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EFFECTIVE DATE OF CHANGES TO THESE RULES:.....**ERROR! BOOKMARK NOT DEFINED.**

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Rules

I. TYPES OF MEETS

The following types of meets are available for competitive swimming purposes within the State of Michigan through the Michigan Swimming (hereinafter "MS") sanctioning process of the Program Operations Division: (a) Age Group (b) Senior (c) A/B/C Festival (d) District Championships (e) Junior Olympics (f) State Championships (g) Postal Internet Distance Challenge (h) The Michigan Mile (i) Open Water/Long Distance/ Marathon and (j) Specialty/Non-Typical.

A. Age Group

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 MS the grouping of swimmers by particular age groups has varied throughout the years. The age groups for the State Championship Meets are designated by specific rule. (See Rule ~~E-7~~ 5 H.) 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. These age groupings should be designed by the meet host and the program operations Vice-Chair to promote fair competition within the designated age group(s). Examples of some of the age groups usually used in Michigan 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. The time standards used in Michigan are AA Q1, Q2, Q3, A, B, and C (See rule B 2). MS encourages a variety in age group meet formats to take place throughout the year including multi level time standard meets and meets with unique time standards. (e.g., a B-C meet offers both B and C level events accommodating swimmers who have B times in some events and C times in other events. Age Groups meets may also be designated as Group I or Group II Meets which are required to offer, if so designated, the following events:

C. A/B/C Festival

These meets are a subsection of the above referenced age group meets, however, merit specific reference. Swimmers with State Championship qualifying times (~~"AA"~~ "Q1") in an event are not allowed to enter the ABC Festival meets in that particular event. However, swimmers with A, B and C times are eligible to enter those events in the Festival meets. Swimmers with AA Q1 times in some events and not others may enter those events in which they do not have AA Q1 times. Festival meet(s) may be conducted shortly before the State Championships and only in the short course season. Festival meets and the Short Course State Championship meets are held on different weekends so that swimmers who have State Meet qualifying times in some events but not in others may compete in both meets if they desire to.

These meets may or may not be offered during the short course season depending on the availability of District or Junior Olympic Championships.

F. State Championship

Short Course Season: MS conducts two separate State Championship meets; a 12 and Under Meet and a 13 and Over Meet at the conclusion of the short course season (typically in March)
Long Course Season: MS conducts a single State Championship Meet for all ages at the conclusion of the long course season (typically in late July/early August). The qualifying times for the Short Course and Long Course State Championships in all age groups and all events are published annually by the Office of Michigan Swimming, Inc at the beginning of the short course season and are referred to as "AA" "Q1". They may also be found on the Michigan Swimming website.

Delete paragraph G and replace with new paragraph below:

G. Postal

A postal meet is a long distance swimming competition conducted in multiple locations and which the results are transmitted to and compiled in a central location. Generally, swimmers complete in these events in their home pool or training facility during practice times or other specified times and then mail the results to the meet director or designee for tabulation (hence the term "postal"). The MS Postal Meet is conducted pursuant to Article 711 of the USA Swimming Rules sometime between October 15 and April 15 of the short course season on dates compatible with the National Postal Meet. Events include 8 and Under 500 yard Freestyle; 9/10 1000 yard Freestyle; 11/12 2000 yard Freestyle; 13-18 3000 yard Freestyle and Open (any age) 5000 yard Freestyle. The purpose of the meet is to encourage swimmers to participate in distance freestyle events. Awards are presented within each single year age group.

G. Internet Distance Challenge

See USA Swimming Rules and Regulations Article 701 for details.

IV. GENERAL RULES

C. Swim Your Age Group

When age groupings are specified in the meet announcement, a swimmer must compete in their own age group events corresponding to the swimmers age except when competing in consolidated events (USA Rule 102.1.3 4), mixed classification meets (USA Rule 102.2.7), in events combined by the meet referee (USA Rule 102.8.2) or open events where the swimmer must make the time standard (if any) to enter. It is also permissible for the meet host to state in the meet announcement a minimum age for a swimmer to compete in an Open event regardless of whether the swimmer has made the stated time standard.

F. Entry Limitation/Combined Format

In a meet where a combination of preliminary and finals events and timed finals events are scheduled, a swimmer may compete in not more than three (3) individual events per day unless entered exclusively in timed final events or fewer as stated in the meet announcement. See USA Rule 102.2.5 6

G. Inclusion of Adapted Swimmers/Swimmers with a Disability

Adapted swimmers/ swimmers with a disability are welcome to enter any MS sanctioned or approved meet. The swimmers coach or entry person must alert the meet director, meet referee or meet entry chair and the MS LSC Adapted Chair for any special requested accommodations or seeding arrangements at the time the entry is submitted to the meet host (i.e. prior to the meet with the entry). The meet referee and meet director, with input from the Adapted Chair if possible, shall determine appropriate methods of seeding athletes into appropriate events that will not have an unreasonable impact upon the session timeline. Examples of appropriate methods include but are not limited to (1) swimming a shorter distance of a longer race in the same age group (2) competing in different/younger age groups where swimmers are achieving comparable times and (3) swimming in time trials. For Supplementary State Championship Rules see 5 ¶ V.

H. Four Hour Rule

All Michigan Swimming meets shall be conducted using the following rules for all swimmers regardless of age and all types of meets (except for the State Championship Meets, District Championships and Junior Olympics). Entries are to be accepted on a first come first serve basis until the maximum session time limits as stated below are met. Entries will be accepted by email date code or mail date code and processed only when the hard copies are received with payment. No entries are to be accepted after the maximum time limits are met. Guidelines commonly referred to as “Numbers of splashes” are not to be used in accepting entries.

1. All Timed Finals meets shall be no more than four hours (4:00) per session, excluding warm-ups.

2. All Prelim / Finals meets shall be no more than eight (8:00) hours per day, excluding warm-ups. These meets may have any combination of session lengths so long as the eight hours per day limit is not exceeded. This means that a preliminary session might last five hours but the finals session must then be completed within three hours (for a maximum total of eight hours per day).

3. In the event that the meet format is a combination of a Prelim/Final meet and a Timed Final Meet, both 1 and 2 above apply. This means that the Prelim-Finals portion of the meet needs to be completed within eight (8:00) combined hours for the two sessions. The timed final session must complete within the four (4:00) hours per session. In this meet format the total sessions, excluding warm-ups, shall be no longer than 12 hours and shall not go past 10:00 PM.

4. These guidelines do not apply to State Championships where all qualified swimmers shall be allowed to swim regardless of the length of the sessions. These guidelines also do not apply to the District Championships and Junior Olympics.

5. When establishing the sessions for a meet, use the following:

- a. For sessions with events for swimmers 11&O, 15 second heat intervals with +15 seconds for backstroke are the minimum heat intervals to be used. If there are events that require the moving of timers, e.g. 50M Freestyle, insert breaks into the session timeline. Three (3) to five (5) minutes is suggested.

b. For sessions with events for swimmers 10&U, ~~30~~ (delete and replace with "20") second heat intervals with +15 seconds for backstroke are to be used. By using this heat interval, it takes into account over water starts and the movement of timers, i.e. 25y and 50M events.

c. When evaluating entries for compliance with this rule, the sessions **MUST** be SEEDED.

d. The intervals stated above are minimums and host clubs may use longer intervals. The requirements of paragraphs 1, 2, and 3 must be met.

6. Reporting

a. Within two calendar days of the entry closure date as specified in the meet packet, the meet host must e-mail the Hy-Tek Meet Manager back-up file to the Michigan Swimming Office (Jan Cartmill) and to Program Operations to verify compliance to this rule.

b. After the entry closure date, **NO** additional entries may be taken, other than deck entries and time trials as specified in the meet packet.

7. Sanctions/Penalties

a. Any backup file submitted in which any session violates this rule will be penalized as follows:

(1) **FIRST OFFENSE:** The host club is fined a \$500 per session.

(2) **SECOND OFFENSE:** The host club is fined \$750 per session and the host club may be barred, by a vote of the Board of Directors, from hosting a meet or meets for the rest of the season (includes either Short or Long Course or both).

(3) **THIRD OFFENSE:** The host club is fined \$1000 per session and the host club may be barred from hosting a meet or meets for up to two full seasons (includes either Short or Long Course or both) by a vote of the Board of Directors.

All fines are due when the meet sanction/athlete surcharge fees are paid. If the fines are not paid in a timely manner (within 30 days of the conclusion of the meet), a \$20 per day penalty applies (in addition to the principal fine) beginning on the first day after the due date of the fine. Program Operations will be responsible for notifying all parties involved.

b. In determining whether or not a violation is a First, Second or Third offense in meets where more than one session at the meet violated the four hour rule it will be considered a single violation (rather than multiple violations) and an offense occurring more than five years in the past will not be considered.

c. Failure to submit a backup file to Program Operations and the Michigan Swimming office will be considered a violation of this rule and will automatically be penalized in accordance with paragraph a. above. For purposes of this paragraph, all sessions will be considered to be in violation.

K. Proof of Individual Times

To enter most meets a swimmer does not need to prove they have achieved the relevant time standards. The entry time is left to the integrity of the swimmer and the coach. However, once a swimmer swims a meet with a claimed time, the swimmer may not enter future meets with a slower entry time for the specific event in the age group. (See MS Rule 2 B above generally and USA Rule 207.11.8 for a limited exception.) However, particular age group, senior and other meets may require a proof of time to be submitted to the Meet Host in order to enter the event. This generally occurs in distance events where session timelines are a factor and swimmers must prove their entry time in order so as not to create too many time consuming heats. Proof of Time requirements, if any, must be clearly stated in the meet announcement indicating which events require them, when they must be presented (e.g. with the entry or at the meet) and the type of proof accepted (e.g. official meet results, time cards signed by the referee, etc). The State Championship Meets Proof of Times rules are different. See Rule 5 I.

Q. Uncommon Practices

Uncommon practices such as, but not limited to, ~~delete "Dive Over Starts"~~, "Chase Racing" and "Two Per Lane Swimming" are not allowed at MS sanctioned meets without prior approval from the Program Operations Vice-Chair or, in the Programs Operations absence, the General Chair of MS.

S. Marshalling Procedures

It is the responsibility of the meet host to see that marshaling procedures insure that swimmers have been assigned to their heats and lanes far enough in advance so there is an uninterrupted flow of swimmers at the starting blocks ready to swim. The meet host determines the type of marshalling procedure which is appropriate for the particular session(s) of the meet. ~~Inappropriate marshalling procedures selected by the host club which causes delay in the uninterrupted flow of swimmers to the blocks is chargeable to the Meet Host in determining 4 Hour Rule sanction penalties.~~ The uninterrupted flow of swimmers can be accomplished in a variety of ways including the following (a combination of these procedures may be used in a single meet): 1. No marshaling - This is where the meet is pre-seeded, a heat sheet is printed, etc., and the swimmers are responsible for reporting to the blocks in time to swim. This method is typically used for State Championship meets, Senior meets, prelim/final meets and age group meets where the qualifying time standards for the age group indicate a level of swimmer experience which justifies the lack of supervised marshaling. 2. Supervised marshaling - The swimmers report to a designated area and remain there until they are escorted to the starting blocks. This method is typically selected for the 12 & under age groups.

V. STATE CHAMPIONSHIP MEET RULES

A. Eligibility

All swimmers registered with Michigan Swimming ~~and residing within the United States~~ who have achieved a time equal to or faster than the "Q1" qualifying times for the event during the qualifying period are eligible to enter. A swimmer may not be entered in the meet without having actually achieved the qualifying time (conforming or non conforming) during the qualifying period.

N. Scratch Rules/ \$50 Fine Rule

1. Individual Events: All individual events are subject to the USA Swimming National Scratch Procedures as described in Rule ~~207.7.9 A-E~~ 207.12.6.A-E. Scratch procedures are further

explained in the respective meet announcements. In addition, if a swimmer fails to compete in his/her last scheduled individual event of the meet without having properly scratched that event, he/she shall be fined \$50 payable immediately to MS. The swimmer is not allowed to compete in any subsequent MS sanctioned events until the fine is paid.

2. Relay Events: All relays must check in or scratch pursuant to procedures in their respective meet announcement.

X. On Line Meet Entry

The meet hosts of the 12 and Under SCY State Meet, the 13/14 and Open SCY State Meet and the LCM State Meets ~~delete shall~~ replace with "may" use the USA Swimming On-Line Meet entry system to accept entries for these meets. Note: Custom times will be accepted and this rule does not preclude a meet host from also accepting entries directly from a club or athlete.

VI. DISTRICT CHAMPIONSHIP RULES

H. Deck entries/Time Trials

There are no deck entries or time trials at the MS District Championships, ~~with the following exception:~~

10 Year Old Athletes who will be aging up to 11 prior to Junior Olympic Meets may Time Trial the following: 200 Breaststroke, 200 Backstroke, 200 Butterfly, and 12 Year Old Athletes who will be aging up to 13 prior to Junior Olympic Meets may Time Trial the 1000 Freestyle and 1650 Freestyle in order to achieve qualifying times in these events for the J. O. and/or State Meet. Entry into one or more of these Time Trials will count as an individual entry and is subject to the entry limit.

VII. JUNIOR OLYMPIC RULES

~~Delete paragraph and replace with new paragraph~~

~~G. Relays~~

~~There are no relays offered in any age group at the JO's.~~

G. Relays

Relays events are offered for all groups. There are no relay-only swimmers at MS JO Meets. All relay participants must also swim at least one individual event.

Program Operations Division

I. General Information

- A. The Program Operations Division consists of the Meet Scheduling Committee (See MS Bylaw 7.4.2), the Officials Committee (See MS Bylaw 7.4.3), and the Open Water Coordinator (See MS Bylaw 7.2.2 (H)).
- B. The Program Operations Division is responsible through the Program Operations Vice-Chair to coordinate and facilitate the conduct of all swimming programs within Michigan Swimming, Inc. The Program Operations Vice-Chair is responsible for all meet sanctions* and approvals**, gathering meet evaluations, the format of the State Championship Meets, ~~procuring the venue/facility for the State Championship Meets~~ and procuring awards for the State Championship Meets.

* Sanctioned meet - an authorized meet pursuant to Article 202 et seq of the USA Swimming Rules where all competitors must be registered athletes of USA Swimming.

** Approved meet – an authorized meet pursuant to Article 202.4 of the USA Swimming Rules where both USA swimming athlete members and non USA Swimming athlete participants may compete.

II. The Development of the Skeleton Meet Schedules

- A. The MS Meet Scheduling Committee starts the meet bidding/awarding/scheduling process by developing “skeleton” meet schedules for the upcoming long course and short course seasons. The “skeleton” meet schedules outline all available dates and possible meet formats for the long course and short course seasons. An example of a Skeleton Meet Schedule is attached as Appendix 1.
- B. The Meet Scheduling Committee is guided by the following principles when formulating the Skeleton Meet Schedules: (a) the meet schedule should provide ample opportunities for swimmers to compete in a variety of events appropriate for their age and ability levels, (b) the meet schedule should offer a variety of meet formats, (c) the meet schedule should facilitate the achievement of State Championship time standards, (d) the meet schedule should facilitate the achievement of zone, sectional and national meet time standards and national team selection criteria. When designing the meet schedule, the committee shall also give consideration to avoid potential conflict with the dates of MHSAA, YMCA, Zone, USA Sectionals and all USA Swimming Championship meets, the dates of camps and clinics, as well as the dates of the MS House of Delegates meeting and the USA Swimming annual convention.
- C. The Skeleton Meet schedule for the upcoming summer long course season shall be completed on or about November 1 of each year. The Skeleton Meet schedule for the upcoming fall short course season shall be completed on or about May 1st of each year.
- D. The finalized Skeleton Meet schedules shall be forwarded by the Meet Scheduling Committee to the Office of MS. The finalized Skeleton Meet Schedule shall be emailed by the Office of MS as soon as practical to all currently registered clubs of

MS to the email address on record for the club at the office of MS. Attached to the email will be a meet schedule request.

III. Bids to Host a Meet:

- A. Clubs should bid on one or more of the meets as described in the skeleton meet schedule as soon as practical by using the Meet Request Form (see Appendix 2) and forwarding it to the Programs Operations Vice-Chair.
- B. After the meet schedule has been determined, all other clubs requesting a sanction or approval must be approved by program operations, and the meet committee, and the MS BoD. ~~Any clubs requesting a sanction or approval for meets on already scheduled weekends must have approval from clubs on the scheduled date and meet committee.~~
- C. Clubs may bid on more than one meet/available date on the Skeleton Schedule. However, when doing so clubs must indicate their first, second, third, etc preferences as to dates (i.e., a “first choice”, etc.)
- D. Two or more clubs may submit a bid to co-host a meet(s).
- E. Long Course Meet Bid Deadline: All requests to host an upcoming Summer long course meet shall be submitted to the Program Operations Vice-Chair by December 1st of each year.
- F. Short Course Meet Bid Deadline: All requests to host an upcoming Fall short course meet shall be submitted to the Program Operations Vice-Chair by June 1 of each year.
- G. All requests received by the Program Operations Vice-Chair shall be forwarded as soon as practical to all members of the Meet Scheduling Committee for their consideration.

IV. Awarding Swim Meets to Host Clubs

- A. Meets will be awarded to host clubs on recommendation by the Meet Scheduling Committee and after approval by the MS Board of Directors.
- B. The Meet Scheduling Committee will recommend awarding meets which, in the committees discretion, fulfills the stated objectives and intent of the Meet Scheduling Committee, MS Swimming and USA Swimming which include, but is not limited to, providing an educational experience, affording maximum opportunity for participation, enhancing physical and mental conditioning and developing a rich base of swimming talent for local, State, National and International competition. (Also see Rule IV D below).
- C. The committee will consider all bids that have been submitted by the applicable short course or long course meet bid entry deadlines. The committee will make award recommendations for all meets in the Skeleton Swim Meet Schedule as soon as practical. If possible, the committee should first award the State Championship meets, then senior meets, then “A” meets, followed by the remaining meets on the schedule.

- D.** The committee shall use their judgment when recommending requests for meets on the Skeleton Swim Meet Schedule and may consider any factor deemed relevant. The following guidelines are to be used when appropriate in the exercise of the committee's discretion:
1. When two or more clubs are interested in hosting a meet by themselves on the same weekend as their "first choice", the committee will consider all relevant factors including the various clubs past history of conducting successful meets in general, the quality of the particular swimming pool facilities, and tradition, defined as two or more years of hosting a meet on that weekend with the same or similar format.
 2. Clubs that have demonstrated an ability to host a successful meet on a particular weekend during the short or long course seasons shall be given priority/higher consideration to host the same or similar meet on that particular weekend the following year.
 3. Clubs that have demonstrated an ability to host multiple successful meets on various weekends during the short or long course seasons shall be given priority/higher consideration to host multiple meets on those same weekends the following year provided that the primary club agrees to co-host at least one of the multiple meets with a second MS member team.
 4. The co-hosting of any meet is encouraged and will be used as a priority/higher consideration factor by the committee.
 5. The co-hosting of the State Championship Meets is highly encouraged and first consideration will be given to bids proposing the co-hosting of a State Championship Meet particularly if a co-host has a demonstrated ability in prior years in hosting State Championship level swim meets.

V. The Meet Contract

- A.** All clubs will be given notice as soon as possible whether or not their request to host a swim meet during an upcoming season has been accepted. The meet schedule request also serves as the contract.
- B.** The meet contract will minimally require that (1) the Meet Host will provide the swim meet on the specific date(s), (2) the Meet Host will provide the swim meet at the specified facility, (3) the Meet host agrees to observe all MS and USA Swimming Rules, (4) the Meet Host will require the Meet Director(s) and the Meet Safety Marshal to be non athlete members of USA Swimming before the start of the meet and (5) the Meet Host will provide the Programs Operations Vice-Chair the Hy-Tek meet backup file (*.mdb) at the close of the entry deadline or when the Hy-Tek sessions report indicates that a session(s) of the meet may be in violation of the MS Four Hour sessions rule (if applicable), whichever comes first.
- C.** A club that fails to fulfill the conditions of the meet contract is subject to all available remedies including, but not limited to, fines, loss of privileges in subsequent bidding years and MS Board of Review action.

VI. Finalization of the Meet Schedule:

- A. The Program Operations Vice-Chair will then finalize the respective long course and short course meet schedules and submit said schedules to the MS Board of Directors for final approval. The final meet schedule will indicate all awarded meets and the Clubs that will host them. The final meet schedule, in addition to all sanctioned or approved meets within the State of Michigan, should include the dates of other notable swimming events/activities, e.g. Zone, Sectional, National and International Championship meets.
- B. The finalized meet schedule shall be published as soon as possible in the Michigan Swim Guide and posted on the Michigan Swimming web site. The meet schedule will also be available at all times through the Program Operations Vice-Chair.

VII. The Sanctioning/Approval Process

- A. After the meet contract has been returned to the Program Operations Vice-Chair and at least 75 60 days prior to the actual date of the awarded meet the Meet Host is required to submit to the Program Operations Vice-Chair (1) a copy of a proposed meet announcement (originally authored by the Meet Host) (see Appendix 3 for the Meet Announcement Template) and (2) a completed Sanction/Approval Request (An example of the Request for Sanction/Approval is attached as Appendix 4). The form for Request for Sanction/Approval is at all times available from the Program Operations Vice-Chair. Failure to submit the Meet Announcement and the request for Sanction/Approval at least 75 60 days prior to the actual date of the meet may result in the loss of the awarded meet in the Meet Scheduling Committees discretion.
- B. The meet announcement must be submitted to the Program Operations Vice-Chair using the MS approved template as outlined in the Rules and Procedures of MS Swimming. It is preferred that the meet announcement be emailed/submitted in electronic form to the Program Operations Vice-Chair in *.doc (MS Word) or *.pdf (Adobe Acrobat) format.

As part of the Sanctioning Process, all MS Clubs that are awarded meets are required to file with the MS Safety Coordinator a comprehensive Emergency Action Plan for the specific pool/venue where the swim meet will take place. The EAP should be submitted to the Safety Coordinator at the same time the Meet Announcement is submitted for Program Operations review. The EAP should satisfy all criteria under Emergency Planning (Meet Director's Workshop, Michigan Swimming, September 22, 2000) as published on the MS website. A MS Club is free to use any existing EAP issued by the facility (e.g. high school, college, etc.), however, when using an existing EAP from a facility, be sure to supplement the EAP as needed for USA /MS Swimming purposes.

- C. The meet announcement will be reviewed by the Program Operations Vice-Chair and corrections, if any, will be made. Once the meet announcement has been satisfactorily edited/corrected by the meet host and approved by the Program Operations Vice-Chair, the Program Operations Vice-Chair will issue a sanction number for the meet. The completed/approved meet announcement will clearly state the MS Sanction number of the meet in the meet announcement and any corresponding entry forms and waivers. Thereafter, no changes can be made to any of the approved meet documents including the meet announcement without express authorization from the Program Operations Vice-Chair.

VIII. Transmittal of Meet Announcement/Meet Packet to Michigan Swimming

- A. After the Meet Host has received the sanctioned Meet Announcement from the Program Operations Vice-Chair it is the responsibility of the meet host to immediately email (1) the Meet Announcement and (2) the Hy-Tek Meet Manager created Event Import File (*.hyv), to the Office of Michigan Swimming for posting on the Michigan Swimming Website. All meet announcements and the corresponding Event Import File (*.hyv) must be submitted to the Office of Michigan Swimming at least one week before the opening date to receive entries for the meet as stated in the meet announcement.
- B. The meet host may include other electronic files in addition to the Meet Announcement and the *.hyv file as part of a "Meet Packet" for posting on the MS Website. Examples of other appropriate files include the meet evaluation (See Rule 9 below) hotel lists, maps to the facilities or hotels, preferred area restaurants, pre-order tee-shirt forms and other files which convey appropriate information to expected attendees of the swim meet. MS reserves the right to post on its website only those meet packet files deemed appropriate in the sole discretion of MS.

IX. Meet Evaluations

- A. As part of the Meet Packet to be posted on the MS website or as a separate document made available to attendees of the swim meet at the swim meet, the Meet Host is required to make available to all attendees of the swim meet a "Meet Evaluation".
- B. The Meet Evaluation is a document authored by the Meet Host which is intended to allow attendees of a swim meet the opportunity to evaluate the swim meet and make suggestions as to how to improve the swim meet (an example of a meet evaluation is attached as Appendix 5 4).
- C. All Meet Evaluations (positive, negative or neutral) which are received by the Meet Host are required to be copied to the Program Operations Vice-Chair, the Chair of the Officials Committee and the Meet Referee of the concluded meet as soon as practical following the conclusion of the swim meet, however, no later than 30 days after the swim meet is concluded.
- D. In addition to the Meet Evaluations mentioned above, the Meet Host is required to file a post meet supplement/review of the EAP on file with the MS Safety Coordinator if any safety issues arose at the completed swim meet that necessitates a change in the EAP on file with the MS Safety Coordinator.

X. Transmittal of Meet Results to MS

- A. Within 3 days following the conclusion of the meet the Meet Host must email the Hy-Tek back up file (*.mdb) of the complete meet results to the Office of MS, the MS Top-10 Coordinator and the Program Operations Vice-Chair.
- B. Meet Results that are provided to or as posted to the MS website shall comply with USA Rule 102.24.

XI. Transmittal of MS Sanction Fees and MS Athlete Surcharge to MS:

- A.** Within 30 days following the conclusion of the swim meet the Meet Host shall provide the Treasurer of MS (1) a copy of the final Hy-Tek Team Entry Fee report which includes the final financial information concerning the meet (2) a completed Michigan Swimming Meet Summary Report, (a copy which is available from the Program Operations Vice-Chair or the Office of MS and an example attached as Appendix 6 5), and (3) a check for the MS Meet Sanction fee which is equal to 5%(non state meets) and 10%(state meets) of the total received entry fees (individual and relay events) and for the MS athlete surcharge which is equal to \$1.00 (non State Meets) and \$3.00 (State Meets) multiplied by the total number of athletes who participated in the meet. All checks should be made payable to Michigan Swimming, Inc. (See Meet Summary Report Form to determine calculation of total fees due MS Inc.)
- B.** Within 30 days following the conclusion of the meet the Meet Host shall provide the Program Operations Vice-Chair a copy of the Hy-Tek Team Entry Fee report, the MS Meet Summary Report and the Officials Pay Summary reports as filed with the Treasurer of MS in XI A above.
- C.** Meet hosts that fail to comply with XI A above will be fined \$10 per day beginning on the 31st day following the conclusion of the meet until the reports are filed and the fees are paid. Any applicable fine shall be listed on the Meet Summary Report and paid at the same time as the Meet Sanction Fee and the Athlete Surcharge Fee.

**Example of Michigan Swimming 200_ - 200_
Short Course Skeleton Swim Meet Schedule
(For Meet Requesting Purposes Only)**

**Michigan Swimming
2__ -2__ SCY
Skeleton Schedule**

Date	Format
October 5-7	Pentathlon
October 12-14	Choice of Format
October 19-21	Choice of Format
Oct. 26-28	Choice of Format
Nov. 2-4	Choice of Format
Nov. 9-11	Choice of Format
Nov. 16-18	Choice of Format (Girls HS State) Day After meet
Nov. 23-25	Choice of Format (Thanksgiving weekend)
Nov. 30-Dec. 2	Choice of Format
Dec. 7-9	Choice of Format
Dec. 14-16	Choice of Format
Dec. 21-23	Choice of Format
Dec. 28-30	Choice of Format
Jan. 4-6	East – AB/ West – Choice of Format
Jan. 11-13	East – BC/ West – Choice of Format
Jan. 18-20	Choice of Format
Jan. 25-27	Choice of Format
Feb. 1-3	Choice of Format
Feb. 8-10	East – A+ p/f/ West – Choice of Format
Feb. 15-17	Choice of format
Feb. 22-24	Districts (3 sites)
Feb. 29 – March 2	JR Olympics (2 sites)
March 7-9	12&Under State (Boys HS State)
March 14-16	13&Over State Meet 8&Under

Michigan Swimming reserves the right to establish minimum events to be offered at all meets.

MICHIGAN SWIMMING MEET SCHEDULE REQUEST

This completed form must be completed and submitted by appropriate deadlines

Send to:

Program Operations Chair
See MS website for name,
Address, phone numbers and
e-mail address.

Deadline for upcoming LC Season: December 1
Skeleton schedule available no later than Nov. 1
Deadline for upcoming SC Season: June 1
Skeleton schedule available no later than May 1

Scheduling guidelines

1. All requests must be submitted in writing to Program Operations using the “Meet Scheduling Request” form. A confirmation of request will be sent within two weeks.
2. A skeleton schedule for the upcoming season will be available by the deadlines so teams can determine what weekends to request.
3. Awarding of meets
 - a. The meet scheduling committee proposes awarded meets and submits to the MS Board of Directors for final approval.
 - b. The committee uses the following factors when awarding meets:
 - i. History of club hosting meets
 - ii. Quality of facilities
 - iii. Co-hosting of meets
 - iv. First, second and third choices
 - c. Awarded clubs will be notified by Program Operations via e-mail.
 - i. Contracts will be sent to clubs hosting State championship meets and must be returned within 14 days.
4. Meets outside the published schedule
 - a. After the meet schedule has been determined, all other clubs requesting a sanction or approval must be reviewed by program operations and the meet committee after consultation with clubs hosting meets.
 - i. Team requesting meets outside the schedule should submit in writing the reason(s) for request.
5. Sanctioning/Approvals
 - a. YMCA
 - i. MS will approve YMCA meets at the state level and above.
 - b. A sanction request for closed invitational meets between USA clubs can be submitted to be sanctioned by Program Operations.
 - i. Cost for a closed invitational sanction is \$75. No other fees apply.
 - ii. All swimmers must be USA registered.
 - c. Inter-squad
 - i. Cost is \$75
 - d. High school, middle school and YMCA dual meets are not eligible for approval or sanction.
 - i. Exception: High school state meets are observed and put into the SWIMS database.
6. Sanction/Approval requests
 - a. To be published on the MS Meet Schedule, forms must be submitted by the deadlines.
 - i. Meet announcement must be received by Program Operations 60 days prior to meet for sanctioning.
 - ii. Unless otherwise approved by the MS Board of Directors, only meets on the MS published Meet Schedule will be posted/advertised on the MS website.

Appendix 2 – Meet Schedule Request

- b. All other requests must be received 75 days prior to competition.
- c. Requests received later than 75 days prior to competition will be evaluated by Program Operations.
- d. All fees associated with sanctioned meets apply according to MS rules except for closed invitationals.
- e. Approved meets require a \$250 fee payable to MS. No other fees apply to Approved meets.
- f. Denying a member club in good standing an Approved meet request for a dual or tri-meet may only be made by the MS Board of Directors and then only on good cause (i.e. violation of USA Rule 202.4)

Contact information to be listed in published meet schedule:

Club: _____ Club Code: _____

Contact Person: _____

Address: _____

City/State/Zip Code: _____

Home Phone: _____ Work Phone: _____ Fax: _____

E-mail Address: _____

Meet Classification

___ Sanctioned ___ Approved ___ Observed (See MS web site under Meet Forms)

Dates	Meet Format	Not more than one entry per column Enter facility name in box		
		1 st Choice	2 nd Choice	3 rd Choice

Please describe the swimming pool facility you will use for this meet:

Name of facility _____ City _____

Length of pool: _____ yards/meters Number of lanes: _____

Depth: At start end: _____ feet _____ inches At turn end: _____ feet _____ inches

Does the facility have a separate warm-up/warm-down area? ___ Yes ___ No

Describe warm-up/down area: _____

Seating Capacity _____ Bather Capacity _____ Deck Capacity _____

Emergency Action Plan must be submitted with this request.

Please sign (or initial if filing electronically) and return this request indicating your acceptance of the following conditions:

Appendix 2 – Meet Schedule Request

By returning this request you understand and agree that failure to satisfy these conditions may result in loss of privilege in the next year's bidding process, fines, and/or penalties determined by the Board of Review.

- Our club will host the meet format described above on the specified dates.
- Our club will host the meet in the swimming pool facility described above. If, for any reason, this facility becomes unavailable, we understand our obligation to contact Program Operations for approval of alternate facility.
- Our club agrees to observe all applicable USA Swimming and Michigan Swimming rules.
- The Meet Director(s) and Meet Safety Marshal will be members of MS.
- Attend a Meet Director's workshop if offered.

Print Name _____ Sign (or Initial) _____

Date _____

Requests are due June 1st. Please submit to Program Operations Vice-Chair.

Check list:

1. ____ 6 months to 1 year Secure a facility for possible weekends
2. ____ Submit Scheduling Request
 - a. By deadlines to be included in MS Meet Schedule
 - b. 75 Days prior to competition for all other requests
 - c. Fill out form completely!
3. ____ 60 days prior Send a Meet Announcement to Program Operations Vice-Chair.
4. ____ 5 days prior Send a Meet Manager back-up to the MS Office
5. ____ 3 days after meet send Meet Manager back up file of complete results to the MS Office and Program Operations Vice-Chair
6. ____ 30 days after meet send Meet Summary form and check to MS Treasurer and copy of forms only to Program Operations Vice-Chair.

Program Operations Co-Chairs contact info:

--select the BOARD INFORMATION tab on the MS website (<http://uss-michigan.com>) for contact information for all Officers and Directors of Michigan Swimming.

Appendix 3 – Meet Announcement Template

THE FOLLOWING TEMPLATE MUST BE USED WITHOUT MODIFICATION UNLESS APPROVED BY THE PROGRAM OPERATIONS VICE CHAIR.

Suggestions and Improvements are encouraged.

[Name and Type of Meet]

Hosted By: [Team Name]

[Date of Meet]

- Sanction:** This meet is sanctioned by Michigan Swimming, Inc., as a [timed final/prelim-final] meet on behalf of USA Swimming, Sanction Number _____. Michigan swimming rules, safety, and warm up procedures will govern the meet as if fully set forth in these meet rules.
- Location:** [Location] [Address, including zip code]
- Times:** [List each Session (i.e. Friday P.M./Saturday A.M./etc.)]
[For each Session indicate Warm Up Starts:[Time] and Events Begin:[Time]
[E.G. Friday PM Warm Up Starts: 5:30 p.m. Events Begin: 7:30 p.m.]
- Motels:** [Please see attached list of area motels]
- Facilities:** [Describe][Name of Pool] is a _____ [6/10] lane pool [with a diving well which will be available for supervised warm-up and warm down]. Depth at start is _____¹ and _____ at turn. Permanent starting blocks and non-turbulent lane markers will be used. [Colorado timing with an _____ lane display will be used]. There is ample balcony seating for spectators. Lockers are available (provide your own lock). Public phones will be available. [Facility description to be modified and subject to approval of sanctioning committee]
- Eligibility:** [Name of Meet] is for those swimmers [describe type of meet e.g. swimmers with "B" times or slower]. All swimmers must be currently registered with United States of America Swimming (USA). A swimmer's age on [first date of meet] will determine his/her eligibility for a particular age group.
- Meet Format:** [Description of meet/session formats.]
- Entry Limits:** ENTRIES WILL BE ACCEPTED ON A FIRST COME FIRST SERVE BASIS BY DATE OF EMAIL FOR ELECTRONIC ENTRIES AND DATE OF RECEIPT BY THE ENTRY CHAIR FOR HARD COPY ENTRIES UNTIL THE MICHIGAN SWIMMING FOUR (4) HOUR PER SESSION MAXIMUM TIME LIMIT IS MET. AS SET FORTH IN ENTRY PROCEDURES BELOW, ENTRIES ARE NOT DEEMED VALID AND WILL NOT BE PROCESSED UNTIL SUCH TIME AS THE ENTRY CHAIRPERSON HAS RECEIVED: (A) A HARD COPY OF YOUR CLUB'S ENTRY SUMMARY SHEET, (B) A HARD COPY OF YOUR CLUB'S SIGNED RELEASE/WAIVER AGREEMENT (C) YOUR CLUBS CERTIFICATION OF ENTERED ATHLETES AND (D) YOUR CLUB'S ENTRY AND ENTRY FEES. ENTRIES RECEIVED AFTER THE FOUR (4) HOUR PER SESSION TIME LIMIT HAS BEEN MET WILL BE RETURNED EVEN IF RECEIVED BEFORE THE ENTRY DEADLINE. TO BALANCE SESSIONS TO MEET THE FOUR (4) HOUR PER SESSION TIME LIMIT, THE MEET HOST RESERVES THE RIGHT TO USE ANY REASONABLE TECHNIQUE INCLUDING BUT NOT LIMITED TO SPLITTING AGE GROUPS AND/OR SPLITTING TEAMS. IF THE MEET HOST DESIRES TO EITHER SPLIT AGE GROUPS AND/OR SPLIT TEAMS, THE CONTACT PERSON OF EACH CLUB ENTERING THE MEET AND EACH

¹Depth at Start must meet State of Michigan requirements.

Appendix 3 – Meet Announcement Template

UNATTACHED SWIMMER SHALL BE PROVIDED WITH ELECTRONIC NOTIFICATION OF SUCH CHANGE AT LEAST TEN (10) DAYS PRIOR THE DATE OF THE MEET. ANY CLUB THAT WITHDRAWS ENTRIES BASED ON SUCH CHANGE SHALL RECEIVE A REFUND OF SUCH ENTRY FEES.

Individual Entry

Limits:

[In this section detail maximum individual and/or relay limits. USA Swimming rules permit no more than 3 individual events per day in a prelim/final format meet and no more than 5 individual events per day in a timed finals format.]

Electronic Entries:

\$_____ per individual event and \$_____ for relays. Please include a \$1.00 Michigan Swimming surcharge for each swimmer entered. Make checks payable to: [Host Club]. [See Michigan Swimming entry fee structure for appropriate fees for your type of meet.]

Paper Entries:

MS rules regarding non-electronic entries apply. \$_____ per individual event and \$_____ for relays. [Add \$1 to electronic fees and insert in preceding blanks] There is a \$1.00 additional charge per individual event and \$1.00 per relay event paid if the entry is not submitted on Hy-Tek (or compatible) disk. The Michigan Swimming \$1.00 general surcharge for each swimmer also applies to paper entries. Paper entries may be submitted to the entry chair on a spreadsheet of your choice however the paper entry *must* be logically formatted and must contain all pertinent information to allow the entry chair to easily enter the swimmer(s) in the correct events with correct seed times.

Entry

Procedures:

Entries may be submitted to the entry chairperson as of [Date]. The entry chairperson must receive all entries no later than [Date]. Entries must include correct swimmer name (as registered with USA/MS Swimming), age and USA number. You can import the order of events and event numbers from the Michigan Swimming website (www.uss-michigan.com). All individual entries should be submitted via electronic mail to the entry chairperson at _____]² Any entries submitted will be not processed until such time as the entry chairperson has received a hard copy of: (a) your club's entries (Team Manager Meet Entries Report), (b) a hard copy of your club's signed release/waiver agreement (c) your clubs signed certification of entered athletes and (d) your club's entry fees. The complete [Name of Meet] entry packet with entry forms is available on the Michigan Swimming Website at www.uss-michigan.com.

Refunds:

Once a team or individual entry has been received and processed by the entry chair there are no refunds in full or in part.

Entry Chair:

Your club's Entry, Entry Summary Sheet, Release/Waiver, Certification of Entered Athletes and Check should be sent via U.S. mail or nationally recognized overnight courier to:

[Name and Address of Entry Chair]

[include e-mail address and phone number]

Check In:

Check In will be available as of [insert time]. Check in is mandatory for all events and is required by the time set forth in this meet announcement. Failure to check in will cause the swimmer to be scratched from **all** events in that session. . Also note that pursuant to MS Rules that failing to swim an event after checking in for

² Choice of individual entries on disk (hy-tek format) or e-mail to be made by Host club.

Appendix 3 – Meet Announcement Template

	that event will disqualify a swimmer from his or her next event. Check in sheets will be posted [insert location of check in].
Scratch Rules:	[Describe all applicable scratch rules] [example] <u>Prior</u> to check in close a swimmer may scratch events at the Clerk of Course [or list alternative location]. <u>After</u> check in closes, you must see the Meet Referee to scratch an event. Once a swimmer has checked in for an event that swimmer must compete in that event or the swimmer will be scratched from his/her next event.
Marshaling:	[Describe exact type of marshaling, i.e. marshaled, self-marshaled, etc.] [Suggested text for marshaled meet: Swimmers will be responsible for reporting to the marshaling area when their event is called. Once a swimmer has reported to the marshaling area and is seeded, that swimmer must compete in that event or such swimmer will be scratched from his/her next scheduled event.]
Seeding:	[Describe] [example] Seeding will be done after check in closes. Swimmers who fail to check in for an event will be scratched from that event. [Suggested additional text for a timed-final session: All events are timed finals and will be seeded slowest to fastest other than distance events [define] which will be seeded fastest to slowest (alternating genders-women/men).]
Deck Entries/ Time Trials:	[Describe if offered and fees. Refer to MS rules pertaining to deck entries/time trials and fees. Deck entry and time trial swimmers are subject to the Michigan Swimming \$1.00 general surcharge.]
Meet Programs/ Admissions:	[Detail meet program/admission fees][See Michigan Swimming entry fee structure for appropriate fees for your type of meet. The fee structure sets maximum admission fees. Any or all groups may be charged less in the discretion of the meet host.]
Scoring:	[Describe scoring method or indicate that no individual or team scoring that will be kept].
Awards:	[Describe]
Results:	Complete meet results will be posted on the Michigan Swimming Website at www.uss-michigan.com . Results will also be available on flash drive (HY-TEK Meet Manager) upon request. Teams must provide their own flash drive.
Concessions:	[Describe] Food and beverages will be available in [describe location/availability]. No food or beverage will be allowed on the deck of the pool, in the locker rooms or in the spectator areas. A hospitality area will be available for coaches and officials.
Lost and Found:	Articles may be turned in/picked up at [describe location]. Articles not picked up by the end of the meet will be retained by the Meet Director or a representative for at least 14 days (any longer period shall be in the sole discretion of the Meet Director).
Swimming Safety:	Michigan Swimming warm up rules will be followed. To protect all swimmers during warm-ups, swimmers are required to enter the pool feet first at all times except when sprint lanes have been designated. No jumping or diving. [The same rules will apply with respect to the warm-down pool and diving well]. Penalties for violating these rules will be in the sole discretion of the meet referee which may include ejection from the meet.

Appendix 3 – Meet Announcement Template

Deck Personnel:	Only swimmers, registered coaches and meet officials/workers are allowed on the deck. Coaches and officials must display their registration cards at all times. Coaches must be current in all certifications through the final date of the meet.
Swimmers with Disabilities:	All swimmers are encouraged to participate. If any of your swimmers have special needs or requests please indicate them on the entry form and with the Clerk of Course and/or the Meet Referee during warm ups.
General Info:	Any errors or omissions in the program will be documented and signed by the meet Referee and available for review at the Clerk of Course for Coaches review. Information will also be covered at the Coaches' Meeting.
First Aid:	Supplies will be kept in [describe location].
Facility Items:	(A) No smoking is allowed in the building or on the grounds of [Name of Facility]. (B) Pursuant to applicable Michigan law, no glass will be allowed on the deck of the pool or in the locker rooms. (C) No bare feet allowed outside of the pool area. Swimmers need to have shoes to go into the hallway to awards or concessions. (D) An Emergency Action Plan has been submitted by the Host Club to the Safety Chair and the Program Operations Chair of Michigan Swimming prior to sanction of this meet and is available for review and inspection at the [location].
Meet Director:	[Name/Phone/E-Mail] [Note: Must be USA Swimming Member]
Meet Referee:	[Name]
Safety Marshall:	[Name] [Note: Must be USA Swimming Member]
[Insert Schedule of Events Next-Include event names, numbers and qualifying times (if any)]	

RELEASE AND WAIVER

Enclosed is a total of \$_____ covering fees for all the above entries. In consideration of acceptance of this entry I/We hereby, for ourselves, our heirs, administrators, and assigns, waive and release any and all claims against [Team Name], [Location Entity], Michigan Swimming, Inc., and United States Swimming, Inc. for injuries and expenses incurred by Me/Us at or traveling to said swim meet.

[illegible]

In granting the sanction it is understood and agreed that USA Swimming and Michigan Swimming, Inc. shall be free from any liabilities or claims for damages arising by reason of injuries to anyone during the conduct of this event.

Signature: _____

Position: _____

Street Address: _____

City, State, Zip _____

E-mail:

Coach Name: _____

Coach Phone: _____

Coach E-Mail _____

Club Name: _____

Club Code: _____

Certification of Registration Status Of All Entered Athletes [Name of Meet]

Michigan Swimming Clubs must register and pay for the registration of all athletes that are contained in the electronic TM Entry File or any paper entries that are submitted to the Meet Host with the Office of Michigan Swimming **prior to submitting the meet entry to the meet host.** Clubs from other LSCs must register and pay for the registration of their athletes with their respective LSC Membership Coordinator.

A penalty fee of \$100.00 per unregistered athlete will be levied against any Club found to have **entered** an athlete in a meet without first registering the athlete and paying for that registration with the Office of Michigan Swimming or their respective LSC Membership Coordinator.

Submitting a meet entry without the athlete being registered and that registration paid for beforehand may also subject the Club to appropriate Board of Review sanctions.

The authority for these actions is:

UNITED STATES SWIMMING RULES AND REGULATIONS 302.4 FALSE REGISTRATION – A host LSC may impose a fine of up to \$100.00 per event against a member Coach or a member Club submitting a meet entry which indicates a swimmer is registered with USA Swimming when that swimmer or the listed Club is not properly registered. The host LSC will be entitled to any fines imposed.

[illegible]

I certify that **all** athletes submitted **with this meet entry** are currently registered members of USA Swimming and that I am authorized by my Club to make this representation in my listed capacity.

By: _____
(Signature)

(Printed Name of person signing above)

Capacity: _____

Club Name:

Date: _____

This form must be signed and returned with the entry or the entry will not be accepted.

Appendix 4 – Request for Sanction / Approval

Example of Request for Sanction/Approval

MICHIGAN SWIMMING, INC.

REQUEST FOR SANCTION/APPROVAL

The request for sanction should be made to the Program Operations Vice-Chair not less than 75 days before the meet. A copy of the meet announcement, schedule of events, entry forms, emergency action plan and entry summary form must accompany this request.

Club requesting approval _____

Type of meet _____

Date(s) of competition _____

Name and location of pool _____

Pool length _____ Start end Depth _____ Turn end depth _____

The entry fee will be \$ _____ per individual event and \$ _____ per relay event

Michigan Swimming surcharge \$1.00 per swimmer

Meet Referee: _____

Safety Marshal: _____

Meet Director: _____

Address: _____

City/State/Zip: _____

Home phone: _____ Work phone: _____

In requesting this sanction, we understand and recognize that the meet must be conducted in accordance with the U.S. Swimming rules and the rules of Michigan Swimming, Inc. A USA Swimming registered and certified official will be present at all times. The emergency action plan for the pool/facility stated above has been submitted to and approved by the Safety Coordinator of MS. The warm-up procedures established by Michigan Swimming, Inc. shall be observed.

Signature of Meet Director _____ Date of Application _____

Action by Michigan Swimming, Inc. _____

The above request for sanction is approved / not approved.

The sanction # is _____

In granting the sanction, it is understood and agreed that the USA Swimming and Michigan Swimming, Inc. shall be free from any liabilities or claims for damages arising by reason of injuries to anyone during the conduct of the event.

Signature of Program Operations Vice-Chair _____ Date of sanction/approval _____

Example of Meet Evaluation Form

NAME OF MEET

Date of Meet

Host of Meet

Place of Meet

Who do you represent (circle)? the host club a visiting club unattached

Describe yourself (circle) athlete coach official meet worker
spectator

Please rate the overall quality of this meet:

(Please write any compliments or suggestions below or on the reverse side)

	Low					High
1. Swimming pool (e.g., water quality, ventilation)	1	2	3	4	5	
2. Equipment (e.g., timing system, PA system):	1	2	3	4	5	
3. Swimmer facilities (e.g., locker rooms, rest areas):	1	2	3	4	5	
4. Spectator facilities (e.g., seating, rest rooms):	1	2	3	4	5	
5. Meet services (e.g., concessions, admissions, programs):	1	2	3	4	5	
6. Officiating	1	2	3	4	5	
7. Awards and award presentations:	1	2	3	4	5	
8. Safety provisions:	1	2	3	4	5	
9. Overall success of the meet:	1	2	3	4	5	
10. Other (please specify):	1	2	3	4	5	

Return the completed evaluation to the Admissions desk or Clerk of Course. Thank you.

Appendix **5 4** – Meet Evaluation Form
Example of Meet Financial Summary

Club: _____

Location & date of meet: _____

Type of meet: _____

(a) Total number of individual entries (including host club): (a) _____

(b) Fee per individual entry: (b) _____

(c) Total received for individual entries ((line a x line b): (c) _____

(d) Total number of relay entries (including host club): (d) _____

(e) Fee per relay team entry: (e) _____

(f) Total received for relay entries (line d x line e): (f) _____

(g) Total entry fees received (line c + line f): (g) _____

(h) **Meet Sanction Fee** (line g x 0.05) (multiply line g by 0.10 for State (h) _____

(i) Total number of swimmers entered (including host club): (i) _____

(j) **Athlete Surcharge Fee** (\$1.00 x line i) (\$3.00 for state meets): (j) _____

(k) **Fine** if submitting this form more than 30 days following the meet (\$10.00 per day beginning on 31st day until the date of postmark): (k) _____

(L) Meet Sanction Fee + Athlete Surcharge Fee + Fine (if any)
(line h + line j + line k) (L) _____

(m) Less Total \$ paid to Deck Referee
(this line should be zero for State Championship meets)
(attach copy of Officials Pay Summary): (m) _____
MS currently pays for Deck Referee ☺

(n) **TOTAL FEES DUE MICHIGAN SWIMMING INC.**
(line L – line m) (n) _____

Check number (Make checks payable to Michigan Swimming, Inc): _____

Submitted by: _____ Date submitted: _____

THE ORIGINAL OF THIS MEET SUMMARY REPORT, A COPY OF THE HY-TEK TEAM ENTRY FEE REPORT AND THE OFFICIALS PAY SUMMARY ALONG WITH YOUR CHECK MADE PAYABLE TO MICHIGAN SWIMMING, INC MUST BE POSTMARKED TO THE TREASURER WITHIN 30 DAYS FOLLOWING THE MEET. A COPY OF THE COMPLETED FORMS MUST ALSO BE SENT TO THE PROGRAM OPERATIONS VICE-CHAIR WITHIN 30 DAYS. CLUBS THAT FAIL TO SUBMIT THESE ITEMS WITHIN 30 DAYS WILL BE FINED \$10 PER DAY BEGINNING ON THE 31ST DAY. 1. SUBMIT ALL COMPLETED FORMS ALONG WITH TOTAL DUE TO MS, INC. C/O OF THE MS TREASURER.. 2. ALSO SUBMIT A COPY OF THE 3 COMPLETED FORMS TO THE MS PROGRAM OPERATIONS VICE-CHAIR. CONSULT THE BOARD INFORMATION TAB ON THE MS WEBSITE ([HTTP://USS-MICHIGAN.COM](http://USS-MICHIGAN.COM)) FOR CONTACT INFORMATION FOR ALL MS OFFICERS AND DIRECTORS.

Officials Committee

I. INTRODUCTION

The Officials Committee consists of the Officials Chair and at least two other members. All members of the Officials Committee must be certified officials of MS. The Officials Chair is an elected position voted on every two years by currently certified MS Officials. The remaining members of the Officials Committee are appointed by the Officials Chair with the advice of the General Chair. The Officials Committee is authorized and obligated to recruit, train, test, certify, evaluate, re-test, re-certify and supervise all officials for MS and also responsible for such other activities as may be necessary or helpful in maintaining a roster of qualified, well trained officials of the highest caliber.

II. OFFICIALS CHAIR/ELECTION

A. Qualifications:

The Officials Chair must be a certified **Meet** Referee.

B. Duties:

The Officials Chair (a) chairs the Officials Committee (b) is responsible with the Program Operations Vice-Chair for assigning the MS State Meet officiating crews pursuant to procedures described herein (c) is responsible for assigning appropriate observers for the MHSAA High School State Meets and any other meets where MS certified observers may need to be present and (d) generally supervises the officials committee's primary responsibility of recruiting, training, certifying and supervising all officials for MS. In addition, the Officials Chair attends the several meetings of the Board of Directors during the calendar year, the annual MS House of Delegates and is responsible for representing the Officials views on issues considered at those meetings. The Officials Chair also routinely reports to the Board of Directors and the House of Delegates the status of officiating within the MS community including any issues of concern or notoriety. The Officials Chair is a voting member of the MS Board of Directors and the MS House of Delegates. Also see MS Bylaw 7.5 in general. The Officials Chair will provide the MS Office on a monthly basis an up-to-date and complete list of certified officials within the LSC. Said list will contain, at a minimum, name and level of certification.

C. Election of Officials Chair:

1. *Election Years*

The Officials Chair is elected in odd numbered years by all MS Officials who are certified and in good standing at the time the ballots are sent out and counted.

2. *Term of Office*

The elected Officials Chair shall hold office for two years or until their successor is elected. The term of office shall commence at the end of the House of Delegates meeting at which his or her election is announced (See (2) C 9 below). Thus, the departing Officials Chair is entitled to vote at that House of Delegates meeting and the newly elected Officials Chair begins voting at the next years House of Delegates meeting.

3. Term Limitation

An individual is eligible for election to the position of Officials Chair for a maximum of two consecutive terms. No individual so elected for successive terms is eligible for re-election as Officials Chair until after the lapse of two years following the terms to which that person was last elected (portions of those terms served to fill a vacancy in the office shall not be considered in the computation of time for this purpose).

4. Vacancy

In the case of a permanent vacancy in the position of Officials Chair, the then sitting Officials Committee has the responsibility of electing by majority vote a successor who shall serve until the next scheduled House of Delegates meeting. A permanent vacancy is defined where either the existing Officials Chair has resigned his/her position or it is determined by a majority vote of the Officials Committee that the then sitting Officials Chair is unable to perform the duties of Officials Chair for a period of 60 days or longer.

5. Nomination Chair

The currently existing Officials Committee should appoint a Nomination Chair for the election process. The selection of the nomination chair should be completed by January 31 of the year in which the election is to take place. The current Officials Chair is not eligible to be the nomination chair.

6. Notice Seeking Nominations

The Nomination Chair, by contacting the Office of MS, shall cause a notice seeking nominations for the position of Officials Chair to be sent out by electronic mail to all currently certified MS officials in good standing. If the notice cannot be sent by electronic mail then the notice shall be mailed by standard means. The notice should be sent out by the Office of MS by February 29 of the year the election is taking place. The notice should include a) the fact that there is an election for the position of Officials Chair which shall be concluded immediately prior to the next scheduled House of Delegates meeting b) the fact that nominees must be a currently certified MS Meet Referee in good standing c) the deadline for submitting nominations for the position of Officials Chair is March 31 d) all nominations should be returned directly to the Nomination Chair by March 31 and e) no nominations will be taken from the floor at the House of Delegates.