**LSC Limited Meet Protocols and Procedures – Iowa Swimming, Inc.**

These protocols and procedures are to be followed for all LSC meets and meets where times are retained for LSC purposes for the period defined by the Iowa Swimming Board of Directors. Any questions should be directed to the Iowa Swimming Officials Committee Chair.

**Purpose:**

The purpose of these protocols and procedures are to provide a consistent and fair set of competitive conditions for athletes participating in events while pool space and availability is limited.

**Types of Meets:**

There are two broad categories of meets:

1. Unsanctioned meets where times will not be uploaded into the USA Swimming SWIMS database but will be retained by the LSC for purposes of qualifying for LSC events (but not awards or records). These meets may be dual or intra-squad where at least one facility participating in the meet does not have the timing equipment necessary to meet the minimum USA Swimming published standards. Each site participating in the meet (either physically or virtually) shall have at least 3 certified USA Swimming Officials (DR, SR, AO; or DR/AR, SR, ST).
2. Sanctioned meets where time will be uploaded in the USA Swimming SWIMS database and will be used for qualifying for LSC events, records and awards (but not National events, records or recognition). Every facility participating in the meet must meet the USA Swimming facility requirements and the requirements for a primary timing system. These meets may be intrasquads, duals or invitationals. They may be conducted virtually. The minimum required number of officials is 3 (DR, SR, AO, or DR/AR, SR, ST) with an LSC certified MR required if more than two teams are participating in one pool or more than one pool is participating in the meet.

All meets conducted under these protocols and procedures may be scheduled to occur from 1 to no more than 10 days, with the designated start date being the date used for a competitor’s age. Each meet will have a master Meet Manager file with the order of events specified. The Meet Referee or head Admin for the meet will duplicate the order of events to separate events for each pool participating in the meet such that the Master file contains all events across all pools. The protocol used shall be:

Master Events: 1 – highest number for event

Pool events (if more than one pool) – 101 – 100+highest number for event (if more than 100 master events, then increment by 200)

The MR or head Admin shall email the admin for each site the events for that pool.

The MR shall hold a coordination meeting with the DR, site representatives (e.g. meet directors) and head Admins for each pool at least 5 days prior to the start of the meet. Each site shall have the same number of officials assigned in the same positions at each site for the meet. The events shall be planned to be conducted in the same order (unless circumstances – e.g. timing system failure, issue with pool – dictate otherwise in which case the Meet Director and Meet Referee report shall include the circumstances in the meet report).

An officials meeting for all participating officials shall be conducted no later than the evening before the start of the meet. Directions to timers shall be provided in writing – posted on deck,

Heat intervals shall be set to no less than 60 seconds. At the end of each heat, swimmers will be provided sufficient time to swim to the far end of the pool to exit the water. Any disqualifications will be written on heat sheets by officials and communicated via the DR to the admin table with DR approval.

Swimmers for the next heat shall assemble behind the timer chairs in their respective lanes after the end of the preceding heat.

The meet starts no earlier than the start time as written in the Meet Announcement and must be finished at all facilities by the finish time specified. After the finish of all events at a site, the Admin for that site will email the results for the site’s events to the head Admin within 24 hours. The head Admin will import those results into the Master Meet file and then combine site results into the Master event list. The meet backup for the entire meet will then be emailed to the LSC admin office within 72 hours of receipt of the files from all sites.