# NEW ENGLAND SWIMMING

# RULES & REGULATIONS for COMPETITION

***NES Board of Directors House of Delegates (updated July, 2022)***

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# NEW ENGLAND SWIMMING
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## I. PREAMBLE

All policies and procedures contained herein are designed to supplement and not contradict, either directly or indirectly, USA Swimming Rules and Regulations which are published annually by USA Swimming, the National Governing Body for competitive swimming in the United States. Copies of the Official Rulebook are available from USA Swimming, One Olympic Plaza, Colorado Springs, Co, 80909-5770. If any rule or procedure contained herein is found to be in conflict, either directly or indirectly, the below stated rule or procedure is null and void.

### A. Changes to the Rules:

Changes to the rules and regulations proposed by committees or divisions of New England Swimming, Inc. must be approved by the Board of Directors and published in the meeting minutes of the New England Swimming Board of Directors.

### B. Effective Date of Changes to the Rules:

Unless stated otherwise at the time of approval, changes to the policies and procedures approved by the Board of Directors or House of Delegates will have an effective date of September 1 following the completion of the competitive year in which they were approved. For example, a change made during the current short course competitive year would become effective the following short course season.

### C. Emergency Changes to the Rules:

The New England Swimming Executive Committee, Board of Directors or the House of Delegates may enact emergency changes to these policies and procedures during the competitive year if mandated by USA Swimming or in order to comply with laws or regulations promulgated by State or Federal authorities and such changes are effective immediately.

## II. SWIM MEET POLICIES AND PROCEDURES

### A. Types of Meets:

The following types of meets are available for competitive swimming purposes within the New England Swimming sanctioning process of the Program Operations Division/ Calendar Committee

#### 1. Sanctioned, Approved and Observed Meets:

Only times from meets that are sanctioned, approved and/or observed by the authorizing LSC will be entered into SWIMS. New England Swimming, as the administrative arm of USA Swimming, is authorized to issue, withhold or withdraw sanctions, approvals and observations in accordance with USA Swimming Rules and Regulations. For further information about sanctioned, approved and observed meets, see USA Swimming Rules and Regulations Article 202

i. **Sanctioned meets** are meets in which all of the swimmers are USA Swimming registered swimmers.
ii. **Approved meets** are meets in which not all of the swimmers are USA Swimming registered swimmer and USA Swimming technical rules are followed.
iii. **Observed meets** do not follow USA Swimming technical rules (college/high school meets).

#### 2. New England Swimming Calendar Meets:

Calendar meets are meets sanctioned by New England Swimming for which teams

have bid properly, follow all New England Swimming calendar meet rules and pay all appropriate New England Swimming fees and surcharges. New England Swimming calendar meets are open to all New England Swimming athletes and receive LSC (Local Swim Committee) promotion on the New England Swimming website. The Program Operations Division/ Calendar Committee works with the teams bidding on meets to provide a wide array of meet types, meet locations, and meet dates, to benefit all of the New England Swimming teams throughout the course of the season. New England Swimming calendar meets can include any of the following formats:

### 3. Age Group Meets:

Age group swimming is the program through which USA Swimming provides fair and open competition for its registered swimmers. The swimmers are grouped by age, gender and, sometimes with the use of time standards, swimming ability. Within New England Swimming the grouping of swimmers by particular age groups has varied throughout the years. The age groups for Championship Meets are designated by specific rules. However, for regular season meets the age groups offered in a meet are determined by the meet host with approval through the sanctioning process of the Program Operations Vice Chair/ Calendar Chair. These age groupings should be designed by the meet host and the Program Operations Vice Chair/ Calendar Chair to promote fair competition within the designated age group(s). Examples of some of the age groups usually used in New England Swimming include 8 and Under, 9 & 10, 10 and Under, 11 & 12, 13 & 14, 15-18 and Open, although variations may occur. “Open” events include swimmers of any age who compete in the event so long as the swimmer has achieved a qualifying time standard for the event (if any) unless a minimum age for entry in the event has been established by the meet host. Other possible groupings may include (1) “own age" where swimmers compete in single year age groups or (2) “mini meets” wherein the ages of swimmers and types of events are limited (usually designed to accommodate beginning level swimmers). Age Group meets may also be delineated by time standards in addition to the swimmers age. New England Swimming encourages a variety in age group meet formats to take place throughout the year including multi-level time standard meets and meets with unique formats.

#### i. Team Specialty Meets:

These meets are a subsection of the above referenced age group meets, however, merit specific reference. Team Specialty Meets allow host teams the maximum amount of flexibility in establishing meet events, meet age groups and meet structure. Additionally, Team Specialty Meets are often offered to allow all teams entering the meet to bring many of their team members. There are no time standards allowed for Team Specialty Meets and these meets are open to individual swimmers.

#### ii. Regional Meets:

Meets/Age Group Qualifier Meets: New England Swimming may conduct no fewer than four Regional Meets per short course season where teams are assigned to a particular region within the LSC. Additionally, New England Swimming may conduct no fewer than one Age Group Qualifier Meet per long course season if there is a facility available that meets the criteria of the Calendar Committee. These meets are designed to allow swimmers the opportunity to qualify for the next higher level of meets. As such, each meet will have meet qualifying times and meet cut-off times for each event, ensuring that swimmers compete only in events for which their times are between the slow cut-on time and the fast cut-off time. In essence, Regional and Age Group Qualifier Meets are designed to be “stepping stones” to the next level of meets. These meets are timed finals meets. The qualifying times for the Short Course Regional Meets in all age groups and all events are published annually by New England Swimming and can be found on the New England Swimming website. Further rules on the Regional and Age Group Qualifier Meets follow in this manual.

#### iii. Age Group Championship Meets:

New England Swimming may conduct Age Group Championship Meets during the short course and long course seasons. Traditionally, New England Swimming

has offered the following Age Group Championships: 12 and Under Age Group Championships and 13-19 Age Group Championships. These meets are designed to allow all swimmers who have achieved the meet time standards the opportunity to compete against athletes of similar ability and achievement from within the LSC. These meets also allow all swimmers who have achieved the meet time standards the opportunity to achieve the New England Senior Championship qualifying times. It is recommended that, when possible, the Age Group Championship Meets include prelims and finals competition for 11-12, 13-14 and 15-18 athletes. The qualifying times for the Short Course and Long Course Age Group Championships in all age groups and all events are published annually by New England Swimming and can be found on the New England Swimming website. Further rules on the New England Age Group Championship Meets follow in this manual.

## 4. Senior Meets:

Senior swimming is the program through which USA Swimming provides fair and open competition for its registered swimmers who are striving for participation in USA Swimming National Swimming Championships. All registered USA swimmers regardless of age are eligible for these meets. All events are designated as "Open" events and any all swimmers are eligible to compete so long as they have met or bettered the qualifying times as stated in the meet announcement. Senior swimming events are those listed in USA Swimming Rule 102.1.1.

### i. Open Championship Meets:

New England Swimming may conduct Open Championship Meets during the short course and/or long course seasons. Traditionally, New England Swimming has offered the Open Championship Meet primarily during the long course season. The Open Championship Meet is designed to allow all swimmers who have achieved the meet time standards the opportunity to compete against athletes of similar ability and achievement from within the LSC. It is recommended that, when possible, the Open Championship Meet include prelims competition in which all athletes participate in an Open format and finals competition with up to three heats (Bonus, Consolations and Finals) for Open athletes. The qualifying times for the Open Championship Meet in all age groups and all events are published annually by New England Swimming and can be found on the New England Swimming website. Further rules on the New England Open Championship Meet follow in this manual.

### ii. Senior Championship Meets:

New England Swimming may conduct Senior Championship Meets during the short course and long course seasons. Traditionally, New England Swimming has offered the Senior Championship Meet primarily during the short course season. The Senior Championship Meet is designed to allow all swimmers who have achieved the meet time standards the opportunity to compete against other athletes who are striving for Sectional Meet and National Meet qualifying times. It is recommended that, when possible, the Senior Championship Meet include prelims and finals competition. The qualifying times for the Senior Championships in all events are published annually by New England Swimming and can be found on the New England Swimming website. Further rules on the New England Senior Championship Meet follow in this manual.

## 5. Dual Meets:

Dual Meets are meets contested between two or three teams. Dual meets tend to offer a limited amount of events, can be run in fewer than four hours, allow for an entire team or just a portion of a team to compete and encourage team camaraderie and team competition.

i. **Dual Meets for SWIMS Times**:
To qualify for SWIM entry, these meets must be sanctioned or approved, appropriate fees must be paid, and all USA Swimming rules must be followed. The meet must follow all policies regarding a sanctioned or approved meet. *(see page 11)*

## 6. Invitational Meets:

These meets are a subsection of the above referenced age group meets, however, merit specific reference. Invitational Meets are non-New England Swimming Calendar meets. As such, these meets allow host teams the ability to invite any teams of their choosing to participate in the meet and to disallow any teams from participating in the meet. Host teams may establish the meet events, meet age groups and meet structure. Additionally, Invitational Meets are often offered to allow all teams entering the meet to bring many of their team members. Further rules/restrictions on the Invitational Meets follow in this manual.

## 7. Specialty/ Non-Typical Meets:

These meets are meets that do not clearly fall within the above referenced types of meets. Examples of these meets include, but are not limited to, the following:

i. **Distance Meets:**
A meet that runs events 400 yards or longer. To be considered for the distance subsidy, the meet must run one event, for each gender, that is 800 yards or longer, or at least two events 400 yards or longer. The meet must run at least 3 hours, not including warm-up.

ii. **Senior Development Meet**: a meet for swimmers ages 13 and older only.

iii. **"A" Meet**: USA Swimming "A" time standards, also may have "B" and "C" meets with appropriate time standards

iv. **12 and Under Meet:** 12 and under age groups only

v. **Mini Meet:** usually one session for 8 and under or 10 and under swimmers

vi. **Relay Carnival**: relay events only

vii. **IMX Meet**: each swimmer swims the IMX events for the age group

viii. **Pentathlon Meet**: each swimmer competes in the following five events: butterfly, backstroke, breaststroke, freestyle, I.M.

ix. **Trials/Finals Meets**: In a trials/ finals meet, swimmers have the opportunity to race their events twice. In this format, the object of the preliminary swim is to qualify for the finals session. If swimmers place among the top 8 (in an 8 lane pool) in the trials session, they swim in the finals heat in the evening session. Most meets also swim a consolation heat. Swimmers who place from 9th– 16th place (in an 8 lane pool) swim in the consolation heat in the finals session. Some meets even include a bonus heat. Swimmers who place from 17$^{th}$-24th place (in an 8 lane pool) will swim in the bonus heat in the finals session.

x. **Virtual Meets:** A meet where teams compete at different venues, but all teams participate under a single sanction requested by the host team. The host team is responsible for merging results from all venues before submitting results to SWIMS. NESI and USA Swimming may establish policies under which Virtual Meets must be conducted.

xi. **Open Water Meets:**
These meets are conducted in natural bodies of water such as lakes, rivers and oceans. New England Swimming may offer a minimum of one USA Swimming sanctioned 5 Kilometer and one USA Swimming sanctioned 10 Kilometer race each summer that will be designated as the New England Swimming Open Water Championships. The New England Swimming Open Water Championships are designed to allow all swimmers who have achieved the meet time standards the opportunity to compete in an open water competition within the LSC. The New England Swimming Open Water Championships are also designed to allow all swimmers who have achieved the meet time standards the opportunity to compete

against other New England athletes who are striving to qualify for USA Swimming Open Water National Championships. New England Swimming may offer and/or promote other Open Water swimming events throughout the summer season. New England Swimming encourages clubs to host open water swimming events pursuant to Article 701 of the USA Swimming Rules in New England lakes, rivers and oceans. Guidelines for planning and conducting swimming events in lakes, rivers and oceans are available from the Programs Operations Vice Chair/ Calendar Chair of New England Swimming and on the USA Swimming website.

*Teams are encouraged to contact the Programs Operations Vice Chair/ Calendar Chair of New England Swimming with additional meet formats that are not listed above.

# III. Meet Bidding Policies and Procedures

## A. Meet Directors Requirement:

Teams planning to host meets must have their intended Meet Director and Admin Official attend the Meet Managers Seminar prior to submitting their bid. A team that is hosting its first meet should send at least two representatives to the meeting. Host teams are responsible for informing themselves of the most current policies, fees and surcharges for the type of meet they are planning to host. Teams bidding on meets should make every effort to assure they have the necessary manpower and resources to run a meet properly before submitting a bid. It is strongly suggested that host teams sign written agreements with the management of intended facilities in order to avoid last minute cancellations, which significantly disrupt the calendar.

1. All Meet Directors must pass the Meet Director's test and attend one Meet Director Workshop before they will be awarded a meet. This requirement must be repeated every three years.

2. All Meet Directors must be registered with USA-S

## B. Meet Bidding Process:

New England Swimming asks teams to bid on meets prior to each season. Proposed calendars and bid forms are posted on the web site under Meet Management. Teams must observe published bidding policies and dates. Teams that submit late bids are subject to a $50 per day sanction fee, instead of the $25 fee per day. Teams must complete all the information on the bid form, and submit them to all the committee members listed on the form.

When bidding on a meet, teams should consider their facility and parental capabilities when deciding the type of meet that the team desires to bid for. Pay careful attention to the list of events and the age groups offered, for example, "Senior" or "Open" events are open to anyone in the meet. 9 and 10 events are for 9 and 10 year old swimmers; 10 and under events can include anyone under 10.

The Meet Referee, Safety Officer, and Admin Official must be listed on the meet bid and should be secured prior to submitting the bid. The Swimmer Participation Fee, if any, must be included on the bid.

All bids for sanctioned, approved, calendar and non-calendar meets in short course are due in July prior to the short course season, and all bids for sanctioned, approved, calendar and non-calendar meets in long course are due in February prior to the long course season. Exact dates will be posted on the website at least 4 weeks before the bids are due ***(changed September 1, 2018)***.

Bids for all "end of season meets" will be listed on the web site as they are received so that all New England teams know who has bid for which meets at which pools. If no bids have been

received for an “end of season meet” by two weeks following the bid deadline, New England will attempt to obtain a pool and run the meet with the cooperation of all teams entering the meet. If there are competing bids for an end of season meet, priority may be given to teams that have bid on another New England calendar meet.

Teams that bid on meets by the deadline will have their meets protected. If a team submits a late bid for a calendar meet, all other teams that have meets scheduled on the proposed date have to give permission to the team submitting the late bid to run the meet. If one or more teams object, the team submitting the late bid will be considered by the Calendar Committee for the final decision.

No teams who submit bids for meets, either ”end of season” meets, or other meets, will have their bids considered if they still owe surcharges, financial reports or self- evaluations for past meets. Teams that are still within the 30 day deadline that they have to submit this material will have their bids considered. However, all past surcharges and reports must be completed before the team receives a sanction or approval for another meet. Any team that does not reconcile their accounts after the bid deadline and still wants their bid to be considered will be assessed the penalties assigned to a late bid.

New England Swimming teams have the option to charge an additional per athlete ***swimmer participation fee*** for sanctioned calendar meets. A team that chooses to charge this optional fee, which has a maximum of $10.00 per swimmer, must include the fee in the bid form. Once the bid deadline has passed, there can be no increase in the fee.
** Host teams may charge up to a $25 participation fee per swimmer if no admission fee is charged. (effective Sept.1, 2020 thru March 31, 2023)*

Any team bidding on a meet must have completed the Safe Sport Recognition Program (SSRP) before submitting the bid. Any club/organization that has all or mostly all adult athletes and is therefore unable to complete the SSRP may submit a bid with the understanding that they will be required to agree to Safe Sport related conditions as described under Section III.E.1 -- Meet Sanctions.

### 1. Late Calendar Bids:

A sanction fee of two times the regular sanction fee per day will be charged. Late meets to the calendar are not eligible for a meet subsidy (such as for distance meets or sessions). Late bids must seek permission from all other teams running calendar meets on their proposed date. If this is not received, the final decision will rest with the Calendar Committee.

### 2. Calendar Committee Considerations:

The Calendar Committee at its discretion maintains the ability to reject any bid that it finds Incomplete or unreasonable. There are a variety of meet formats that are acceptable for New England Calendar Meets. Please refer to section II of the New England Swimming Policies and Procedures Handbook for meet types.

### 3. Non Calendar “Invitational” meets:

Other than dual and tri-meets, must be sanctioned or approved, follow all New England Swimming policies, and all fees and surcharges must be to be entered in the SWIMS database. All requests for sanctions or approvals must be submitted at least 3 weeks before the meet. Non-calendar meets may not charge a participation fee and are not eligible for distance subsidies.

### 4. Sanctioned non-calendar meets:

Owe a $.75 per individual swim surcharge for all events. Approved non-calendar meets

(when not all swimmers are USA-S registered) owe $1.50 per event surcharge. (exceptions are noted under Y approved meets) In addition, teams that run invitational meets are not allowed to include a “Swimmer Participation Fee” as part of their fee structure nor are they eligible for a distance meet/session subsidy. They also have to receive permission from all other teams running calendar meets of their proposed date. If this is not received, the final decision will rest with the Calendar Committee.

As a service to the New England Swimming community, the results of any non- calendar meet sanctioned or approved by New England Swimming will be uploaded into SWIMS and Team Unify and will be posted on the New England website. Meet hosts must send a copy of their Meet Manager Backup File to the web master. No announcement or other information will be posted.

### 5. Approved YMCA Meets:

The following YMCA Meets will have the splash fee of $1.50 reduced to the sanctioned meet fee of $.075 per splash ***(approved June 1, 2018)***

i. WMYSL - Western Mass Winter Championships
ii. SENECY - Winter Championship Meet
iii. YMCA District Meet
iv. YMCA New England Championship Meet

## C. Meet Announcement

The following statements must be included on all New England Swimming meet announcements:

**1. Format:** More than one swimmer per lane in competition is not permitted in New England Swimming meets. A team that is running 25 yard events must state in the meet information how these events will be conducted Chase start races are permitted in New England Swimming meets.

**2. Site:** the competition pool has/has not been certified in accordance with 104.2.2C(4). The copy of such certification is on file with USA Swimming.

### 3. Eligibility:

All swimmers must be (year) registered swimmers with
United States Swimming. Swimmers may register with the NES registrar: registrarnes@gmail.com. Age is determined by the age of the swimmer on the first day of the meet. All coaches on deck must be registered with USA Swimming and display their coach membership cards.

### 4. Racing Start Certification:

Any swimmer entered in the meet must be certified by a USA Swimming member- coach as being proficient in performing a racing start or must start each race from within the water. When unaccompanied by a member-coach, it is the responsibility of the swimmer or the swimmer’s legal guardian to ensure compliance with this requirement.

### 5. Cut Protocol:

If a session is over-subscribed, the Meet Director reserves the right to limit events, heats, swimmers, or adjust the format to conform to the 4-hour rule using the following cut protocols in any order deemed necessary:

#### i. For meets using the 100%-75%- 25% entry policy:

1. Teams included in the 100% and 75% may be asked to cut each athlete to one less event than maximum allowed per day.

2. Teams included in the 100% and 75% may be asked to cut relay events. For teams included in the 25% of the 100/75/25:
3. Teams may be asked to cut each athlete to two fewer events per day than the maximum allowed.
4. Entries may be cut by time or to a specific number of heats for specified events
5. Teams may be asked to cut relay events.

ii. **For meets using the FCFS entry policy and for teams included in the 25% of the 100%/75%/ 25% entry policy:**

1. Teams may be asked to cut each athlete to two fewer events per day than the maximum allowed.
2. Entries may be cut by time or to a specific number of heats for specified events.
3. Teams may be asked to cut relay events.
4. If deck scratches allow a reasonable timeline, the swimmers can be reinstated into those previously entered events**.** Clubs will be notified of cuts no later than Monday before the meet

## 6. Reserve the Right to Make Changes:

Once a meet is sanctioned, changes can be made to the meet invitation before the meet, only with the approval of the Technical Chair, (NAME). Any change to the meet format after the meet begins will be at the discretion of the Meet Referee, and will be presented to the coaches at a coaches meeting**.**

## 7. Meet Committee/Jury:

The Meet Jury will be made up of one official, one coach, and one athlete to be selected by the Meet Referee who will present issues and moderate the jury but not vote. The three members shall be from separate teams. The Meet Jury will decide all issues of eligibility and anything not addressed in the Meet Announcement. The Meet Referee shall have authority as described in the current USA Swimming Rulebook

## 8. Weather Protocol:

If weather or facility conditions make it impossible to follow the original timeline of events, the Meet Director and Meet Referee have a right to make changes to the meet sessions. The Meet Director will notify the teams of the changes with as much notice as possible. Cancellation of the meet, or session, is a decision of the Meet Director, Meet Referee and the Meet Committee.

## 9. Adapted Swimming:

Any current athlete members of USA Swimming with a disability, as defined by USA Swimming Rules and Regulations, may enter this meet if they have the qualifying times. If modifications to USA Swimming rules are necessary then the coach or athlete must notify the meet referee and meet director of any disability prior to competition.

## 10. Safe Sport:

The conduct of all participants and spectators at a meet is governed by USA Swimming Rules 304/305. Any and all infractions must be reported to the Meet Referee or Meet Director. USA Swimming and NE Swimming encourages all to report any witnessed or suspected forms of abuse/safe sport violations to the NE Swimming Safe Sport Chair, Anne Kaufman: nesafesport@gmail.com (857-928-3638) or through the USA-S online reportable form.

## 11. Photography/Photographers on Deck:

As per New England Swimming policy, professional photographers contracted by **Host Club** or press photographers who have been approved in advance by the Meet Director are allowed on deck. Use of audio or visual recording devices, including a cell phone, is not permitted behind the starting blocks, including in any spectator area behind the starting blocks, nor in any other marked NO CAMERA ZONE, including on deck. All NO CAMERA ZONES will be clearly designated. Email the Meet Director with questions and requests.

## 12. Entry Times:

Do not state that N/T's are not accepted, unless it is a championship meet. Instead, please state: "please use coach's times instead of NT's."

## 13. Safety *(which must include)*:

i. Diving will be prohibited during warm-ups except in specifically announced one-way sprint lanes. There will be no diving in the warm-up and warm down areas at any time
ii. No shaving is permitted at the competition site.
iii. No glass containers are permitted within the facility.
iv. Swimmers must be under the supervision of a coach. If a swimmer arrives at the meet without a coach, the swimmer should notify the referee before he/she warms up. The referee will assign the swimmer to a registered coach for warm-ups.
v. Use of audio or visual recording devices, including a cell phone, is not permitted in changing areas, rest rooms, locker rooms, behind the blocks, or in any marked NO CAMERA ZONE.
vi. **Deck changing is prohibited**
vii. For all warm-up sessions, swimmers must utilize a "sit and slide"/"three-point entry to enter the pool for warm-ups, by first sitting on the deck, and then sliding, feet-first, into the pool. If a warm-up area for use during competition is provided at the facility, the following sentence will be added under the "Safety" section of the required Meet Announcement template: "During competition, when entering the warm-up/warm-down area, a "sit and slide"/"three-point" entry is required at all times." *(July 2022)*

## 14. Drones:

Operation of a drone, or any other flying apparatus, is prohibited over the venue (pools, athlete/coach areas, spectator areas and open ceiling locker rooms) any time athletes, coaches, officials and/or spectators are present. Exceptions may be granted with prior written approval by the Program and Events Committee or designee.

**15. Swimwear:** Per USA Swimming rules (102.8.1.F), 12 & Under swimmers may not wear a Technical Suit at any Sanctioned, Approved, or Observed meet. The age of the swimmer is determined on the first day of the meet. Guidance on identifying compliant and non-compliant suits can be found on the USA Swimming website under Tech Suit Restriction for 12-and-Under Swimmers

***(effective September 1, 2019)***

## 16. Relays:

Use of Electronic Relay Judging Pads: Dual Human Confirmation of relay take off violations will be required at all New England Swimming meets. If Electronic Relay Judging pads are to be used at a meet, they will serve in the following capacity. Once a Dual Confirmation of a relay take off has been confirmed (Dual Human Confirmation), the Meet Referee or his/her designee shall request the RJP data. This data can only be used to support the disqualification or overturn the disqualification. In the event the RJP data is either missing or

deemed invalid, the disqualification will stand.

i. Relays will be limited to XX relays per team per event.
ii. All relay swimmers must be officially entered into the meet.
iii. Unattached swimmers may not participate in any relays.

## C. Calendar Protection *(approved Sept. 5, 2017, effective May 1, 2018)*

New England Swimming will protect the dates of the New England Swimming Annual Meeting, other House of Delegate meetings, the New England Swimming Award Banquet, New England Swimming Age Group Championships, New England Swimming Open Championships, New England Swimming Senior Championships. No meets will be sanctioned, approved or observed if in direct date and time conflict with these events.

If the New England Calendar Committee chooses to protect an end of season meet, meets may be sanctioned or approved on these dates using the following protocol:

No additional meets will be sanctioned or approved on the dates of the above championship meets with the exception of any swimming competition affiliated with the National Congress of State Games. These events may be approved on any date for observation. Forms will be collected with the current observation fee. High School conference, Sectional and State Championship meets may be observed on any date. The YMCA New England SCY Championships will be approved on any date ***(effective September 1, 2019)***

**This policy will be printed on the meet bid form.*

## D. Meet Sanctioning Policies and Procedures

### 1. Meet Sanctions:

Before a meet entry is posted on the web site, the meet must have a sanction number. To obtain a sanction number, a copy of the meet invitation, a copy of the request form, which can be found on the web site under Meet Management, and the appropriate fee must be submitted to the New England Swimming Office and the Sanction Chairman. The sanction fee includes a fee for time trials and you will be issued a separate number for the time trials.

New England Swimming member teams must have completed the Safe Sport Recognition Program (SSRP) before requesting a sanction. *(Sept. 2021)*

Any club/organization that has all or mostly all adult athletes and is therefore unable to complete the SSRP will be required to agree to the conditions currently outlined in the document “Safe Sport Requirements for Meet Hosts” as posted on the New England Swimming website. *(June, 2022)*

### 2. Time Trials:

Time Trials can be offered only in conjunction with a regularly scheduled session of a sanctioned or approved meet. Under such circumstances, time trials will be offered only if time allows and only at the discretion of the Meet Referee and the Meet Director.

### 3. Meet Announcement Template:

Meet directors are required to use the current MS Word Meet Information template that is posted on the New England Swimming website under Meet Management. Submit all meet documents to the NES office in Word format.

### 4. Posting Meets:

If a meet is posted on a team website before it has a sanction or approval number, there must be a statement at the top of the information that states, “This meet has not yet been

sanctioned or approved by New England Swimming."

### 5. Deposits:

Teams hosting meets will be required to submit a $200.00 deposit which will be returned after the meet when it has been determined that all policies and procedures of New England Swimming have been followed. The $200.00 will be returned when the financial report has been filed, the appropriate fees and surcharges have been paid, and the evaluation form has been completed and submitted. The $200.00 should not be deducted from the surcharge. Meet Directors should be aware of situations such as the following that may result in the ***loss of the deposit*** and that a loss of a deposit results in a loss of any stipend the meet qualified for:

i. Meet back up not sent to the NE office the Monday before the meet
ii. Unregistered swimmers/swimmers without proof of age compete in meet
iii. Meet results sent to webmaster beyond the 48 hours
iv. Incomplete Meet results (such as relays with no names entered, time trials with incorrect events)
v. Deviation from the Meet Announcement without the consent of the Technical Chair, or Meet Committee
vi. Not providing proof of entry fee refunds (when events are cut based on numbers or time)
vii. Late submission of reports and surcharges (beyond the 30 days)
viii. Inadequate number of Officials
ix. Improper cutting of events at the meet
x. Deleting a swimmer from the meet after they have competed
xi. Not adhering to the 4 hour rule policy
xii. USA Swimming and NE Swimming Policy violations

### 6. Meet Changes:

No fee, format, or other changes may be made after the meet has been sanctioned or approved by New England Swimming, without the expressed consent of the Technical Chairman. If a team discovers that it must make format changes after the meet has been posted, the team must notify the Technical Chairman, who may consult with the Program Operations Vice Chair/ Calendar Chair and the Age Group Chair (if an age group meet) or Senior Chair (if a senior meet) in order to give authorization for the proposed change(s).

## E. Meet Entry Acceptance

### 1. Guideline for Posting Online Meet Information

i. Your meet announcement must be sent to the webmaster no later than 2 weeks prior to the first date of entry. Compose your meet information using Microsoft Word. Put your events list in a separate Word document.
ii. Download the latest Entry Cover Page template from the New England Swimming website, and edit for your meet. Be sure to edit all sections, including the disclaimer at the bottom.
iii. Your meet announcement and entry cover page must have your USA Swimming sanction number at the top in the appropriate place.
iv. When you are ready, send an email to newenglandswim@gmail.com with the following documents attached: (NO PDF's)
    1. Meet Announcement file (Word document)
    2. Events list (Word document)
    3. Entry Cover Page (Word document)
    4. Hy-Tek Meet Manager Events Export (ZIP file)

### 2. Meet Announcement posted on Your Team's Web Site

i. Meet announcements posted on host team websites must be posted on an individual website page, dedicated to the meet information for one meet only. This website page must be linked from the New England Swimming calendar website with a perpetual, non- recycled URL ***(Sept. 2016)***. All information on the NE website is considered the official representation.
ii. Meet Announcement must be posted with a pdf option for download.
iii. Events List must be posted with a pdf option for download.
iv. Entry Cover Page must be posted in PDF format
v. Send the URL for your meet announcement "start" page to newenglandswim@gmail.com

### 3. Registration Check

All teams running New England Swimming sanctioned meets are required to run the meet file through the online registration check (which now checks proof of age) and forward the exceptions report to the New England Office and also to the teams involved. All swimmers who are unregistered or have ID problems will be scratched from the meet until the entering team takes care of the problem.

## F. Meet Host and Meet Entries Policy

### 1. Registration

This policy has been enacted in an effort to deal with the continued problem of incorrect swimmer data and unregistered swimmer participation in New England Swimming Meets. It is the responsibility of the Meet Entry Chair, under the supervision of the Meet Director to verify registrations of athletes in the meet.
The NE Swimming Registrar(s) will assist as needed.

i. Host Team will check the meets entry file with the online Athlete Registration Tool 10 days prior to the first day of competition or the meet entry deadline, whichever occurs later. A copy of that report (even if no errors exist) must be forwarded by email to the New England Swimming office (newenglandswim@gmail.com) by the above deadlines. Late entries into the meet (i.e. Entries received and accepted after the entry deadline and after the registration check has been run) must also be run through the Athlete Registration Tool prior to the meet. That report, if any (even if no errors exist), must also be forwarded by email to the New England Swimming office.
ii. Host teams accepting entries from teams outside the New England LSC, must submit those entry files to the New England Swimming office by the above noted deadlines. The New England Swimming office will then run a check on those files and will send a report to the meet host to follow up with.
iii. The Host Team will scratch all entries with incorrect swimmer information, no ID and any unregistered swimmers. Offending teams will be sent (by the Host Team) an email copy of the report for their swimmers with a notation that the swimmers have been scratched from the meet.
iv. Offending Teams must correct the information with the New England Swimming Office by 5 PM the day before the meet starts in order for the swimmer to be reinstated in the meet. The New England Swimming Office will notify the host team (by email) with corrected information and swimmers eligible for reinstatement no later than 1 day prior to the beginning of the meet.
v. If a swimmer competes in the meet without current registration, the NE Swimming office will fine the entering party $100 per event.
vi. Deck entries are not accepted as the swimmer must be registered by 5 PM on

the Thursday before the meet begins, unless the meet begins on Thursday and all registration issues must be cleared by 5 PM on Wednesday.

vii. Entering teams are still responsible to the host team for all fees associated with the scratched swimmers.

viii. Please note that the New England Swimming Office is not operated full time or on weekends. To avoid swimmer disappointment and confusion, teams must run the athlete registration tool prior to entering any meets. If performed in this manner, errors can be identified and corrected prior to meet entry. Also, please keep in mind that if you are attempting to enter swimmers into a meet after the entry deadline, and the swimmer information is incorrect, you may not have enough time to get the information corrected and the swimmer reinstated.

ix. Host teams who fail to comply with these procedures and deadlines will forfeit the $200.00 meet deposit. Additionally, results may be ineligible for import into the SWIMS database.

## G. Meet Policies:

The following New England Swimming Policies must be adhered to in all sanctioned/approved meets and must be reflected in the Meet Announcement when applicable:

### 1. General policies for all meets *(approved July, 2015):*

i. All New England Swimming meets, except "end of season" meets, must abide by the four hour limit for each age group within a session. Host teams must carefully estimate the number of entries ("splashes") that will fit into the time allotted. ***(see 4-hour policy on page 18)***

ii. A team cannot limit the number of events in which a swimmer can compete in a timed finals session to fewer than six a day unless they are offering fewer than six events in the session, or unless stated in the "Cut Protocol" section of the Meet Announcement.

iii. A team is able to enter part of a meet without penalty.

iv. Chase start races are permitted in New England Swimming meets

v. In all cases, entries received before entries are opened for a meet shall be considered received at the moment entries are opened and shall be considered tied in sequence with any other entries received before entries are opened.

vi. **Lottery:** If a meet becomes oversubscribed, and if there are two or more entering teams tied in sequence of receipt, a lottery shall be conducted by the New England Swimming office to determine the sequence that the tied teams will be accepted into the meet. The New England Swimming office will share the results of the lottery with all teams participating in the lottery. For all long course meets, non-New England Swimming teams (including Maine) will be placed last in the lottery process. ***(September 2016)***

vii. If a meet becomes full or oversubscribed, the host team must notify the New England Swimming office so that the meet may be listed as "Full" on the NES web site. Additionally, the list of teams accepted and not accepted into a meet must be submitted to the New England Swimming office.

viii. A host team may not reduce the number of allowable events per team as a way of reducing the size of the meet unless this is clearly listed in the meet announcement in the entry cut protocol.

ix. Entering teams must be notified of their acceptance into the meet within 48 hours of submitting their entry, or within 48 hours of the first date of entries, whichever is later.

x. Host teams must accept updated times until seven days prior to the first day of the meet.

xi. Accepted teams must send payment for their entry within 4 calendar days of the notification. Accepted teams that do not send payment within 4 calendar days will forfeit their entry, but will still be held liable for payment of the entry fee and will be referred to the Board of Review.

xii. All "unattached" swimmers must be declared in writing before the meet begins.

xiii. Host teams who violate the entry procedure shall be fined $1000, payable within 30 days to New England Swimming.

2. **Entry Acceptance policies**: Host teams may choose one of three methods to limit entries into their meet, which are detailed below. The method to be used must be specified in the meet announcement.

   i. **75%/25% Procedure**
      1. The host team may reserve up to 75% of the entries ("splashes") for their own team and any other local or non-local team. These 75% of the entries are guaranteed entry into the meet.
      2. Teams that are included in the 75% of guaranteed entries must submit their entry and payment to the host team no later than 7 calendar days before the first date of entries, or the host team may remove them from the 75% of guaranteed entries.
      1. If the host team under-estimates the entries for the reserved 75% of entries, the host team must cut swimmers or entries from their own team first, and then follow the entries cut procedure in the meet announcement.
      2. Entries will open at 12:00am on the first date of entries.
      3. Entries received on the same calendar day (12:00 am through 11:59 pm local time) shall be considered tied in sequence with any other entries received on that calendar day.
      4. Entries received before the first date of entries shall be considered tied in sequence with any entries received on the first calendar day of entries.

   ii. **First-Come-First-Served (FCFS) Procedure**
      1. The host team may reserve entries only for their own team.
      2. Entries will open at 12:00am on the first date of entries.
      1. Entries received at the same clock second shall be considered tied in sequence with any other entries received on that clock second.
      2. Entries received before the first date of entries shall be considered tied in sequence with any entries received in the first clock second of the first day of entries.

   iii. **100% Invitational Procedure** *(expired March 31, 2022 for calendar meets)*
      1. The meet host may invite 100% of the participants into this type of meet.
      2. If the meet is not full 48 hours after entries open, the host may accept entries from teams outside the New England Swimming LSC. ***(April 1,2020 to March 31, 2021)***

3. **Four Hour Policy** ***(approved June,2015)***

**Background** - USA Swimming Rule 205.3.1F reads: "With the exception of championship and open water 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 per session (prelims, finals, timed finals). Events for the same 12 & under swimmers shall be limited to one session per day, except for prelim/finals meets where events for 12 & under swimmers may be offered in both prelims and finals ***(February 13, 2018)***.

   i. **Application**: Meets Exempt from the "4-Hour Rule" are:

1. End of Season Regionals/Qualifiers/Championship Meets
2. Distance session where heat sheets are posted with heat start times on both the meet host and the New England Swimming websites no later than Wednesday prior to the meet start.
3. Sessions where all of the athletes participating are 13 and Older. No meet session in New England Swimming may exceed 5 hours.
4. Session where all events are categorized as"Open".

ii. **Penalty for non-compliance:** Any Club holding a meet must run a projected timeline for that session using a 30-second time interval (or 20- second if over/under starting procedure is used); the timeline should be run on the seeded session using the Hy-Tek Meet Manager software. If the projected timeline is over 4 hours, cut protocols must be made to reduce the timeline to the acceptable 4 hours. Any session that exceeds four or five hours is subject to the following fines or penalties unless the session was planned to be within the four hours as proven by the pre-meet session report with all included guidelines followed.

1. Loss of Meet Deposit
2. $1000.00 fine per session.
3. loss of Sanction by the Club for a subsequent meet, or loss of the right to bid on subsequent meets.
4. Loss of distance subsidy if infraction was during the distance session.

**The above fines and penalties will be imposed at the discretion of the Administrative Vice Chair subject to review by the Admin Review Board or the NES Board of Directors.*

iii. **Procedure to use to avoid exceeding 4 hours:**

1. A meet host should consider the following possible format modifications in order to avoid exceeding the 4-hour session limit. In all cases, notification of such possible changes should be included in the cut protocol of the Meet Information. All changes to the meet format are subject to review by NES Technical Planning Chair:
2. Split the session into separate sessions for each age-group.
3. Create a separate "Open" session for distance events.
4. Accept no further entries when the 4 hour time limit is reached. If you exceed the 4 hours before all your 75% is entered, you start with cut protocols before the meet begins.
5. Whatever action is taken to reduce the time, all teams competing in that session must be notified of the change in format. Notify by email to the Team Contact by the Monday before the meet.

4. **Illegal Entries:** Any of the following will be deemed an illegal entry:

i. Entry does not conform to the qualifying time standard.
ii. Entry was not achieved in the time frame stated in the meet invitation.
iii. Swimmer competed in the incorrect age group or sex.
iv. Swimmers entered in the meet outside of the parameters stated in the meet announcement (ie. below or above stated time standards).

1. If an illegal entry is discovered after the entries have been sent in and prior to the competition, the host club shall contact the club or person responsible for the entry and have them take corrective action. If no action is taken, the entry will be scratched and the entry fee forfeited.

2. If a suspected illegal entry is discovered after the event is swum, the meet director, meet referee, or designated NES officer may challenge the entry.
1. Proof-of-Time: The burden of proof shall be borne by the challenged club or by the individual if unattached. The proof of time must include the name and date of the meet where time was achieved and a copy of the event results as it appears in the USA- S national database or the official meet database. The proof of time must be submitted within 7 days of being challenged.
2. Restoration of Time: If, upon receiving documentation in the required timeframe, the entry is deemed to be legal, the event must be rescored and re-awarded. A corrected copy of the meet results must also be published.

### 5. Penalties and Fines:

#### i. A fine of up to $100 per event may be assessed for any of the following:

1. Entries using fraudulent and/or non-verifiable entry times that are not in accordance with entry guidelines.
2. Illegal entries (see section above for definition).
1. Swimmer not registered with USA-S prior to 5:00 PM on the Thursday before the meet.
2. Submitting a document that indicated a swimmer is properly registered with USA-S for a meet when, in fact, that swimmer is not properly registered.
3. Entering a swimmer as attached to a club when, in fact, that swimmer is unattached. (Applies to NES and non-NES competition).
4. Any event in which a swimmer illegally participates shall be rescored and any corrections to the awards shall be made.
5. If the swimmer is representing a club in competition, the fine will be levied on the club; if unattached, the fine will be levied on the swimmer.

#### ii. Assessment of Penalties and Payment of Fines

1. The Meet Director will immediately report violations to the NES Administrative Vice Chairman and the NES Office who will bring the issue to the Admin Review Board. If appropriate, fines will then be assessed.
2. Unless the swimmer was swimming unattached, all fines for the violations under this policy are imposed on the club the swimmer was representing in the competition.
3. Fines are considered due and payable immediately upon receipt by the violating club. Fines levied by meet officials may be paid on the spot to the Meet Director who shall forward any payments received to the NES Office. In all other circumstances, fines shall be remitted directly to the NES Office. Fines not remitted within fourteen (14) days shall automatically be doubled.
4. Should a fine remain unpaid after thirty (30) days, the swimmer and the club they were representing shall be notified by the NES Office and suspended from competition within the jurisdiction of NES until such time as the fine is paid. The assessment of any fine or penalty may be appealed to the NES Board of Directors within 30 business **days of notification of the fine.**

## I. Meet Grievances ***(approved June, 2015)***

1. Teams who wish to permanently prohibit specific teams from their meet(s) must file a formal complaint with New England Swimming that is approved by the Administrative Board of Review.
2. Teams who have complaints about host teams and the meet hosting policies must file a formal complaint with New England Swimming that is reviewed by the Administrative Board of Review.

3. Team who wish to temporarily prohibit specific teams from their meets due to poor coach and/or athlete behaviors must report the team to the New England Swimming Office using the Meet Evaluation Form.
4. The report must include the name of the person making the report as well as the name of one witness who can corroborate the report.
5. Upon the first report, the offending team will receive a written warning from the New England Swimming Office.
6. Upon the second report, the offending team will be prohibited from attending the host team(s) meets for a period of 12 months.
7. Upon the third report, the offending team will be referred to the Zone Board of Review for further consequences.
8. Offending teams may not be prohibited from New England Swimming End-of- Season or Championship Meets without a Zone Board of Review or a legal order.
9. Offending teams may appeal their meet prohibition through the New England Swimming Administrative Board or Review and/or the Zone Board.

## J. Meet Entry Fees, Surcharges, Awards and Subsidy Policy

### 1. Entry Fees:

| | Calendar Meets | Reg/Silv | AG Championship | 15-18/Senior Champs |
|---|---|---|---|---|
| Individual Timed Finals Events | $5.00 | $6.00 | $10.00 | $10.00 |
| Trials/Finals Events | $6.00 | | | |
| Distance Events | $10.00 | $10.00 | $10.00 | $10.00 |
| Non electronic entry | add .50 per | +.50 event | add .50 per event | add .50 per event |
| Relays | up to 4 x IE | $24.00 | $25.00 | $25.00 |
| Time Trials | $10.00 | $10.00 | $10.00 | $10.00 |
| Travel Fee per swimmer | $1.00 | $2.00 | $2.00 | $2.00 |
| Participation Fee per | up to $10 ** | $20.00** | $20.00** | $20.00** |

***A team may charge less than the approved fees, but the surcharges remain the same.** ***($20.00 Fee September 2019)***

***** Effective September 2020, until March 31, 2023, teams may charge a $25.00 participation fee for Calendar Meets if no admission fee, and End of Season Meets (Regionals and higher) may charge up to $30 with no admission fee.***

### 2. Sanction and surcharge fees:

| | *Sanctioned Meets* | *AG Champs/ Seniors* | *Regional Meet/ Silvers* | *Approved Meet ** | *Non-Calendar Sanctioned Meets** | *Observed Meet (High School)* | *Bay State Games* |
|---|---|---|---|---|---|---|---|
| **Sanction Fee** | $25.00 per day $50.00 per day for late bids | none | $25 per day | $80.00 per day | $50.00 per day | | |
| **Surcharges** | $.75 per event for all timed final events | none | $.75 per event for all timed final events | $1.50 per event * | $.75 per event | $5.00 per splash | $5.00 per splash |
| | $.50 per event (Trials/Finals) | | | | ***No Participation Fee allowed** | | |

***Surcharges for certain YMCA meets approved by NES and listed below will be .75 cents per event***
***(as of 6/18/2018). All others will be $1.50 per event.***

## 3. Reduced Splash Fees YMCA:

**Reduced splash fees for the following YMCA meets ($0.75):** ***(June 2018)***

**WMYSL** - Western Mass Winter Championships
**SENECY** – Championship Meet
**YMCA Districts**
**YMCA New England** SCY Championships

## 4. State Games:

Any State Games conducted within the New England LSC that is properly affiliated with the National Congress of State Games, that sponsors swimming competition as a component of those State Games, will be eligible for Observation status and the fees associated. The per- swim fee will be collected only for those swims submitted for inclusion in the USA Swimming SWIMS database, said swims to be properly documented with valid USA Swimming registration data. Forms must be submitted to the designated USA Official at the meet, before the meet begins.

## 5. Observed Swims (High School end of season meets):

Per splash observation fee of $5.00. Forms must be submitted to the designated USA Official at the meet, before the meet begins.

## 6. Swimmer Participation Fee:

A team that submits a bid for a sanctioned calendar meet by the bid deadline may charge a per swimmer fee up to $10.00 per swimmer. This fee must be stated in the bid request. No Swimmer Participation Fees will be allowed on any meet bid submitted after the meet bid deadline or on any sanctioned or approved meets not listed on the calendar.

***** Effective September 2020, until March 31, 2023, teams may charge a $25.00 participation fee for Calendar Meets if no admission fee, and End of Season Meets (Regionals and higher) may charge up to $30 with no admission fee.***

## 7. Sanction Fees:

Sanction fees of $25.00 per day must accompany all requests for sanctions. This fee includes time trials for all the days of the meet. In addition, there is a $200.00 sanction deposit per meet that is returned when all New England Swimming policies have been followed, and all results, reports and surcharges have been returned to the New England Office within the proper time frame. A team that has submitted a late bid will pay a sanction fee of $50.00 per day.

**8. Non-compliance:** New England teams that still owe surcharges will not receive sanctions or approvals for further meets and will not have any future bids considered until the fees are paid. In addition, if the financial report and appropriate surcharges are not returned within 30 days, the team's sanction deposit and meet subsidy will be forfeited.

## 9. Awards:

The host team is free to select its own awards. The Awards must be clearly stated in the bid and invitation**.**

## 10. Admission Fees:

i. Teams that offer a paper heat sheet for a fee may charge a maximum of $3.00 per person for admission at a non-Championship meet.
ii. Teams that offer a free electronic heat sheet for all sessions may charge a maximum of $4.00 per person for admission ***(April 1, 2018)***.
iii. Teams that offer a fee based electronic heat sheet may charge a maximum of $3.00 per person for admission.
iv. $5.00 admission is the limit to charge for End of Season and Championship meets.

**11. Programs:** There is no limit on what a team may charge for programs, but the fee must be stated in the meet bid and invitation.

**12. Distance Meet Subsidies:** ***(approved June, 2015)*** Teams that run Distance Meets (see definition of Distance Meet) may apply for a distance meet subsidy of $500.00. Clubs that host a sanctioned calendar Meet that is not a Distance Meet, but which contains one or more sessions in which all events are 400 yards or longer, will be eligible to receive a $250.00 subsidy. At least one distance session must have a separate warm-up period no less than 30 minutes in length and the session must run no less than 2 hours in length, after scratches, not including the warm-up period. Only one distance session per meet will be eligible for a subsidy.

**13. Virtual Meet Fees:** Teams that host a sanctioned Virtual Meet may charge each participating team a fee of up to $50 to cover additional administrative costs.

**14. Returned Checks:** There will be a $50.00 charge for any team or individual who submits a check returned to New England Swimming or any of its member teams.

**15. Teams That Owe Meet Fees:** If a team has been unsuccessful in collecting meet fees from a team that entered a meet, the team can refer the problem to the New England Swimming Admin Review Board which can prohibit the team from entering any other meet until past fees have been paid.

## K. Registered Non-Athletes:

USA Swimming requires that all Meet Directors, Referees, Starters, Stroke and Turn Judges, and Admin Officials, serving in an official capacity in a sanctioned-meet, must be members of USA Swimming, and all persons acting in any coaching capacity in a sanctioned or approved event must be coach members of USA Swimming. The Meet Referee, or designated Official, should check and verify the non-athlete membership cards for compliance.

## L. Running a Swim Meet

**1. Staffing:** With the exception of “end of season” meets, host teams are responsible for staffing their own meets, either with their own members or by soliciting volunteers in advance of the meet. Teams may request, but cannot require, participating teams to provide volunteer timers, officials, and marshals. Teams that violate this requirement may be refused future meets and a loss of the Sanction Deposit and any subsidy. In general, teams should aim to have most of their timers and all of their officials and safety marshals identified prior to the meet. Teams running meets are allowed to require teams to time their own swimmers in all events 400 and longer and all relay events. This would apply to all meets – end of season and other calendar meets – but it must be noted in the meet invitation. New England Swimming will attempt to make available the most current list of New England Swimming officials so that host teams may contact these individuals well in advance of the meet.

**2. Administrative Official:** All teams hosting meets must staff a certified Administrative Official for their meet ***(Sept. 1, 2013)*** . The Admin Official and the Meet Director cannot be the same person ***(Sept 1, 2018)***

**3. USA Swimming Memberships Cards:**
New England Swimming policy requires that all coaches and officials display their membership cards or Deck Pass while on deck at swim meets. The Meet Director, and all those working on deck at a meet, excluding Marshals and Timers, must be registered with USA Swimming. As of September 1, 2015, Official's membership cards are considered their white card printed from OTS, not a colored card sent from the NES office. All Officials must display their white cards on deck at swim meets. The meet host will check the credentials of every coach on deck at the meet. Coaches may present their Deck Pass membership card, their New England Swimming printed membership card or their membership card printed from the USA Swimming website. Coaches who are eligible to be on deck based on their USA Swimming coaching credentials will receive a bracelet, an ink stamp on their hand or other visible identification for the meet from the meet host.
The Meet Referee will ask any "coach" without proof of membership to leave the deck without exception. If the Registrar of NES confirms that the "coach" who was asked to leave the deck is found not to be fully registered the "coach will be fined $100.00 and the team will be fined $200.00 to be paid within 30 days. Any "coach" who refuses to leave the deck will cause the team's swimmers to swim unattached for the remainder of the meet.
***(September 2016)*.**

**5. Hard Copies of Meet Announcements:** Host teams are required to have at least one hard copy of the meet announcement available on deck at all meets.

**6. Warm-Up Procedures:** Host teams are responsible for providing supervised warm-ups with safety marshals on deck in accordance with established procedure. It is the host team's responsibility to know the established procedure and inform the marshals of their duties and responsibilities. A warm-up schedule should be made available before the meet. This schedule should include the format (separate warm- up for different ages and sexes, etc.), timing, and length of the general warm-up. The meet referee or head safety marshal should be on deck during the warm-up period in order to answer questions, make necessary adjustments, and deal with problems during this time. New England Swimming recommends that warm-up sessions, especially for thirteen and older swimmers, be at least 30 minutes long.

**7. Meet Committee:** All meets should have a Meet Committee consisting of one official, one coach, and one athlete to be selected by the Meet Referee who will present issues and moderate the jury but not vote. The three members shall be from separate teams. The meet jury will decide all issues of eligibility and anything not addressed in the Meet Announcement. The Meet Referee shall have authority as described in the current USA Swimming Rulebook

**8. The Meet Director:** should be present at all sessions of the meet. If this is impossible, a substitute who is very familiar with the meet should be appointed.

**9. Photographers On Deck:** The only photographers allowed on deck during a meet are professional photographers contracted by the host team or press photographers approved by the host team. (see the Photography section of the Meet Announcement page 10)

**10. Safety Monitor**: All teams must list a USA-S registered Safety Monitor for all meets.

## M. After Running a Swim Meet: Guidelines for Submitting Meet Results to the NES Office:

## 1. Meet Results Posted on New England Swimming Website:

i. Meet results must be published within 48 hours of the last day of your meet.
ii. Generate a full Meet Backup and email it to the New England Swimming Office.
iii. There is no need to send HTML results, or the CL2 export file.

## 2. Meet Results Posted on Your Team's Website:

i. Do not post any results on your own website, or distribute them to participating teams, or upload into Team Unify, until the NES office clears your results. Send the NES office the meet back-up first, and then wait for the confirmation to publish the results. Due to privacy issues, do not post the Hy- Tek results file on your website. Send the results file to the attending teams via email.
ii. Meet results must be linked from the same "start" page that all of your meet information is linked from, so that all information about the meet can be found on one single web page. This link needs to stay live for at least 3 years. If you need to unlink it, send the webmaster a new link to the information.
iii. At a minimum, you must post results in the following formats. (You may post results in additional formats or configurations if you wish.)
    1. Results / pdf / all events / publication order / include time trials / cum splits / no scratches / include DQs and no-shows / include all relay names
iv. If running time trial events, you should have two Hy-Tek results files. One with the standard events and the other with Time Trial events under a separate meet name.
v. The USA Swimming SWIMS database requires that Time Trials be loaded as a separate meet with a different name, so before doing the Time Trials export, you must change your meet name to add "TT" to the end of your meet title.

## 3. Results:

i. All unattached swimmers must be identified – "UN-NE", "UN-CT", "UN- ME", etc. Use the setting in Hy-tek/Teams/Alternate Abbr. to use the "UN" designation on teams, or unattached groups, that you want to list under another name in the program, such as "UN ABC". This can help identify swimmers and allow for easier bookkeeping.
ii. Relay results must include the names and ages of all swimmers and all splits. Any relay with an unattached swimmer is DQ'd and will not import into SWIMS
iii. Time trial events can be in the same meet database, but will be posted in a separate results file.
iv. Timing system reports, computer results, DQ slips, timer sheets, etc. should be kept for at least one year.
v. Incomplete results may result in the loss of the Sanction Deposit.

## 4. Financial Report:

i. The completed New England Swimming financial report must be filed online, or sent to the New England Office within 30 days of the last day of the meet. The New England Swimming travel fee should be sent in with the surcharges within 30 days of the last day of the meet. The online post- meet forms can be found under Meet Management on the website.
ii. No positive action (financial reimbursement, meet sanctions, meet approvals, awards, etc.) will be taken on behalf of a New England Swimming team until it has met all its financial commitments to New England Swimming.
iii. Meet host clubs that are late submitting required post-meet reports and surcharge fees to the New England Swimming Office shall be charged an additional $100 deposit fee for each subsequent sanction request for a period of one calendar year. This penalty will be

enforced upon the first infraction by a meet host club. This supplemental deposit shall be collected in addition to the normal sanction deposit fee.

5. **Grievances:** ***see page 17***

6. **Consequences - Fines:**

   i. Any team hosting a meet that does not, according to the judgment of the New England Swimming Admin Review Board, follow New England Swimming Policies and Procedures, including policies for accepting teams under the 100%-75%-25% rules and cutting meets, will be fined $1000.00 ***(June, 2014).***
   ii. Any team that has lost their meet deposit for any reason will be required to post a $300 deposit for any future meets

## N. Championship and "End of Season" Meet Policies:

"End of season meets" include Qualifiers, Regionals, Silvers, Age Group Championships, Senior Championships.

1. **Qualifying Times:** All qualifying times used for entry into New England Swimming End-of-Season Qualifying Meets and any New England Swimming Championship Meet must be a time that was entered into the USA Swimming SWIMS system.

   There is no minimum number of New England Swimming Calendar meets in which a swimmer must participate in order to enter a New England Swimming End-of-Season Qualifying Meets and/or New England Championship Meets

2. **Qualifying Periods:** The qualifying period for all Age Group Championship and "end of season" meets is between the first day of the first "end of season" meet the previous year and the meet entry due date. When applicable, the newly achieved qualifying time entry due date must be included in the meet information for each "end of season" meet. The qualifying period for Senior Championship meets is the 18 months prior to meet entry date.

3. **Timing and Work Assignments:** Teams hosting New England Senior Championships, New England Age Group Championships, New England Open Championships and other designated "end of season" meets may require participating teams to provide timers in proportion to the number of entries submitted for each session and also considering the officials who submit their names before the stated deadline. When arranging timers, the host team should also take into account not only the number of swimmers, but also the session in which the teams' swimmers will be attending. Officials must be solicited on a volunteer basis. The host team is responsible for supplying the necessary marshals, and at least one head timer, and 2 backup timers, awards personnel, runners, hospitality, and additional office workers to assist in the meet operations (in addition to all the other workers necessary to running the meet.)

   i. Host teams may choose to have swimmers in the 400 IM, 500/400, 1000, and 1650 Freestyles, provide their own timers for those events.

4. **No Show" Workers:** If a team does not provide the timers it has been assigned at a championship meet, the team will be fined $100.00 per incident and will not be allowed to enter swimmers in another New England meet until the fine(s) is paid. This can be appealed to the Admin Review Board and is enforced only if the meet management has properly assigned timers based on the number of swimmers a team

has entered in the meet.

5. **Awards:** the awards are established, ordered, and paid for by NE Swimming under the advice of the Age Group and Senior Committees and must be posted in the Meet Announcement.

   i. Distance High Point Award: The Distance High Point Award will be an Athlete Representative Award presented to the top three male and female finishers in the distance events (400 IM, 500, 1000, and 1650 Freestyles) at the Senior Meet in the Short Course season and at the Open Meet (or Senior Meet if there is one) in the Long Course season. The award will be embroidered towels, which the Junior Athlete Rep will be responsible to obtain.
   ii. Awards ceremonies are strongly encouraged meets with 12 & Unders and if time allows for 12 & Older Championship Meets.

6. **Meet Announcement:** Teams hosting a championship or "end of season meet must submit all necessary information for their meet to the Age Group Chair or Senior Chair (depending on the meet) and the Technical Chair at least 12 weeks before the meet. Once the Age Group or Senior Chair has approved the meet information, the meet announcement must be submitted for the sanction. After the meet has been awarded a sanction, the meet announcement may be posted online and no changes to the meet information can be made without the expressed consent of the New England Swimming Technical Chair. Teams are required to use the appropriate championship meet announcement template supplied by the Technical Chair.

7. **Meet Subsidy Policy*: ****(approved June, 2014)***
   New England Swimming recognizes that increased expenses impact ~~"end of season"~~ Championship meets. Accordingly, subsidies are to be given to teams running these meets. There will be no additional Swimmer Participation Fee allowed for these meets and all current entry fees and surcharges remain the same.

   i. New England Age Group Championships $4,000.00
   ii. New England Open Championships $5,000.00
   iii. New England Senior Championships$10,000.00
   iv. New England Senior Elite Meet: ***(No subsidy unless designated as a Championship meet by the New England Senior Committee)***
   v. New England Open Water Championships $1,000.00

8. **Fees, Surcharges, & after meet responsibilities:**
   All entry fees are established by the Board of Directors for End of Season meets and are published. *(see chart on page 20)*

   i. The host team will forward all travel fund fees (including their own) in one check to New England Swimming.
   ii. Host teams do not pay any surcharges to the NE Swimming Office for End of Season Meets
   iii. Sanction Fees: all sanction fees and a $200 deposit will need to be submitted to the NES Office before the meet will be sanctioned, and the deposit will be returned after all meet policies and procedures are met.
   iv. Admission Fees: Admission fees are limited to $5.00 per person per session.
   v. Programs: there is no limit on what a team may charge for programs, but the fee must be stated in the meet bid and announcement and cannot be changed once the announcement is published.

vi. The Meet Director may fine teams $100 for a late team entry
vii. End of Season Meet Hosts are responsible for adhering to all NE policies regarding post meet requirements

9. **New England Swimming Policy for Designated Officials at Championship Meets:** ***(changed October 30, 2018)***

   i. **Meets subject to this policy include:**
      1. Age Group Championship Meets.
      2. Open Championship Meets.
      3. Senior Championship Meets.
      4. Other meets determined by the NES Board of Directors.
   ii. **Designated Officials:** Will be recommend to the Meet Director and either the Senior Chair (for the Open and Senior Championship meets) or the Age Group Chiar (for the Age Group Championship Meet(s)) by the Officials Chair on behalf of the Officials Committee. Designated Officials will be:**:**
      1. Meet Referee.
      2. Administrative Referee (only for prelims/finals meets).
      3. Team Lead Chief Judge.
      4. Officials Evaluator (for Officials Qualifying Meets Only)
      5. Other positions at the discretion of the Officials Chair.
   iii. **Compensation and Reimbursement:**
      1. New England Swimming will cover the costs of not more than 3 hotel rooms for designated officials.
      2. New England Swimming will cover the cost of an additional hotel room for the National Evaluator if the meet is an Officials Qualifying Meet.
      3. The Meet Referee(s), Team Lead Chief Judge, and Administrative Referee will receive a $200 stipend and current rate per diem from New England Swimming.
      4. Any additional compensation must be approved by the New England Swimming Board of Directors.

10. **Pace:** At New England championship meets, it is suggested that there should be a minimum of 20 minutes between events for the same sex and age group. At other meets the pace of the meet is at the discretion of the meet referee.

11. **Hard Copies of Meet Announcements and Entries:** All teams hosting meets are required to have at least one hard copy of the meet announcement available on deck at all meets. Host teams at all New England championship meets are also required to have a copy of all meet entries and e-mails on deck during the meet.

12. **Relays at New England Championship Meets:**
*(Regionals, Qualifiers and Silvers may have different rules)*

   i. Teams are limited to 2 relays, per gender, per event number, per team, each of which must achieve the meet qualifying standard time.
   ii. All relays are eligible to score.
   iii. Each relay entry must have achieved the qualifying time during the qualifying period. Aggregate entry times may be used. Teams may substitute relay swimmers at the meet with other swimmers that are entered into the meet, including relay only swimmers. Coaches must supply proof of time for all relay entries, including aggregate times.
   iv. Relays are not positive check-in events and must be scratched prior to the scratch deadline the previous evening ***(changed February 23, 2018).***

v. Teams will be fined $100.00 for each unproven relay entry, payable to New England Swimming. Subsequent unproven relay entries will be referred to the New England Swimming Board of Review. This policy applies to the New England Age Group Championships, New England Senior Championship Meet and the New England Open Championship Meet.

vi. All relays will be swum as timed finals. The following ***format*** may be offered at the discretion of the Meet Referee for New England championship meets:
   1. Flight A: The fastest 2-5 heats of girls will be swum slowest to fastest followed by the fastest 2-5 heats of boys swum slowest to fastest.
   2. Flight B: The Flight A heats will be followed by the remaining heats swum fastest to slowest, alternating girls and boys. (These heats may be swum at the end of the session.)

vii. Relay only swimmers must be included in the meet entry and must pay both the Swimmer Participation Fee and the New England Travel Surcharge Fee.

viii. Relays are subject to cut protocols

ix. At the New England Senior Championship Meet or the New England Open Championship Meet, a team may not use 12 and under swimmers as "relay-only" swimmers.

x. Unattached swimmers must be clearly defined in the Meet Manager program so as not to be entered into relays

13. **Format for the 400 I.M. & 400/ 500 Freestyle Events at NES Championship Meet:** The following format may be offered at the discretion of the Meet Referee for New England championship meets.

i. **Flight A:** The fastest 4 or 5 heats of girls will be swum slowest to fastest (with the top three heats circle seeded) followed by the fastest 4 or 5 heats of boys swum slowest to fastest (with the top three heats circle seeded).

ii. **Flight B:** The Flight A heats will be followed by the remaining heats swum fastest to slowest, alternating girls and boys. (These heats may be swum at the end of the session.)

14. **Warm-Up and Warm-Down Areas:** If there is no warm up and warm down area at New England championship meet facility, then the meet must offer at least two 10 minute breaks for warm up and warm down during the meet. New England Swimming also recommends that at championship meets, if possible, a warm down of at least 30 minutes be provided at the end of each session of the meet.

Championship meets are free to use an Open Warm-Up schedule. If a team chooses to use open- warm ups, the schedule must be sent to teams prior to the start of the meet. Pace and sprint lanes need to be designated.

15. **New England Championship Meet Deck Access for Championship Meets:** All athletes and coaches must visibly display the New England Swimming Championship Meet ID card, provided by the host team, to be allowed on deck. Coach deck passes will be distributed to participating teams based on the number of meet entries:

i. 1-3 swimmers in individual events or 1 relay only team with any number of alternates: 1 deck pass

ii. 4-6 swimmers in individual events; 2 deck passes

iii. 7-9 swimmers in individual events; 3 deck passes.

iv. 10-20 swimmers in individual events; 4 deck passes

v. 21-30 swimmers in individual events; 5 deck passes

vi. 31-40 swimmers in individual events; 6 deck passes

vii. 41-50 swimmers in individual events; 7 deck passes.
viii. 51 or more swimmers in individual events; 9 deck passes
ix. Unattached swimmers not with a team: 1 deck pass

**Unattached swimmers with a team shall be included in above schedule even if listed on separate entry blank.*

Additional deck passes can be purchased at the Meet Registration Desk for $35.00, payable to the meet host team. Deck passes are not transferable between teams.

16. **Time Trials:** All "end of season" meets, including New England championship meets, will offer time trials at the discretion of the Meet Referee. The meet announcements will reflect this policy.

    i. Time trials are open to any swimmer registered with New England Swimming.
    ii. New England records can be set at time trials at all calendar meets including championship meets. All time trials will be published as separate meet results.

17. **Exhibition Swims:** There will be no exhibition swims at New England "end of season" meets, except at Regionals when a swimmer ages up between Regionals and their Championship meet.

18. **Declared False Starts:** Coaches at the New England Open and New England Senior Championship Meets are encouraged to scratch swimmers rather than request declared false starts. A declared false start counts as a competed swim in the # of swims allowed per day rule.

19. **Sunday/ Final Day Scratch Rule:** On Sunday (or the final day of a New England Championship Meet), any team whose swimmer competes in an individual heat, qualifies for finals, fails to notify the Clerk of Course of his/her intention to withdraw from the finals within 30 minutes of the posting of the results, and does not compete nor is excused from competition by the meet referee, will be fined $100.00. The Meet Referee may waive the fine, if based on his/ her judgment, the swimmer was ill or the reason for missing the final was beyond the control of the swimmer.

20. **Meet Hosting Policies:** All teams hosting New England Swimming Championship or "end of season" meets are expected to follow all relevant policies and procedures for meet hosting as outlined under Section II of the New England Swimming Policies and Procedures Manual.

    i. **New England Regional/Qualifier Meets – General Meet Hosting Policies:**

        1. Best Time Ribbons: For 10 and under swimmers who achieve best times at the meet. It is recommended that host teams print these best times labels using the Hy-Tek system, during the meet. Extra worker(s) are needed to take care of these ribbons during the 10 & under sessions. These ribbons are supplied by the NE Swimming
        2. No relay only swimmers at Regionals or Silvers
        3. Yard times only will be used for qualification and the Meet Announcement must state that no time conversions will be accepted.
        4. Team assignments will be handled by the Age Group Chair, Office, Sanction Chair and Calendar Chair

    ii. **New England Age Group and Senior Championship Meet – General Meet Hosting**

### Policies:

In an effort to make the New England Age Group Championship Meets a fun and exciting experience for our developing athletes, the New England Age Group Committee makes the following recommendations for championship meet procedures:

1. The Age Group Chair provides the format and has the right to designate bonus events for meets that may be undersubscribed.
2. For finals, the finalists shall be paraded to the blocks with music and names announced in championship order before swimming. All consolation finalists shall have their names announced while swimming.
3. A public address system may be utilized during prelims and finals to: Announce swimmers in the water.
    i. Announce impending record setting swims.
    ii. Announce close final races.
    iii. Announce team scores at least twice per session.
    iv. Announce Zone qualifiers (at the long course meet only).
    v. Promote a fun, festive and exciting atmosphere of racing.
    vi. The team scores shall be posted near the race results at the end of each finals session.
4. Live results and Meet Mobile should be set up and published throughout the meet.
5. Zone cut times, higher level meet cut times, and New England Records ~~and New England Resident Records~~ shall be printed on the meet programs and meet heat sheets.
6. Every effort shall be made to run time trials for swimmers close to qualifying for the next level meet,and any other meet of consideration.
7. Information regarding time trials must be in the meet announcement.
8. Once the entries and session timelines are completed, all teams shall be notified of relay warm-up and event start times; distance race warm-up times and event start times; and time trial dates and times. The notice can read: “The 11-12 400 Free Relay warm-up time will be at approximately 5:00 p.m. and the relays will begin NO EARLIER than 5:15 p.m.”
9. Hospitality consisting of light meals, snack food, water, coffee and soda will be provided at all sessions for officials and coaches. Off-deck hospitality must be provided if on-deck hospitality is not allowed at a particular racing venue. Championship meets are expected to provide ample hospitality to the attending coaches and officials.
10. Timers should be assigned for the entire meet, except for the distance events (1500 Free, 800 Free,400 Free and 400 I.M. A and or B flights as needed)
11. Coaches must be responsible for cleaning their team areas before picking up any awards and leaving the venue for the day.

### iii. New England Senior Championship Meet – General Meet Hosting Policies:

1. All policies listed above should be followed along with the following recommendations from the Senior Committee:
2. A two hour warm up before the prelim session
3. The Senior Championship Meet will be closed to out of LSC teams
4. Special Olympic awards will be distributed at appropriate times throughout finals
5. Athlete Award for distance events to the top male and female (towels)
6. No 12 & Under relay only swimmers

**O. USA Swimming Open Water Meet Management Policies** Teams running New England Swimming sanctioned or approved Open Water Meets must comply with and abide by the USA Swimming Open Water Meet Management Policies as posted on the USA Swimming website: http://www.usaswimming.org/DesktopDefault.aspx?TabId=1540&Alias=Rainb ow&Lang=e n and must submit a meet sanction request, with the appropriate fees under the same timeline as regular calendar meets.

All current policies are posted on the www.neswim.com website