

## Event Rules/Guidelines

### General Facility rules:

- No food or beverages are permitted on pool deck or locker room. Sports drinks and water are allowed. Food and/or beverages are permitted in designated areas – the lower level lobby, lower level rooms, upper level lobby and upper level hallway.
- Anything posted on walls must be posted using colored painters tape. *No other kind of tape can be used at all.*
- Nothing can be posted on any windows anywhere in the facility
- No team banners can be erected unless they are self-standing, use magnetic hooks or temporarily hang in approved locations. They cannot be attached to any walls/windows or bleachers.
- No balloons are permitted in facility
- At the discretion of the facility manager, we reserve the right to prevent any particular swim team or individual from using the facility. Any swim team found to be problematic or violating any rules can be suspended from using the facility for future events.

### Use of pool rules

- All event participants are not permitted in the locker rooms or pool deck until 15 minutes prior to the meet start/warm-up time (start time listed on permit).
- Sitting or hanging on lane lines or safety ropes is prohibited.

### Meet Administration:

- An event setup form will be provided and must be returned to the facility at least 1 week prior to your event. This form will ask for specific information on your event, including, but not limited to time system setup, starting blocks, lane # assignment, tables, lap counter request, chairs, award platforms, etc. We ask that your response is as specific as possible to avoid any meet day delays. Any event delays, due to incomplete or incorrect request, that cause the meet to run past permitted end time, will result in extra charges for that time.
- The facility does not supply lap bells, lap counters, stop watches or any other event related devices other than the timing system, scoreboard, PA system (facility does not provide announcer), head table, awards platforms (if needed), starting blocks, lanes lines, backstroke flags, and recall rope. Certain items must be specified in the permit and may require a fee.
- Maximum pool deck capacity for athletes is 800. Event entries for one particular session cannot exceed this number.
- Office supplies/copy machine: There is a per copy fee as quoted in your permit. You will be given a code to use for your event. The Aquatic Center does not supply or provide any paper or office supplies during events. The Aquatic Center staff will do its best to service a malfunctioning copy machine but cannot be responsible for repairs outside of common jams. A backup copy service is recommended.
- It is the permittee's responsibility to provide adequate adult supervision of event participants and spectators throughout the entire facility.
- All swim meets must follow article 102.18, from USA Swimming's Rulebook regarding Meet Marshals who "shall wear identifying attire and enforce warm-up procedures and maintain order in the swimming venue. The marshal shall have full authority to warn or order to cease and desist, and, with the concurrence of the Referee, to remove, or have removed from the swimming venue anyone behaving in an unsafe manner or using profane or abusive language, or whose actions are disrupting the orderly conduct of the meet".
- The permittee is responsible for providing at least 4 marshals for events with 200 or more participants, or at least 2 marshals for events with 200 or less participants. The provided marshals, with the cooperation of team coaches and meet administration should pay particular attention to enforcing the following policies:
  - Bulkheads (start/turn ends): Maximum load per bulkhead is 50 people. 2 or 3 bulkheads together will allow 70 people.
  - Enforcement of no food/beverage policy on the pool deck.
  - Locker rooms should be checked at least once every 30 minutes
  - Keeping all exits clear

*Failure to provide the adequate marshals can result in the event being delayed or cancelled.*

### Athlete Seating:

- Team seating should be assigned by the meet director in advance of arrival if possible. A deck map is provided.

- Team seating is limited to width of the entire pool. There is no team seating outside the pool edge extended at both the dive pool end and the shallow pool end.
- No teams are permitted on the dive boards and/or dive platform tower.
- No outside folding chairs/seating are permitted on the pool deck.
- Maximum pool deck capacity: 800
- The event director must submit a pool map of each team's name and location on the pool deck to the facility manager.
- Teams/athletes are not permitted to bring in portable music systems unless used with headphones
- Teams/athletes are not permitted to block any exits with equipment and/or seating

**Event Spectators:**

- Seating Capacity: 1,742 (plus 28 disabled seating locations)
- The permittee is responsible for enforcing spectator seating guidelines and/or security. Failure to enforce rules/guidelines may result in delay or cancellation of event.
- Handicapped seating areas (located at section 101 and 104) are restricted to handicapped individuals and any assistants needed.
- Spectators are not permitted to sit on stairwells.
- Spectators are not permitted to stand in gate/entrance/landing areas.
- Food/beverages are not permitted in seating areas
- No outside food/beverages are permitted in the facility
- No outside folding chairs/seating are permitted

**Food Vendors/Catering:**

- Food concession: food and beverage sales are provided by the existing food concessionaire. Events are not permitted to sell any food or beverages.
- Catering: Events and its participating teams or individuals must use the food service company specified by the facility. Events and its participating teams or individuals are not permitted to bring in any outside catering companies, food or beverages into the facility. "Donated" food and beverages are not permitted.

**Non- Food Vendors:**

- Non-food vendors: the Aquatic Center has an agreement with a vendor and/or vendors to sell swim wear and related apparel. Swim meets cannot sell any swimwear items.
- Events can arrange to have a vendor sell meet related t-shirts, photos or any miscellaneous merchandise by contacting the Facility Manager. Subject to availability, that vendor will have to get a permit, pay a fee and provide insurance. This must be done at least one week in advance of the start of an event. Any vendors without a permit will be told to vacate the premises.

**Meet Time Constraints:**

- If an event is due to end later than the scheduled end time (as stated in the permit), the permittee must inform the manager on duty as soon as possible.
- The facility reserves the right to end a meet at the time stated in the permit or any time thereafter.
- If thru no fault of the facility, the event runs past the time specified in the permit, all applicable charges will be added to the total fee stated in the permit. Applicable charges may include but are not restricted to: facility staff wages, cleaning staff wages, security staff wages, overtime wages and all pool/event fees.
- Events ending earlier than the scheduled end time (as stated in the permit) will not result in reduced fees.

**Parking:**

- Security for the parking lots is required and terms will be included in this permit. These services are provided by Nassau County Public Safety.
- There is no parking on any grassy areas at all. Illegally parked cars are subject to ticketing and/or towing. Nearby parking is available.

These rules/guidelines are included in all meet permits. The permittee has agreed to the terms of these rules/guidelines by signing the permit. Additional requirements/restrictions may be included in the event permit.

***A waiver to certain rules/guidelines may be granted upon written request to the facility manager.  
If a waiver to any of these rules has been granted, you will be notified in advance.***