**PART 1**

1. **Background and Purpose**. Section K of the Iowa Swimming, Inc. (“ISI”) Policies and Procedures contains the specific rules of the ISI Championship Meets. The rules in Section K only apply to ISI Championship Meets. ISI Championship Meets must also follow the rules of Section I, to the extent they are not overridden by the specific rules in this Section K.
2. **General Rules for All ISI Championship Meets.**

**A. Number and name of The ISI Swimming Championship Meets.** ISIwill sanctionat least one short course and one long course championship meetduring the 12-month period beginning September 1st and ending the following August 31st. Subject to approval approval by the ISI Board of Directors, the ISI Technical Planning Committee (“TPC”) may change the number and name of any ISI Championship M as it deems necessary and appropriate.

B. **General Rules for All ISI Championship Meets**. The following general rules apply to all ISI Championship Meets, unless otherwise modified by the rules for the specific championship meet.

* + - 1. Timer/Official Allocation. Clubs and unattached swimmers participating in any ISI Championship Meet must provide 50 percent of the timers and officials on a prorated basis according to number of entries.
      2. An ISI Sportsmanship-Spirit Award. An ISI Sportsmanship-Spirit Award will be awarded to one team at each ISI championship meet. A committee consisting one coach and one athlete from each team and the meet referee will select one recipient of the sportsmanship award at each ISI championship meet.
      3. Heat Sheets. Sessions heat sheets will be posted during the meet so they are available for review by athletes, coaches and spectators. Posting of the heat sheets shall be done in multiple locations throughout the venue. Each team's coaching staff and each coach for an unattached swimmer will be supplied with a heat sheet for each session of the meet.
      4. TPC’s Authority over ISI Championship Meets. Subject to approval by the ISI Board of Directors, The TPC is responsible for planning all aspects of the meet including, buyt not limited to: (a) the order and list of events; (b) the number of events that a swimmer may compete in during the meet; (c) determining whether any event or the meet as a whole is a timed/final event or meet or a prelim/final event or meet; and (d) the method in which qualifying time standards are determined; (e) determining individual and relay eligibility and participation requirements and (f) determining the types of awards and when the awards will be presented. In formulating the ISI Championship Meets, the TPC shall mindful of the length of all meet sessions and shall make all reasonable efforts to have meet sessions start and end at reasonable times.
         1. The TPC must set the order of events and the type of meet by January 31st of the calendar year of the Meet Bid Committee Meeting in which the meet calendar is being set.
         2. The T PC and the Administrative Vice Chair will publish a draft of the Meet Announcement for the following year’s ISI Championship Meets no later than the last day of February of the calendar year of the Meet Bid Committee Meeting in which the meet bid is awarded.
      5. Sanctioning. Any team which has been awarded the opportunity to host an ISI Championship Meet must submit the appropriate sanction fee by the fall House of Delegates meeting that follows the Meet Bid Committee Meeting in which awarded the meet.
      6. Wrap-Up.
         1. Following each ISI Championship Meet, the host club will send one copy of the initial meet program to the ISI Administrative Office.

C **General Meet Operations Rules for All Iowa Swimming Championship Meets**. The following meet operations rules apply to all ISI Championship Meets, unless otherwise modified by the rules for the specific championship meet.

* + - 1. Seeding.

All entry times will be matched to the USA Swimming database (“SWIMS”). Swimmers must enter at a time achieved within the previous 24 months prior to the start of the first ISI Championship Meet for that season.

Swimmers whose entry time does not match a time in SWIMS will be seeded at that swimmer’s fastest available qualifying time or in the event no time is available in SWIMS, the slowest nonconforming entry time.

* + - 1. Entry Deadlines.

The regular entry deadline will be noon of the Monday immediately prior to the start of the meet.

New or updated entries, regardless if they are individual or relay entries, received after theregular entry deadline will be entered as a late entry.

Entry changes will not be accepted by phone or fax.

Regardless of the entry system used, a hardcopy of the entries, along with entry fees and financial sheet, must be received by the meet host no later than 15 minutes prior to the start of warmups of the first session in which the team has swimmers. Teams will not receive the Coach packet, deck passes, or relay cards until fees have been paid.

* + - 1. Late Entries. Late Entries will be accepted up to 15 minutes before the start of warm-ups for first session of the meet. Swimmers who late enter the meet will be required to provide proof of USA Swimming Registration in the Iowa LSC.
         1. The swimmers shall be seeded according to their entry time if their entries are received by the Regular meet Entry Date prior ro the start of the ISI Championship Meet proovided proof of time has been established.
         2. In all other cases, late entries shall be seeded with the event’s slowest non-conforming entry time and shall swim in heat one of the event or, if necessary, a zero heat shall be created if the program has been printed.
         3. If names do not appear in team entry files or on team entry sheets submitted before the entry deadline, swimmers will need to provide proof of USA Swimming registration in the Iowa LSC to the Meet Referee or his or her designee prior to competing in the meet.
         4. All late entered relays will be seeded as NT.

D. **Fees for ISI Championship Meets**.

Entry Fees. Entry Fees shall be set by the TPC, with approval by the Board of Directors. The Technical Planning Committee must set the entry fee by January 31st of the calendar year before the entry fees become effective.

* + - 1. Entry Fees for Outreach Members. Outreach members may enter the maximum number of individual events for the ISI Swimmer Surcharge plus $2.00, which includes the swimmer’s ISI Swimmer Surcharge and if charged, the swimmer’s facility-use fee. The host club retains the entire entry fee for outreach swimmer; no splash fee is paid to ISI.
      2. Facility Fee. The meet host shall attach the ISI Facility Fee request Form (APP-31) with the sanction application if it desires to charge a facility fee for hosting the meet. The Facility Fee Request will be presented to the ISI Board of Directors for approval.
      3. Time Trials. The entry fee for sanctioned Time Trials at any ISI Championship Meet shall be twice the event entry fee. Fees collected for time trials are retained by the host club.
      4. Entry and Spectator Fees. Subject to the approval of the ISI Board of Directors, it is the responsibility of the TPC to set the amount that a host club may charge for spectators fees at an ISI Championship Meet. Spectator fees will remain the same as the previous year’s rate unless the TPC changes them. Changes in the spectator fees must be presentated by the TPC to the ISI Board of Directos by January 31st of theyear prior to the ISI Championship Meets which are affected.