from the ISI Office)
2. All officials on deck must be LSC official certified and USA Swimming members.
3. All coaches must be current coach members of USA Swimming. All coaches participating in this meet must sign-in (APP-29). By signing in, they verify that all certifications required by the LSC are current and on file with the LSC office.
4. The only people to be on deck are swimmers (registered in the meet), coaches, and those running the meet. No spectators.
5. Club and coach registrations will not be accepted at swim meets.
6. Any club that is represented at any ISI swim meet by one (1) swimmer and a certified coach, will receive a complimentary meet program and electronic final results. Hard copy of final results can be requested for \$5.00 on the meet financial form.
7. Any club which submits their entries electronically, will receive their clubs meet results electronically following the meet.

B. Entries - The entries person should be calm, pay attention to detail and have the time to do this job thoroughly. This individual will receive all meet entries, including entry fees, and is responsible for checking each entry form carefully. Each entry form should be marked for receipt, collated and checked.

1. Receive entries from participating clubs. Most of the pre-meet entry activities can be done automatically using Team Manager. For entries received electronically transfer directly into Meet Manager and proceed to the next step. Entries not received electronically will need to be hand entered.
 - a) Check that entry fees, splash fees are correct and ISI financial sheet is included.
 - b) Check that ages are correct and ages of relay swimmers are appropriate for the relay age group. Senior relays may have swimmers of any age group.
 - c) Check over complete team roster, for missing information. You must be sure that the ID#'s include all 14 characters (022299FFFMLLLL)
 - d) For meets with cut off times, check that entry does qualify. Meet Manager will flag any entry times which do not meet the meet cut times.
2. Meet Recon - It is the responsibility of the Host Club to verify that all athletes, coaches, and officials participating in the meet are USA Swimming members. As soon as possible after the entry deadline (no later than Tuesday before the start of a weekend meet), the following verification must be made with the ISI office.
 - a) Send email attachment of MM Backup file. Verification will be checked with SWIMS and the meet entries person & clubs will be notified of results.
 - b) For meets NOT using compatible software program - notify the ISI office after the entry deadline and indicate which teams will be participating in the meet. The ISI Office will send a listing of registered athletes, and non-athletes indicating certified officials, and coaches for all participating teams.

Code Book	Section J	Page: J-16
Iowa Swimming, Inc.	MEET DIRECTOR'S HANDBOOK	Revised: 12/2011r

The host club must make verifications unless other arrangements have been made with the ISI office.

- c) Non-athlete Officials may be verified by a listing on the ISI website or requesting a copy from the ISI office.
 - d) For late entries it is the athlete's responsibility to prove membership, or coach to show athlete roster print out from club portal, or have the athlete register.
 - e) If an athlete registers at the meet, fee (payable to ISI) and form MUST be sent to the ISI Office the day following the meet. If the registration is found to be a duplicate, fee will be returned. Besides the registration fee, the host club may collect a \$5.00 late fee (payable to the host club).
3. SEED THE MEET - Meet manager will do this automatically. For non-computer meets, see USA Swimming Rules and Regulations for appropriate seeding in 6 or 8 lane pools.
 4. PRINT the Heat Sheets for inclusion in the Meet Program.
 5. Print heat cards or lane timer sheets for use by timers in recording times swam.

C. Clerk Of Course helps to control the flow of the meet in an orderly fashion. Even with computerized, pre-seeded meets, the Clerk of Course is a vital link to a smooth runing meet. The Clerk of Course area should have a protected, but easily accessible, work location on or adjacent to the pool deck during the meet. In accordance with USA Swimming rules, the clerk of course must be clearly marked. Swimmers/coaches should be directed here for Check-in, Seeding, Relay Forms, Scratches, Late Entries, etc. whichever is applicable.

1. A minimum of two persons per session should be assigned to the Clerk of Course area. One of these persons should be an "experienced" volunteer, as many times the clerk's area becomes an information center.
2. The workers should be given an advance copy of the meet program and time line of the meet to review for errors and to familiarize themselves with the participants of the meet. A copy of the meet invitation is necessary to verify announced seeding procedures. For deck-seeded meets, the clerk seeds the events, distributes the heat cards and is in control of the ready area. Seeding procedures may be found in *USA Swimming Rules & Regulations 102.5*.
3. ISI scratch rule (XII in this section) will be used as stated in the invitation, unless otherwise printed or announced. The Meet Referee and computer room used to be notified of scratches. The Clerk of Course always consults first with the Meet Referee in regards to combining events. In Pre-seed meets, those lanes vacated by scratched may be used by late entries if allowed.
4. Relay cards should be distributed to the club coaches and completed relay cards should be returned to the clerk prior to competition as instructed.
5. A meeting with the Meet Director and the Clerk of Course should be held prior to the meet to discuss the responsibilities of the area and to arrange for needed equipment (i.e. tables, chairs, event board, protection from the elements if outdoors).
6. Suggested work materials: Pencils, rubber bands, paper clips, USA Swimming Rules and Regulations, ISI Code Book, a copy of team's meet entries, meet program, meet invitation, heat cards/lane timer sheets, Pencil sharpener, scissors,

Code Book	Section J	Page: J-17
Iowa Swimming, Inc.	MEET DIRECTOR'S HANDBOOK	Revised: 12/2011r

scratchpaper for notes to computer room and deck officials, bull horn for announcing heats, chalkboard for posting event numbers being called, and when applicable box to hold heat cards in sorted order, event board for posting heat cards.

D. Timing - (*USA Swimming Rules & Regulations - 102.16*)

Timers are the key volunteers at all swim meets. The purpose of a competitive meet is for each swimmer to achieve times; therefore, these workers must be diligent and dedicated to ensure success.

1. **General** - Timers have a responsibility to see that the atmosphere is conducive to good though processes on the part of the swimmer as he/she approaches the block. The swimmer's concentration should be on the swimming that is about to take place.

a) **PRE-SWIM CHECKLIST**

- Arrive at least 30 minutes prior to the start of the meet. Get to the block early there will be a short meeting with the referee & chief timer.
- The Referee is in charge of the meet once it starts. He/she has the authority on deck.
- Smile - it is easier to smile than to frown or be crabby, and this will make the swimmer feel better.
- Talking - Keep the talking to other individuals to a bare minimum. You may forget what you are doing.
- Do not break the swimmer's concentration by talking to them. After the swim you may want to say 'good swim'.
- If the swimmer asks you to hold a pair of glasses or towel, please do so.
- Make sure your watch is clear before the start. Don't clear watch until asked to by the starter or referee.
- Start the stop watch on the strobe light flash, gun smoke, or use the horn sound, even if you don't have a swimmer in your lane.
- When starting the watch or the heat, stand behind the swimmer. Do not sit to start the watch - you are more alert on your feet. Do not move next to or in front of the swimmer. Do not sit on the starting block.

b) **DURING SWIM MEET**

- If your watch does not start, get a backup watch from the head timer.
- Stay away from the touch pad. You may inadvertently touch it and invalidate the automatic time.
- Keep track of your swimmer's lengths so that you stop your watch on the finish.
- No partison cheering. Timers **MUST** be neutral.
- Stop the watch/push the button when any part of the swimmer touches the end wall or the touch pad.

Code Book	Section J	Page: J-18
Iowa Swimming, Inc.	MEET DIRECTOR'S HANDBOOK	Revised: 12/2011r

- When stopping the watch or pushing the button at the end of the race, stand and look over the water to see the hands and head for an accurate finish.
 - Stop the watch with the index finger (not the thumb). You will get a more accurate time from the index finger normally. These times are very important for backup in case of electronic failure.
- c) **AFTER SWIM MEET**
- Don't place the timing button on the block after the finish, or drop it. Place it on the deck or let it hang gently. It will last longer that way.
 - Record all stop watch times to one-hundredths (51.11 or 51.10) in your lane on the event card, relay card, or timers sheet. Do not record anything in the "Officials Time" space.
 - Note any abnormal finishes on event or relay finish. i.e. did not touch pad (DNTP), or late touch, or missed pad etc. Both watches should agree by 0.3 seconds, or notify the head timer. Something maybe wrong with a watch or the technique of a timer.
 - Backup button for manual electronic timer starts automatically - just stop it at the end of the race.
 - Give the swimmer the watch time if he/she asks. Also they may ask to verify they are in the right heat/lane
 - On relays, help get swimmers out of the water by asking them to get out. Most timing systems are set to rearm the touch pad 15 seconds after the swimmer finishes the relay leg.
 - Young swimmers may need a hand exiting the water after their race. If you help, please use both hands.
 - If you have to leave at a designated time, be sure to alert the Head Timer early enough for him/her to find a replacement.
 - First place timer (Head Timer) must go to the lane with the winner and record his/her watch time on the deck card.
2. **Chief Timer** - The Chief Timer..
- a) is responsible for recruiting both the timers and runners prior to the meet and then supervising these people during the meet.
 - b) ensures that all timers and their watches are functioning properly throughout the meet, replacing timers or watches when necessary.
 - c) on the starting signal, starts a watch(es) for each heat and is used to replace any watch that may malfunction or that did not start during any given heat.
 - d) be sure to have three (3) manual times on each first place finisher in each heat.
3. **Head Lane Timer** - The Head Lane Timer shall..
- a) determine whether the swimmer or relay team is present and in the correct lane, heat and event, and that relay swimmers are swimming the order listed.
 - b) determine and record manual watch times or the absence of a swimmer or the relay team seeded in that lane.
 - c) assign one timer to time relay splits and initial distance times if requested by the Chief Timer.

Code Book	Section J	Page: J-19
Iowa Swimming, Inc.	MEET DIRECTOR'S HANDBOOK	Revised: 12/2011r

- d) report if the swimmer has delayed in touching or has missed the touch pad at the finish, or if there is reason to believe the semi-automatic or manual times may be inaccurate.
4. **Lane Timers**
- a) May simultaneously operate two dissimilar devices (one watch and one button) but not two similar devices (two watches or two buttons).
- b) Be in position at the start to have an unobstructed view and shall start the watch at the instant of observing the visual starting signal. If neither is observed, the watch shall be started upon hearing the sound of the horn or gun.
- c) Stand directly over the assigned lane at the finish to observe a touch above, at, or below the surface of the water and stop the watch and/or push the semi-automatic system button when any part of the swimmer's body touches the wall.
- d) Report the watch time to the designated recorder, report if a late or missed pad touch is observed; and, if requested, present the watch for inspection. Lane Timers shall not clear their watches until a command to 'clear watches' is given or the referee signals that the next heat is ready to start.
5. **Timing Equipment Operator** shall be responsible for the automatic or semi-automatic timing equipment, including the electronic starting system and scoreboard (if used), and shall advise the Referee of any system problems that might affect the accuracy of times or whenever the touchpad is observed to have failed to record the finish when the swimmer completed the race. The timing equipment should be placed so that the operator is able to observe the finish of each race.
6. **Timing Judge** under the direction of the Referee, shall determine the official time for each swimmer as follows:
- a) receive and review the automatic and/or semi-automatic timing results from the Timing Equipment Operator and compare primary timing results with the back-up timing results to determine their validity.
- b) receive the times recorded by the lane timer from the runners and use those times to the extent needed to determine the official time for each swimmer.
- c) record disqualifications approved by the Referee. A written record of all disqualifications approved by the Referee. A written record of all disqualifications signed by the Referee shall be given to the Recorder.
7. **Recorder** (also can be Timing Judge) - The recorder shall.
- a) be familiar with Meet Management Software.
- b) record the Official Times and disqualifications
- c) determine the official order of finish.
- d) publish the results
- e) may also determine the score of the meet.
8. **Runners** to pick up heat cards, DQ slips, post typed placement sheets, etc. Often the host club's age-groupers, shuttle material from station to station during the meet. These workers are literally 'runners'. It is helpful to have one person coordinating the efforts of all runners to avoid confusion and lost material.
9. **Determination of Official Times**
- a) ORDER OF ACCURACY for times is as follows:

Code Book	Section J	Page: J-20
Iowa Swimming, Inc.	MEET DIRECTOR'S HANDBOOK	Revised: 12/2011r

- Automatic pad times of automatic timing equipment
 - Backup button for automatic timing equipment
 - Three watches - (use the middle watch time, unless two agree)
 - Two watches - (average the two times and round thousandths place up to slowest hundredths spot. e.g. 52.234 becomes 52.24)
 - One watch.
- b) **DETERMINE THE PRIMARY TIME AND SECONDARY TIME**
- Each of the times is reviewed in order from 1-5 to determine the "primary time" and the "secondary time". It may be necessary to perform a "secondary system timing error" adjustment for a particular lane to determine "official time". If all lanes are affected, it may be necessary to perform a "primary system timing error" to determine "official time".
 - All automatic pad times are primary times (with the backup button being the secondary time) unless a pad malfunctions or swimmer "did not touch pad" (look for "DNTP" on the event card from timers). In this event the backup button becomes the primary time (with the watches becoming the secondary time). If the backup button also fails, the average time of the two watches (with thousandths dropped and round up to the slowest hundredth), or the middle watch time of three (unless two watches agree) become the primary time, with no secondary time.
- c) **Compare the Primary time and Secondary time for the 0.3 SECOND ERROR**
- Primary and Secondary time must agree within 0.3 second or suspect primary or secondary timing system error. If there exists a time difference of 0.3 seconds or more (after correcting for a system timing error - primary or secondary) between the primary and secondary time in a given lane, a potential malfunction exists. If this potential malfunction is confirmed by other data such as: other watches or backup buttons in that lane; visual observation by equipment operators; or placement data by officials, the official lane time is the secondary time (after applying any required system timing errors).
- d) **OFFICIAL TIMES**
- **PRIMARY TIME**--All primary times which are free of malfunctions shall be official times.
 - **PRIMARY SYSTEM TIMING ERROR** - error affecting the primary times of all lanes. When through a start or other malfunction the primary system has a systemic error affecting the times of all lanes (but the relative order of finish is accurate), a comparison is made between the primary system and official manual watch times (these are the secondary time) of all lanes to determine an overall average (positive or negative) to be added or subtracted from the official watch time of all lanes. Note: You may also have to do time comparisons for the heat before and after for a primary system timing error calculation. In this case the primary system timing error would be the weighted average of the three.
 - **SECONDARY SYSTEM TIMING ERROR** - error affecting the valid primary time of one (or more) swimmer(s). When an error occurs which causes a swimmer to not have a valid primary time, this calculation is used

Code Book	Section J	Page: J-21
Iowa Swimming, Inc.	MEET DIRECTOR'S HANDBOOK	Revised: 12/2011r

to add (or subtract if appropriate) from the secondary time of a swimmer not having a valid primary time, to find the swimmer's official time. This time is then used for ranking and placing. The calculation is the simple average of the valid time difference between the primary and secondary times of all of the correctly timed lanes in a given heat. Any digits past hundredths are dropped with no rounding-off. The average is used to add (or subtract if appropriate) from the secondary time of a swimmer not having a valid primary time, to find that swimmer's official time. Note: You may also have to do time comparisons for the heat before and after for a secondary system timing error calculation. In this case the secondary system timing error would be the weighted average of the three.

E. Officials - (*USA Swimming Rules and Regulations - 102.12 - 102.15*)

The integrity of a swimming competition is dependent upon its administration by competent and conscientious officials. All sanctioned events **MUST** be conducted by current certified officials who have completed the training and certification program. All officials acting in the capacity of Referee, Starter, or Stroke and/or Turn Judge at a meet shall be certified in such position prior to being assigned to officiate in that capacity. Uncertified trainees may perform the duties of such positions when they are under the direct supervision of a certified official.

All ISI Officials must be certified by ISI and be a non-athlete member of USA Swimming. The rules of swimming are designed to provide fair and equitable treatment and competition for all swimmers. Meet officials are there to see that the rules are followed and administered in a fair and uniform manner. USA Swimming is a volunteer organization and it is the general policy of ISI to use volunteer officials in all capacities.

1. REFEREE - (*USA Swimming Rules & Regulations - 102.13*)

Shall have full authority over all officials and shall assign and instruct them; shall enforce all applicable rules and shall decide all questions relating to the actual conduct of the meet, the final settlement of which is not otherwise assigned by said rules; can overrule any meet official on a point of rule interpretation, or on a judgment decision pertaining to an action which the Referee has personally observed; shall also disqualify a swimmer(s) for any violations of the rules that the Referee personally observes and shall at the same time raise one hand overhead. If the Referee does not make such a signal there shall be no penalty.

2. STARTER - (*USA Swimming Rules & Regulations - 102.14*)

The Starter shall stand within ten feet of the starting end of the pool and upon signal from Referee, shall assume control of swimmers until a fair start has been achieved.

a) Starts

- At the commencement of each heat, the Referee shall signal to the swimmers by a short series of whistles to remove all clothing except for swimwear, followed by a long whistle indicating that they should take and

Code Book	Section J	Page: J-22
Iowa Swimming, Inc.	MEET DIRECTOR'S HANDBOOK	Revised: 12/2011r

maintain their positions on the starting platform. In backstroke and medley relay events, at the Referee's first long whistle the swimmers shall immediately enter the water and at the second long whistle shall return without undue delay to the starting position.

- When the swimmers and officials are ready, the Referee shall signal with an outstretched arm to the Starter that the swimmers are under the Starter's control.
- On the Starter's command "take your mark", the swimmers shall immediately assume their starting position, in the forward start, with at least one foot at the front of the block. When all swimmers are stationary, the starter shall give the starting signal.
- When a swimmer does not respond promptly to the command "take your mark", the Starter shall immediately release all swimmers with the command "Stand Up" upon which the swimmers may stand up or step off the blocks.

3. JUDGES - (*USA Swimming Rules & Regulations - 102.15*) Shall have jurisdiction over the swimmers immediately after the race has begun.

- a) Chief - An overall 'Chief Judge' may assign and supervise the activities of all stroke, turn, place and take-off judges and may report their decisions, or if desired any judging category may have a designated 'Chief'. Any 'Chief' may act as liaison for the judges and may serve simultaneously in one of the judging positions and shall assign those judges within the 'Chief's' category.
- b) Place Judge - Two place judges - one on each side of the course - shall be stationed near the finish and each shall judge the order of finish of all swimmers.
- c) Stroke Judge - Shall operate on both sides of the pool, preferably walking abreast of the swimmers during all strokes except freestyle, during which events they may leave poolside, at the Referee's discretion; shall ensure that the rules relating to the style of swimming designated for the event are being observed; and shall report any violations to the Referee on signed slips detailing the event, the heat number, the lane number, the swimmer's name and the infraction.
- d) Turn Judge - Shall operate on both ends of the pool; shall ensure that when turning or finishing the swimmer complies with the turning and finishing rules applicable to the stroke used; and shall report any violations to the Referee on signed slips detailing the event, the heat number, lane number, the swimmer's name and infraction observed.
- e) Jurisdiction of Stroke and Turn Judges - Before the competition begins the Referee shall determine the respective areas of stroke and turn responsibility and jurisdiction, which may include joint, concurrent, and coordinated responsibility and jurisdiction. The Referee shall insure that all swimmers shall have fair, equitable, and uniform conditions of judging.
- f) Relay Take-Off Judge
 - Shall stand so that they can clearly see both the touch of the incoming swimmer(s) and the feet of the departing swimmer(s) as they leave the

Code Book	Section J	Page: J-23
Iowa Swimming, Inc.	MEET DIRECTOR'S HANDBOOK	Revised: 12/2011r

starting platform, and shall judge whether the swimmer is in contact with the platform when the incoming swimmer touches the end of the pool.

- o If dual relay take-off judging is used, the lane and side take-off judges shall independently report infractions in writing without the use of the infraction hand signal. A relay will be disqualified only if the lane take-off judge has reported an infraction and the assigned side take-off judge has confirmed the same infraction.
- g) USA Swimming requires that certain positions be filled at all times during the meet. See USA Swimming Rules and Regulations Article 102-12 for minimum number of required officials.

F. Announcer - (*USA Swimming Rules and Regulations - Article 102.20*)

Meet announcers must be selected with great care. An announcer should have a clear, pleasant voice and be able to function under pressure in the midst of a noisy crowd and a demanding referee. A knowledgeable swim-parent with a pleasing "radio" voice and a willingness to help can be an invaluable asset as an announcer, but must be forewarned to remain impartial.

At most age group meets, the function of an announcer is to state the facts (i.e. event, heat, swimmer's names, etc.), not to commentate. Unnecessary comments or announcements merely add to the confusion at such meets.

At Championship meets, however, a talented well-informed announcer can often add great excitement to the meet by providing background on the finals swimmers as they are introduced at the blocks and by providing comments during the swim about split and potential records.

G. Hospitality

This committee is responsible for serving refreshments (soft drinks and snacks) to meet workers, officials and coaches. Meet workers will probably perform more efficiently and cooperatively if they are provided with a meal and refreshments throughout the day. This committee may also be responsible for making sure that water is readily available in self-service type containers at various places on the deck. This can be particularly important if your meet is held during hot weather, indoors or out. The hospitality committee works closely with the snack bar committee and should be staffed by courteous and outgoing personnel.

X. ISI REQUIRED MEET COMMITTEE

ISI has established a Swim Meet Committee which is to be in place at each invitational swim meet. This committee is responsible for resolving disputes and/or administrative protests that may occur at that swim meet. The Meet Committee will not consider judgment decisions made by the deck officials, as those are under the

Code Book	Section J	Page:	J-24
Iowa Swimming, Inc.	MEET DIRECTOR'S HANDBOOK	Revised:	12/2011r

jurisdiction of the Meet Referee. The committee consists of the Meet Director, Meet Referee, a Coach Representative, an Athlete Representative, and a Meet Official.

If an administrative protest is filed at the meet which requires an emergency hearing, the Meet Committee will act in lieu of the formal Board of Review. The Federal law which created National Sports Governing Bodies such as USA Swimming states that an athlete cannot be suspended from competition, even temporarily, without a hearing. Members of the Meet Committee should keep in mind their responsibility to conduct emergency hearings and need to either be available or keep meet management informed of where they will be during the course of the meet. A meeting of the Meet Committee must be arranged to permit a timely decision even if the athlete must compete under protest. Decisions of the Meet Committee are first tier decisions and may be appealed to the ISI Board of Review after the conclusion of the meet.

XI. ISI MANDATORY WARM-UP PROCEDURE

Iowa Swimming, Inc. has established prescribed warm-up procedures to govern the warm-up period at all sanctioned competitions. A sanction applicant must agree to follow and strictly enforce these procedures as a condition to the granting of a sanction.

Your liability insurance coverage, specifically the amount of the deductible, could depend on adherence to Iowa Mandatory Warm-Up Procedures during warm-ups at the meet. Meet marshals should be on duty from the time the pool facility opens to insure that the Warm-Up Procedure is followed and to supervise the use of the pool in general. Coaches are expected to actively supervise the swimmers during the warm-up period, and to generally locate themselves at the starting end of the pool.

A. General Considerations Governing the Entire Warm-up:

1. No diving in warm-up, except limited racing starts in designated sprint lanes during the specific warm-up period. All swimmers are to carefully enter the [water pool using a feet first three point entry](#). Cannonballs, horseplay or jumping over swimmers heads to enter the water feet first are not permitted.
2. There shall be appropriate supervision for each lane during warm-ups based on the type and size of the meet as determined by the meet referee.
3. Meet marshals, ~~who must be members of USA SWIMMING~~, are a necessary position at all meets. The marshals report to the meet referee and have authority through the meet director. Marshals are expected to be on duty from the time the meet venue is open. Marshals are expected to actively supervise swimmers during the warm-up, shall maintain order in the swimming venue and shall have full authority to warn or order to cease and desist, and to 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. Meet marshals are to be clearly identified by a

Code Book	Section J	Page: J-25
Iowa Swimming, Inc.	MEET DIRECTOR'S HANDBOOK	Revised: 12/2011r

badge, hats, arm bands or by wearing all white clothing and to station themselves at the corners of the pool.

4. Coaches are expected to actively supervise their swimmers during the warm-up period, and to generally locate themselves at the starting end of the pool.
 5. No change in the designated use of a lane for warm-up purposes will be permitted unless authorized by the meet referee and until announced by the meet announcer. At no time during warm-ups are sprint starts to be allowed in outside lanes.
 6. At no time during warm-ups & competition is diving allowed into the cool down area. This area is to be supervised by a marshal. All swimmers are to enter the ~~water~~ pool using a feet first, three point entry. Cannonballs, horseplay, or jumping over swimmers heads to enter the water feet first are not permitted.
 7. The meet referee shall have the power to remove any swimmer, coach or club from the meet for failure to conform to the prescribed warm-up procedure. Swimmers and coaches are expected to cooperate with the meet officials and each other in the use of lanes for designated purposes.
 8. Warm-up Variances: The meet marshal shall be in control of the meet warm-up. They will control when it is the best time to go from general to specific warm-up periods. The meet marshal will work with the coach of the host club, to determine when, if any, variances in how many sprint, pace, and circle lanes are needed during the specific warm-up period. If the coach of the host club does not want to be responsible for this position, then the coach on the meet committee will assume the role.
- B. Warm-up Period: Meet hosts are to provide the following warm-up periods prior to commencing competition:
1. A minimum 50 minute swimming period prior to clearing the pool for swimmers age 13 & over.
 2. A minimum 40 minute swimming period prior to clearing the pool for all swimmers age 12 and under.
 3. A minimum of 30 minutes for intra squad and dual meets.
- C. General Warm-up Period:
1. Fifty percent (50%) of the prescribed warm-up period shall be allocated to general warm-up.
 2. All lanes will be used solely for general warm-up utilizing circle swimming and push off only.
 3. There shall be no racing starts or diving off the blocks or edge of the pool.
 4. All swimmers shall enter the water and begin swimming at the starting end of the pool.
 5. No sprinting or pace work will be permitted.
 6. Circle swimming only will be permitted. Swimmers congregated at the end of lanes blocking circle swimming will be asked by officials to either circle swim or leave the water.
- D. Specific Warm-up Period:
1. The final fifty percent (50%) of the prescribed warm-up period shall be allocated to specific warm-up procedures.

2. Push only lanes --- outside lanes will be push off one or two lengths and back, beginning at the starting end of the pool. Circle swimming only with no racing starts or diving.
3. Racing start lanes (sprint lanes) --- swim one length only beginning at the starting end of the pool. Note, outside lanes are never racing start lanes.
4. General warm-up lanes --- same general warm-up as found under above general warm-up procedures. All swimmers are to enter the water feet first, with circle swimming only, and no racing starts or diving. Pool use is to be as follows:

<u>POOL SIZE LANES</u>	<u>RACING STARTS ONE WAY</u>	<u>PUSH ONLY LANES</u>	<u>GENERAL WARM-UP</u>
4	2,3	1,4	
5	2,4	1,5	3
6	2,5	1,6	3,4
7	2,6	1,7	3,4,5
8	2,7	1,8	3,4,5,6

5. Where circumstances dictate, the meet referee may open additional lanes for sprint during a portion of the specific warm-up period as specified below. At no time during warm-ups may outside lanes be opened for sprint work.

4 lane pool	no additional lanes may be opened.
5 lane pool	lane 3
6 lane pool	lanes 3, 4
7 lane pool	lanes 3, 4, 5
8 lane pool	lanes 3, 4, 5, 6

6. On sprint lanes, no swimmer shall be on a block until a backstroker in the water has executed his/her start.
7. No swimmer shall enter the water except at the starting end of the pool.

E. Split Warm-ups (for 25 yard/meter pools)

1. A meet may have up to the following number of swimmers before warm-ups must split into two sessions.

Single warm-up	13 & over	12 & under
6 lane up to	120 swimmers	144 swimmers
8 lane up to	160 swimmers	192 swimmers

The maximum number of swimmers allowed per session in the meet is as follows:

Split Warm-up	13 & over	12 & under
6 lane max of	240 swimmers	288 swimmers
8 lane max of	320 swimmers	384 swimmers

2. 13&Over Swimmers: When there are 20 or more 13 & over swimmers per lane entered in the meet for 25y/m pools, the warm-up will be split as follows:

Code Book	Section J	Page: J-27
Iowa Swimming, Inc.	MEET DIRECTOR'S HANDBOOK	Revised: 12/2011r

Group I: 25 min general, 20 min specific warm-up.

Group II: 25 min general, 20 min specific warm-up.

There shall be no more than 240 swimmers for 6 lane pools or 320 swimmers for 8 lane pool in a meet with two warm-up periods. If the meet host wishes to allow more than the maximum number of 13 & over swimmers, more time must be allowed.

3. 12 & Under Swimmers: When there are 24 or more 12 & under swimmers per lane entered in the meet, the warm-up will be split. There will be two 30 minute sessions with each having a general and specific warm-up period as follows:

Group I: 15 min general, 15 min specific warm-up.

Group II: 15 min general, 15 min specific warm-up.

There will be no more than 288 swimmers for 6 lane pools or 384 swimmers for 8 lane pools with two warm-up periods. These numbers may not be exceeded because of the 4 hour rule.

4. Multiple All Age Groups: Any time there are 10 & unders warming-up at the same time as 13 & overs, there shall be lanes assigned as 13 & over lanes only and 10 & under lanes only, so that both age groups can have a good and safe warm-up. The 11 & 12's can warm-up with either age group. The meet host is to use the above formulas to determine how many lanes are needed for each age group.
5. Lanes shall be assigned to teams based on the number of entries in each session of the meet.
6. The meet host is to notify each entree's person by the Tuesday before the meet by mail, email, FAX, or phone, which warm-up period they are in.
7. Those teams coming the greatest distance should be given the later warm-up period the first day.

F. Violation Of Procedure By Host Team

1. A fine will be imposed to an ISI member host club for violation of ISI warm-up procedure of \$100 per session and/or the loss of future meet sanctions.
2. Written protests are to be given to the Meet Director by witnesses. Within 48 hours a written protest (signed by at least 4 witnesses) must be mailed to the ISI General Chair. It is the responsibility of the witnesses to have a copy sent to the current ISI General Chair. The written protest will be considered at the next ISI board meeting for action.
3. Meet hosts will have the right of appeal to the ISI Review Committee as provided in the ISI By-Laws.
4. ISI Member host teams in violation of this policy will not be considered in good standing until fine has been paid.

G. Violation of Procedure by Swimmer

Code Book	Section J	Page: J-28
Iowa Swimming, Inc.	MEET DIRECTOR'S HANDBOOK	Revised: 12/2011r

1. Violation of any of the safety procedures shall be grounds for elimination from the warm-up period, the swimmer's next event or that days entire meet events, at the discretion of the meet referee.
2. Swimmers who continue to violate safety procedures from sanctioned swim meet to swim meet may be barred from all swim meets for the entire winter or summer season.

XII. ISI SCRATCH RULE

The 1986 scratch rule as adopted by ISI shall be in force at meets which have no definitive scratch rules stated in their invitation.

- A. **INDIVIDUAL SCRATCH RULE:** Each swimmer shall inform himself of the meet 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 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.
 2. **Events Seeded on the Deck--**Any swimmer entered in an individual event that is seeded on the deck, in whole or in part, who has checked in for that event, must swim in 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 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 thirty (30) minutes prior to the start of the event.
 3. **Scratching from Consolation Finals and Finals**
 - a) Any swimmer qualifying for a consolation final or final race in an individual event who fails to compete in said consolation final or final race shall be barred from further competition for the remainder of the meet, except as noted in 4 below.
 - b) In the event of withdrawal or barring of a swimmer from competition, the Referee shall fill the consolation final or final when possible with the next qualified swimmer(s). First and second alternates shall be announced along with the final qualifiers. These alternates shall not be penalized if unavailable to compete in the finals.
 - c) Where consolation finals have not yet been swum and a barring or withdrawal is known to the Referee, the Referee shall reseed the consolation final and the final, if necessary, to insert the alternate(s) in the appropriate lane(s), filling all lanes in the final.
 - d) If a consolation final has already been contested, the companion final shall be swum without reseeding for the empty lane(s).

Code Book	Section J	Page: J-29
Iowa Swimming, Inc.	MEET DIRECTOR'S HANDBOOK	Revised: 12/2011r

4. Exceptions for Failure to Compete: No penalty shall apply for failure to withdraw or compete in an individual event if:
 - a) A swimmer qualifying for a consolation final or final race following preliminaries notifies the Referee within thirty (30) minutes after announcement of the qualifiers for that final race that he/she may not intend to compete and further declares his/her final intentions within 30 minutes following his/her last individual preliminary event.
 - b) It is determined by the Referee that failure to compete is caused by circumstance beyond the control of the swimmer.

B. RELAY SCRATCH RULE

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 that event is begun that the relay team wishes to scratch.
 - b) A relay team member failing to appear ready to swim for the relay event shall be barred from the next individual event in which he/she is entered, either that day or the next meet day. The relay team members who do appear ready to swim shall not be penalized for failure of any 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.

XIII. ISI 4 HOUR RULE

The USA SWIMMING four hour rule 205.3.1F (*USA Swimming Rules and Regulations*) is as follows: With the exception of championship meets the program in all other age group competition shall 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.

In addition, ISI has adopted the following items:

A. Optional Items

1. It is strongly suggested that ISI member host clubs format developmental meet event listings such that relays occur at the end of each session. In the event of that session lasting longer than four hours, the host club should be prepared to drop relays for developmental swimmers with appropriate relay entry fees refunded.

Code Book	Section J	Page: J-30
Iowa Swimming, Inc.	MEET DIRECTOR'S HANDBOOK	Revised: 12/2011r

B. Mandatory Items

1. Developmental meets are to limit splashes (event entries) to 100/lane/session. This would be 800 per session in an 8 lane pool and 600 per session for a 6 lane pool (exclusive of relays).
2. Late Entries
 - a) On time and late entries are not to exceed the above splash total.
 - b) Late entries are to be placed in open lanes in existing heats.
 - c) Exception: In the event that on-time entries and late entries do not jeopardize the 4 hour rule in any way, zero heats maybe added.
3. No teams will be separated because of the 4 hour rule.
4. ISI has a Meet Referee/Director Report (App-12) which contains start time and end time of each session with comments, such as what happened to cause the meet to last longer than four hours, and what to do to resolve. Items discussed could be mechanical breakdowns, too many swimmers, age group should have been moved, or certain events should have been combined, and any decisions by Meet Committee and officials.
5. Excessive violation of the 4 hour rule will result in a possible fine by ISI.
6. With extenuating circumstances the Meet Committee and Officials are to decide what to do at the 4 hour time with what appropriate action to be taken. This decision is to be reflected in the Meet Referee/Director Report.
7. ISI Regionals and Age Group/Senior State Championships are exempted from the ISI 4 hour restrictions.

Code Book	Section J	Page:	J-31
Iowa Swimming, Inc.	MEET DIRECTOR'S HANDBOOK	Revised:	12/2011r

XIV. FINAL RESULTS

- A. The meet site, date, pool length, and sanction number must be printed on a cover sheet, or on the front page of the boys results and the girls results, or on each page of the results.
- B. Results are to be printed on white 8-1/2" x 11" paper (cover may use different color).
- C. Include a list of meet marshalls and officials and their duties.
- D. If meet is scored, list scores of all teams and all swimmers.
- E. Include the Full Names and Ages of swimmers in ALL individual events and ALL relays. Ages are Imperative for All Tabulation!
- F. An individual event swimmer's or a relay lead swimmer's official split times shall be included under event swum and shall include his/her full name, distance and time.
- G. To reduce copy expenses, results can be printed in a condensed font, however, make sure that your print is large and clear enough so that times can be read accurately.
- H. Print the results in **Publication Order** (Meet Manager). Order optional for Closed Competition.
 1. Events should be arranged **In Age Group Order** (8 & Under, 10 & Under, 11-12, etc.) and **Then By Event** (25 free, 50 free, 100 free, back, breast, IM, free relays, medley relay) for each sex. Also before each length-stroke, list A, then BB, then B events in fastest event slowest event order. For example, the girls 8 & Under 25 yd free A, then the 25 yd BB, then the 25 yd B events. and then on the girls 8 & Under 50 free A, 50 free BB, 50 free B, etc. The event order is as listed as follows (first Girls then Boys):
 - a) Girls 8 & Under: 25, 50, 100 free; 25, 50 back; 25, 50 fly; 100, 200 IM; 100, 200 free relays; 100, 200 medley relays
 - b) Girls 10 & Under: 50, 100, 200 free; 50, 100 back; 50, 100 fly; 100, 200 IM; 200 free relay; 200 medley relay
 - c) Girls 11-12: 50, 100, 200 free; 50, 100 back; 50, 100 fly; 100, 200 IM; 200, 400 free relays; 200, 400 medley relays
 - d) Girls 13-14: 50, 100, 200, 400, 500, 800, 1000, 1500, 1650 free; 100, 200, 400 back; 100, 200, 400 fly; 200, 400 IM; 200, 400, 800 free relays; 200, 400 medley relays
 - e) Girls Senior: same as 13 - 14 order
 - f) Boys 8 & Under: see above, use same event order
 - g) Boys 10 & Under: see above, use same event order
 - h) Boys 11-12: see above, use same event order

Code Book	Section J	Page: J-32
Iowa Swimming, Inc.	MEET DIRECTOR'S HANDBOOK	Revised: 12/2011r

- i) Boys 13-14: see above, use same event order
 - j) Boys Senior: see above, use same event order
- 2. For meets having a prelim-final format, the final times shall be followed immediately by the prelim times for the event, or they shall be printed side by side.
- I. For all age group events (not senior), time classifications must be denoted (can be done by Meet Manager) or a line must be drawn to indicate A, BB, and B times, regardless of the classification of the meet.
- J. The LSC of an Unattached (UN) swimmer must be listed (IA, MN. etc.).
- K. Indicate new records as follows:
 - 1. **NIR** for new Iowa records (swum by Iowa swimmer anywhere)
 - 2. **NOR** for new Iowa Open records (swum by any swimmer in a meet within the LSC).

XV. OPEN COMPETITION WRAP UP

Electronic MM final results & MM pdf or html should be sent to each club participating in the meet and MM pdf or html meet results sent to the ISI Office-Webmaster as soon as possible following the meet. MM Back-Up file should be sent to the ISI Office ONLY.

See the ISI Directory for addresses required for the mailings required in this section.

A. The Day following the meet:

- 1. Send to the ISI Office all **USA Swimming registration applications and fees** collected.
- 2. Send **Report of Occurrence forms** (AP-14):
 - a) One copy to USA Swimming
 - b) One copy to the current insurance carrier listed on the Occurrence form
 - c) One copy to the ISI Safety chair
 - d) One copy to the ISI Office

B. As soon as available following the meet, send an **email attachment of final results to:**

- 1. ISI Office for entry into the ISI Database, & MM Back-Up.
- 2. ISI Office-Webmaster for posting on the ISI Web site – PDF or HTML format
- 3. Official Split Request forms, if received any.

C. Within five (5) days following the meet:

Code Book	Section J	Page: J-33
Iowa Swimming, Inc.	MEET DIRECTOR'S HANDBOOK	Revised: 12/2011r

1. Send to the ISI Office:
 - a) Report showing the number of swimmers in the meet & copy of Splash check info sent to ISI Treasurer.
 - b) One copy of the Final Results
 - c) Electronic final results, if not already emailed
 - d) Meet Manager Back-Up file, if not already emailed.
 - e) Meet Referee/Meet Director report (APP-12)
 - f) Coach Sign In Form (APP-29)
 - g) List of all athletes who participated in the meet
 - h) List of all officials who worked at the meet
 - i) Copy of any Report of Occurrence form (APP-14)
 - j) For Approved meet hosted by an USA Swimming club, a copy of Proof of Insurance (APP-15) or the Liability/medical Release Form (APP-14) for participating non-USA Swimming clubs/swimmers.

2. Send to the ISI Treasurer Splash Check.

3. Send to the Officials Chair a list of officials and their duties from Final Results

4. Send to Technical Planning Chair - Regionals and Age Group/Senior Championships only
 - a) One copy of the Official Program
 - b) One copy of the Final Results

- D. Within forty-five (45) days following the meet send the ISI Meet Financial Summary (APP-11) to the ISI Office.

- E. When all requirements are met, if there are any problems with a meet they will be presented to the ISI Board at the next scheduled meeting for review and you will be advised of any action. Fines will be payable to Iowa Swimming and forwarded to the ISI Office.

XVI. CLOSED COMPETITION WRAP UP

See the ISI Directory for addresses required for the mailings required in this section.

- A. The Day following the meet:
 1. Send to the ISI Office all USA Swimming registration applications and fees collected.
 2. Send Report of Occurrence forms (APP-14):
 - a) One copy to USA Swimming
 - b) One copy to the current insurance carrier listed on the Occurrence form
 - c) One copy to the ISI Safety Chair
 - d) One copy to the ISI Office

Code Book	Section J	Page: J-34
Iowa Swimming, Inc.	MEET DIRECTOR'S HANDBOOK	Revised: 12/2011r

- B. As soon as available following the meet send an email attachment MM Back-Up to the ISI Office. Send MM Comlink Meet Results file to any team participating in the meet.
- C. Within five (5) days following the meet
1. Send to the ISI Office:
 - a) One copy of the meet Final Results.
 - b) For meets run with Meet Manager, please include a MM Back-Up if not emailed.
 - c) Coach Sign-In Form (APP-29)
 - d) Meet Referee/Meet Director Report (APP-12)
 - e) List of all athletes who participated in the meet.
 - f) List of all meet marshalls and officials who worked at the meet.
 - g) For Approved meets hosted by a USA Swimming club, a copy of Proof of Insurance (APP-15) or the Liability/Medical Release Form (APP-14) for participating non-USA Swimming clubs/swimmers.
 2. Send to the Officials Chair a list of officials and their duties (from Final Results)
 3. Send to ISI Treasurer splash fee check, if applicable.
- D. If an event or swimmer fee is charged, within forty-five (45) days following the meet, send the ISI Meet Financial Summary (APP-11) to the ISI Office.
- E. When all requirements are met, if there are any problems with a meet they will be presented to the ISI Board at the next schedules meeting for review and you will be advised of any action. Fines will be payable to Iowa Swimming and forwarded to the ISI office.

XVII. OBSERVED MEET PROCEDURE

- A. Sanctioning
1. The ISI Administrative Vice Chair will issue a sanction number for the Iowa girls and boys high school state meets.
 2. Meets other than the Iowa boys and girls high school state meets requires the approval of the ISI Board.
- B. The Officials Chair assigns three USA Swimming stroke and turn officials. The Officials Chair or his/her designee serves as the Referee making a total of four observers.

Code Book	Section J	Page: J-35
Iowa Swimming, Inc.	MEET DIRECTOR'S HANDBOOK	Revised: 12/2011r

1. Each official marks DQ's with respect to USA Swimming rules observed in a copy of the meet program which is collected by the Referee at the end of the meet.

C. Final Results

1. The Referee informs the ISI Office of any DQ's for USA Swimming purposes.
2. A list of observing officials should be included.
3. ISI Office will input qualifying times for current ISI Registered swimmers in the ISI Database and in SWIMS.

XVIII. TIME TRIALS -

Time trials are included in Iowa Championship meets. The meet director will then have the added responsibility of running two meets at once. The time trials must be sanctioned separately by the LSC and are usually run by the same people already mentioned in this section. A second meet will need to be set up for TT entries & results.

The clerk of course should not be expected to enter information for the time trials as he/she will be busy enough with the regular meet. A separate committee or person should be appointed to organize the time trials, take the entries, collect the monies, seed the events, and record and print the final results, which become part of the official meet record.

It should be noted that the limitation on the total number of individual events in which a swimmer may compete each day (*USA Swimming Rules and Regulations Article 102.2*) includes any events swum in time trials. Therefore, a method should also be established to ensure adherence to this limit.

Volunteers (runners, timers, timing equipment operators, officials, recorders and scorers, etc.) are often willing to stay for the extra time needed for the time trials; however, the meet director should inform all volunteers prior to the meet of the added time trials. If an individual is unable to commit him/herself for the extra time, the meet director should then find a replacement for anyone with a conflict.

XIX. MEET EVALUATION

It is recommended that each meet be evaluated after its conclusion, not only to determine its success or failure, but also to solicit ideas on how future meets could be improved.

Code Book	Section J	Page: J-36
Iowa Swimming, Inc.	MEET DIRECTOR'S HANDBOOK	Revised: 12/2011r

Meet evaluation forms (APP-9) should be included in each program with back side blank for notes and also available for persons not purchasing a program. This form should be completed by swimmers, coaches, officials and meet administration and mailed to the ISI office. Evaluations collected at the meet should be forwarded to ISI with the meet wrap-up materials.

Each meet director should also keep his/her own personal observations for use in improving the next meet or for aiding successive meet directors in the club. The meet director should also file a post-meet report with suggestions for change and improvement. Each committee chair should complete a report to be passed on to the next chair of that committee, with procedures and suggestions.