

PACIFIC NORTHWEST SWIMMING MEET DIRECTORS' HANDBOOK

This guide has been developed as a tool to help PNS Meet Directors run a complete and efficient meet. In addition to this guide, you should also familiarize yourself with the applicable USA Swimming rules and regulations, PNS policies and procedures, and your own meet's bid packet.

Additional resources are available on the PNS web page to help you throughout your meet planning and meet hosting process.

Responsibilities of the Meet Director – all of which should be done in coordination with your Meet Referee and Administrative Official/Referee:

- Organize the detailed development of the swim meet
- Control the mechanics of running the meet
- Have the necessary personnel, forms, and equipment available before, during, and after the meet
- Complete and file all necessary reports in a timely manner

References to USA Swimming's rules and regulations will read as USA 000.00. The current USA Swimming rulebook may be purchased from USA Swimming's vendor at www.swimoutlet.com. It can also be downloaded/viewed from the PNS website under Officials/Official's Resources.

References to PNS's policies and procedures will read as PNS AD 00-00. The current PNS ADs are on the PNS website under LSC Administration/Policies.

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I. WINTER-SPRING OF SEASON BEFORE YOUR MEET – PRELIMINARY PLANNING

There are several important factors each club should consider while deciding to host a meet:

1. Adequate pool: 25 yards/meters or 50 meters in length and preferably six or more lanes. A list of other factors such as pool depth, starting blocks, water and air temperature, and other requirements can be found in USA Swimming's Article 103. In addition, there should be sufficient deck space for officials, swimmers, coaches, and timers, locker room facilities for swimmers, separate restrooms for volunteers and spectators, and spectator space that does not interfere with meet operations -- in short, the facility should be appropriate for the number of swimmers expected and the nature of the meet.
2. Type of meet: The PNS schedule includes both standard-format and special meets. Standard-format meets include the Challenge, Age Group, Divisional and other PNS-wide series as well as both short course and long course championship meets. Some special meets may be subject to PNS event and time standard parameters as outlined on the meet bid information, parameters which may not be changed without permission from Technical Planning, but the calendar also includes many "special meet" weekends during which host clubs may choose their own meet parameters including the of events and, if desired, time standards.
3. Length of meet: One or more days? One or more sessions per day? USA Swimming has specific time-line planning parameters (USA 102.1). In addition, the four-hour rule and one-session/day applies to most meets with events open to 12&U swimmers (USA 205.3.1F).
4. Meet level: Age range of swimmers? Ability/experience level of swimmers?
5. Format of meet:
 - a. Standard format i.e., Challenge, Divisional, etc. -- or a special meet?
 - b. If a special meet: Timed finals or prelims/finals? If the latter, how many heats of finals? Prelims/finals or prelims/semis-finals?
 - c. If a special meet: Open or invitational? "Open competition" and "open event" are defined in the glossary in the front of the rule book. Entry into an invitational may be limited to swimmers registered through specified clubs, either pre-invited or through an indication of interest/invitation process outlined in your meet announcement.
 - d. If an intra-squad or dual meet, so note in your bid packet.
6. Order of Events: The meet host must follow the pre-set order of events for a standard-format meet such as a Challenge meet, and individual events may not be added or dropped. The meet host proposes the order of events for a special meet during the meet bid process. Once the bid has been accepted, you may not drop events, but you may combine them (i.e., mixed rather than separate girls' and boys' individual events). Adding events would require re-sanctioning. Review USA Swimming's Rule 102 as you set your order of events.

(Note: Should timeline constraints so necessitate, relay events may be dropped only if appropriate enabling wording is in the Meet Announcement.)
7. Meet dates: PNS Technical Planning Committee establishes the annual calendar, indicating which types of meets may be held on any given weekend. A request to host a meet on a "closed" weekend must be approved by Technical Planning. Make sure your pool and key volunteers, including your Meet Referee and other officials, are available when preparing to bid for a meet. Review the timeline suggestions provided below to be sure that planning can be done in a timely manner.
8. Meet bids: While the swim year runs September-through-August, each year's meet bid process starts in the early spring of the previous year when the meet bid packet is made available to all PNS member clubs. The calendar is approved at the annual (early May) PNS House of Delegates. Late requests to host meets should be directed to both the PNS Administrator and to the Sanction Chair, but cannot be guaranteed.
9. Does your club have sufficient officials to staff the deck? Officials' training does not happen overnight! Certification requirements and available clinics are posted on the PNS web page under the "Officials" tab.

To schedule a Stroke & Turn and/or Administrative Official clinic, email officials@pns.org. The PNS Officials' Policy outlines the pre-requisites and certification processes for all levels of officiating. USA Swimming requires all officials to be full non-athlete members of USA Swimming, including the Athlete Protection Training, Background Check, and Concussion Training. The Minor Athlete Abuse Protection Policy (MAAPP) applies to many key volunteers; direct any questions to the PNS Safe Sport Chair.

Arranging the Pool Rent Contract: Make sure your pool is available for your meet before bidding for a meet.

- a. Reserve the pool: Check with the pool manager for available dates vs. the proposed PNS calendar.
- b. Establish the pool rental charge including all staff (including lifeguards) and other (timing equipment and operator, cleaning, rental of other rooms needed for meet operations) charges. Does the facility tax any sales of concessions and/or other products? Are there any special rates for regular facility users? Are there existing concessions or other contracts that must be respected? Will there be sufficient parking? What is the maximum fire code-mandated capacity? Are there any specific restrictions that would affect meet operations?
- c. Confirm the reservation in writing: sign a contract.
- d. Liability: what is your club's responsibilities with respect to damage charges for the facility during your rental? If the facility requires proof of insurance or asks to be named as an additional insured, contact USA Swimming's insurance carrier.
- e. What are the First Aid and emergency procedures? How many lifeguards will be on duty? What is the procedure for an unexpected emergency such as a fire, a power outage, or an earthquake? If an athlete, coach, official, volunteer, or spectator is injured in any way that requires even minor first aid or any lifeguard assistance, it is the Meet Director's responsibility to complete an USA Swimming Incident report and file it with both PNS Safe Sport Chair and USA Swimming independently of any facility-mandated documentation. If you have any questions about this requirement, contact the PNS Safety Chair prior to the meet.
- f. Will there be any other activities at the facility that might impact your meet such as a sports tournament or a construction project?
- g. Think Safe Sport: Who will have access to locker rooms, rest rooms, and other areas where swimmers might be? Does the facility have the no-cell phone signage in locker rooms, rest rooms, and any changing areas? Are there restrooms for adults (officials, volunteers, spectators) distinct from any space in which an athlete might be changing clothes or showering?
- h. Does the facility meet all other health and safety requirements that may be in effect?

II. MARCH/APRIL/MAY OF SEASON BEFORE YOUR MEET – THE PNS BID PROCESS

The PNS bid process is clearly defined by PNS AD 97-03. All necessary forms will be made available to member clubs during the annual meet bid window. As you complete the forms, remember that the meet must be run in accordance with USA Swimming and PNS rules and regulations. Be sure to keep an extra copy of all bid forms in your club's files and to give a copy to your Meet Director, your Meet Referee, and your Administrative Official/Referee.

III. MID-AUGUST OF SEASON BEFORE YOUR MEET TO TWO MONTHS BEFORE THE MEET ENTRY DEADLINE – OBTAIN YOUR MEET SANCTION

While the PNS Sanction Chair will email a draft Meet Announcement to the Meet Director and Meet Referee listed on your bid form, it is only a draft based on the bid form submitted during the spring bid process. It is your responsibility to return an updated meet announcement to the Sanction Chair, preferably at least six weeks (or earlier if required by Technical Planning) before the meet entry deadline. If there are any changes in your club's contact people and/or email addresses, provide that information to the Sanction Chair and to update that information on your draft Meet Announcement.

All meets must be sanctioned (or approved) by PNS to ensure adherence to applicable rules and thus the inclusion of results in USA Swimming's SWIMS database. The sanction number must appear on all official meet information before it can be mailed out or posted; you may not circulate meet information prior to receiving a sanction number from the Sanction Chair.

The PNS Sanction Chair's email address is sanction@pns.org.

Draft Meet Announcements for all September-December meets are usually emailed out by mid-August, January-April short course meets by the end of September, and spring/summer meets by the end of January, although championship meet drafts may be awaiting additional information from Technical Planning. Challenge series and other assigned club alignments may not be available as early, but information will be added to your meet announcement prior to sanctioning.

To receive a sanction:

1. Complete and update the draft Meet Announcement provided to you. If you have not received one, contact the PNS Sanction Chair.
2. Email the revised form as a Word for Windows attachment, not as part of the body of an email or in pdf format, to the Sanction Chair along with your Meet Referee's and Meet Director's approval. Your order of events may be sent as a separate attachment, preferably in Excel format, but is acceptable in Word or PDF format.
3. The Sanction Chair will review your form based on your bid application and appropriate USA Swimming rules and regulations and PNS policies. Should any questions arise, the Sanction Chair will contact you. Once the review process has been completed, your meet will be assigned a sanction number. A PDF format of the form will be emailed to you and to the PNS Office for posting on the PNS web site.
4. Once the meet has been sanctioned, please email the TM Events file to the PNS Office at office@pns.org to facilitate visiting clubs' entries. Use MM's "Export/Meet Events" function with time standards if applicable, to create the .HYV file.
5. Except as mandated by policy changes or an emergency situation such as weather, changes may not be made once the meet has been sanctioned. In the case of any inadvertent errors or unforeseen changes, contact the Sanction Chair.
6. The PNS Office will send additional information to the Meet Director after the meet has been sanctioned. Be sure to review it with your Meet Referee and Administrative Official/Referee as soon as you receive it.

To receive an approval: USA Swimming no longer allows member clubs to host approved meets except for the special situations listed in USA 202.5. Allow extra time as additional paperwork may be required. Contact the Sanction Chair if you have questions.

To received observed meet status: Please refer to the information posted on the PNS web page.

Completing your Meet Announcement: USA's 202.4 and 202.5 and several PNS ADs list specific requirements. Review them with your Meet Referee and Administrative Official/Referee prior to completing your document. The following information must be included:

1. Name of meet
2. Sanction number: assigned by PNS Sanction Chair
3. Name and address of the venue
4. Dates and Times: meeting times (coaches, officials, and, if applicable, timers); warm-up and competition start times for all sessions; positive check-in, deck entry, or other deadlines. State if each session's events are timed finals or prelims/finals.

5. Meet Director name and contact information. The Meet Director must be a non-athlete member of USA Swimming, Inc.
6. Meet Referee name and contact information. The Meet Referee must be a currently-certified USA Swimming referee. Address any concerns to the PNS Officials Chair.
7. Description of facility: indoor or outdoor? Length of pool? Number of lanes and water depth at each end? Warm-up facility, if available? Number and location of spectator seats? Type of timing system and scoreboard information? Any special restrictions?
8. Onsite amenities: vendor(s)? Printed heat sheets or Meet Mobile posting? Results of PNS sanctioned and approved meets will be posted on the PNS web site. Concessions? Hospitality for coaches, officials, and any other volunteers? Parking? Other?
9. Eligibility: All swimmers must be registered athlete members of USA Swimming, Inc.
 - If you are expecting any Canadian swimmers, refer to USA 202.3.1 and let the Sanction Chair know so that appropriate wording can be included. If you are expecting swimmers from any FINA member not covered by USA Swimming's "open border" policy, the PNS Administrator can help you obtain permission from USA Swimming.
 - Some meets are limited to PNS athletes or have limitations on participation by non-PNS athletes. The bid form will include that information. When bidding for a special meet, complete that section of the bid form carefully.
 - PNS assigns clubs to Challenge, Age Group Invitationals, and Fall Divisional meets based on requests from clubs.
 - An unattached swimmer affiliated with (i.e., in the process of transferring to) a member club must enter the meet to which that swimmer's "new" club is assigned.
 - An unattached swimmer not affiliated with any member club must contact PNS Program Operations for assignment to one of these meets and must include proof of authorization with the swimmer's entry.
 - If you have any questions, contact the PNS Administrator (to ask if an unattached swimmer is affiliated with an assigned club) or Program Operations (to ask if the unaffiliated unattached swimmer has been assigned to your meet) prior to accepting that swimmer's entry into your meet.
 - State if the meet has qualifying and/or dequalifying times and which course(s)—SCY, LCM, SCM. Qualifying times must have been achieved in USA Swimming sanctioned, approved, or observed competition. Times conforming with PNS AD 02-01 may be used only for PNS sanctioned meets not governed by any other entity (i.e., NW Section or Western Zone). While thinking about time standards, remember to consider both able-bodied swimmers and swimmers with a disability. Is it a proof of time meet? What is the qualifying/dequalifying time period? If a time-standard meet, will bonus swims be allowed? If so, may bonus swims be entered as NT?
 - PNS does not allow the use of converted times in a time standards meet. If the meet's time standards include more than one course, give the order in which they will be seeded—i.e., YLS if a short course yards meet with both long course and short course meters standards. If a meet does not have time standards, you may request entering swimmers to provide an estimated time for seeding purposes only, especially for longer distance events.
 - Each athlete's age is his/her age as of the first day of the meet, even if the athlete does not participate on that day.
10. Entries:
 - a. Individual events: USA Swimming limits swimmers to six (6) individual events per day at a timed finals meet (USA 102.2.3) and three (3) individual events per day at a prelims/finals meet (USA 102.2.2, 102.2.6). At a special meet, you may limit each swimmer to fewer individual events to accommodate more swimmers while complying with the four-hour rule or given the nature of the meet such as a developmental meet for younger swimmers. Since this is an entry limit, there can be no switching or substituting of events for those entered but not swum, unless

yours is a senior positive check-in/deck-seeded meet that specifically allows swimmers to scratch down to the maximum splash count – i.e., Speedo Sectionals and higher-level meets.

b. Relay events: State the number of relays on which each swimmer may swim on a daily or session basis. At a special meet, you may limit the number of relay teams each club may enter and/or score per relay event.

c. Deck entries: State whether or not deck entries will be accepted. Generally, deck entries are not allowed at a championship or proof-of-time meet. Otherwise, deck entries may be accepted to fill previously-unassigned open lanes at the Meet Referee's discretion; stand-by swims need not be accommodated. You may set a deadline for deck entries to facilitate meet operations. The meet entry surcharge may be doubled for deck-entered swimmers not previously entered in the meet, and all fees must be paid at the time of the deck entry. In addition, the athlete's parent or coach must complete and sign a PNS Deck-Entry Registration form attesting that the swimmer is a currently-registered athlete member of USA Swimming, Inc., and providing the swimmer's USA Swimming id number; a swimmer age 18 or older must sign the MAAPP section and may complete and sign the rest of the form.

d. Relay-only swimmers: If allowed, they must be entered as part of their club's entry, are subject to the meet surcharge, and so must be included in the Master Entry Summary calculations and attestation.

e. On-deck USA Swimming, PNS registration, or transfer to/from/or between clubs is never allowed.

11. Meet entry fee maximums are set by PNS. With the exception of relay events scratched due to timeline constraints, no refunds or credits may be given for events entered but not swum. Full payment is required for all swimmers/events entered.

12. Scoring and awards: How will the meet be scored? What awards will be given? USA Swimming limits individual awards for \$25.00 in value. PNS will order awards for standard-format meets, but it is your responsibility to order awards for special meets, if applicable. Be creative!

13. Meet rules: USA Swimming and PNS rules apply to all sanctioned and approved meets. Include any special rules such as positive check-in deadlines and requirements, no-show penalties, scratch procedures for prelims/finals meets, etc. Will any events be swum fastest to slowest instead of slowest to fastest? Will any events be swum combined men/women? Do water depth issues prevent diving starts for the second and fourth relay leg swimmers?

14. Warm-up and safety procedures: See PNS ADs and include any venue-specific requirements such as no diving from the shallow end if the water depth is less than 4' (103.2.3).

15. Other notes: in addition to USA Swimming's and PNS's requirements and disclaimers, add any relevant information. For example, you may have separate seating areas for athletes and spectators, a deck closed to spectators, or limit flash photography throughout the natatorium.

16. Submitting of entries: While most meet entries are via team management software, you may also offer or require use of USA Swimming's On-Line Meet Entry system. If the former, please note that the use of non-Hy-Tek products by visiting clubs may complicate importing bonus events due to software incompatibility. If the latter, it is your responsibility to set up the meet in OME.

- No matter which entry system is used, the full name, gender, age as of the first day of the meet, and USA Swimming id number must be provided for each individual athlete, including relay-only swimmers. ID numbers will be checked against the PNS database prior to the meet.
- The event number, description, and entry time for each event must be provided. If yours is a proof-of-time meet, the name and date of the meet at which the qualifying time was obtained must be provided. If bonus events are allowed, they should be identified as such. Clubs using team management software other than Hy-Tek's have encountered problems with bonus swim entries; it is the entering club's responsibility to provide you with the necessary information to allow each of their entries to be entered properly.

- If a visiting club will bring the Master Entry Summary and the fee payment check to the meet rather than mail them to you prior to the meet, confirm that arrangement. OME will not allow unregistered individuals to enter a meet and entry fee payment parameters are part of the meet set-up.
- Unless otherwise allowed by Technical Planning, the entry deadline can be no earlier than the Wednesday the week before competition.
- Provide both an email and regular mail address for meet entries. Include the contact person's name and email address for entry inquiries. It is strongly recommended that you keep a paper trail of all entry emails. Contact your Meet Referee for assistance if needed.

17. Order of events: Use the order of events provided by PNS or on your bid form, whichever is applicable. You may add events to a special meet but none may be deleted. If advance interest leads you to believe that entries could put any special meet's 12&U session over the four-hour limit or any session over any other venue restrictions, you may have to stop accepting entries before the entry deadline.

18. Master Entry Summary: be sure to include your club's name for entry fee payments. If entry fee checks should be payable to a parent-run booster club or parks department, so indicate. As they are received, check the math! Confirm that the numbers are correct and adjusted for any outreach vouchers.

As soon as possible after you receive your sanction, build your Meet Manager file. Make sure you are using the most current MM 8.0 update! If yours is a Challenge or similar meet, a draft MM file may be emailed to you, but be advised that it will not be complete.

- Please be sure to use the standard file name format -- YYYY PN AAAA Meet Name -- where YYYY = year of meet and AAAA = host's club code. (Note: if your club code is less than four letters, the one/two/three letters will suffice without any fillers such as *.)
- Once you have built your MM file, including any qualifying or dequalifying time standards, export the TM events file and email it to the PNS Office for posting on the PNS web page. This will facilitate visiting clubs' entries. If yours is an in-house meet, you do not have to do this. If yours is a dual or an invitational meet, you may email it directly to the invited clubs instead of having it posted on the web page.

IV. TWO TO THREE MONTHS OUT – THE MEET BUDGET

Meets must be viewed first and foremost as a critical component of athlete development. Meets may generate revenue for your club but that is of secondary importance and should not be viewed as the primary reason for hosting a meet. A meet must satisfy the swimmers' needs first and the club's needs second. If something is not in the swimmers' best interests, don't even think about it.

Revenue sources:

1. meet entry fees
2. concessions and vendors
3. sponsorships – local business may provide supplies (especially hospitality) or purchase heat sheet ads
4. heat sheet sales – if using Meet Mobile, how will that impact your revenue?
5. other?

Expenditures

1. pool rental
2. staff charges
3. electronic timing system
4. watches – be sure to have extra batteries
5. radios
6. awards
7. p.a. system
8. meet computer, printer, and supplies – paper, labels

9. office supplies for heat sheets and results
10. PNS tap
11. other?

V. ONE TO TWO MONTHS OUT – LEAD VOLUNTEERS

If you have not already lined up your lead volunteers, do so now. Choose people who will get the job done. Each lead can select their own assistants, so be sure that you can count on your leads. Review each person's responsibilities, deadlines, and MAAPP status to avoid any misunderstandings. Examples include:

1. Administration—concessions, vendors, and hospitality
2. Facilities coordinator—pool and deck equipment. Test all equipment in situ prior to the meet! Pool equipment includes but is not limited to lane markers, 15-meter marks, backstroke flags, starting blocks, p.a. system, fully-charged electronic starting and timing system (console, pads, buttons). Deck equipment includes but is not limited to a computer that interfaces to and is compatible with both the timing system and a printer, event#/heat# signage, tables (awards, clerk of course, coaches, the starter, timing and computer equipment) and chairs (coaches, timers, officials, awards, clerk of course, timing and computer system operators, announcer), staging area (chairs, benches, signage).
3. Meet Marshals with clearly-identifiable vests, shirts, or jackets – Marshals should be on duty throughout warmups and competition. They should be monitoring warmup areas, locker rooms, and any other spaces in which swimmers may be gathering for safety and other concerns, as well as keep spectators out of unauthorized areas such as athlete locker rooms and off closed pool decks.
4. Meet supplies—timers' clipboards, watches, and pencils (and it's a good idea to have extras), lap counters and bell for distance freestyle events, pace clock, tape for posting heat sheets and results, heat sheets for meet operations (officials, coaches, lane timers, announcer, computer operator, posting), etc.
5. Clerk of Course supplies—deck entry/scratch forms, relay cards, DQ slips, relay take-off slips, distance event count sheets, occurrence report forms, receipts for deck entries
6. Meet secretary—process meet entries, produce and print heat sheets and results plus all post-meet reports required by PNS. (This is often stays with the Meet Director.)
7. Awards—the host club is responsible for awards. In addition to “place” awards, awards may be given for swimmers faster than the seed time or achieving a certain standard, to heat winners, or to teams and/or individuals based on a high-point system. Be creative!
PNS will arrange awards for Challenge and similar meets through Hasty Awards; coordinate receipt with the PNS Office. For all other meets, order awards as soon as possible. While many suppliers will try to process orders as soon as possible, special awards can take longer. Make sure your event count is correct. Allow for ties and remember that a relay team consists of four swimmers.
7. Officials: With the exception of closed YMCA-only meets, all sanctioned and approved meets must have a Meet Referee certified by a USA Swimming LSC. A list of PNS's referees can be found on the officials' page on the PNS website. The host club is responsible for obtaining a Meet Referee and sufficient additional officials. The referee may invite colleagues from other clubs, but the primary responsibility rests with the host club. USA's 102.12 gives the minimum requirements for meets.
If sufficient officials are not present to certify that swimmers are in accordance with USA Swimming's technical rules, the meet cannot comply with the sanction and thus the swimmers' times will not be eligible for USA Swimming's SWIMS database. For information on developing officials within your club, contact the PNS Officials Chair.
8. Head timer, backup timers, and sufficient lane timers, including relief timers for longer sessions. It is your responsibility to provide sufficient timers. You may ask visiting clubs to help with timing, but you may

not require it, except when so authorized by Technical Planning. You may require distance event swimmers to provide their own timers, but you should still have additional timers available to fill any gaps.

9. Announcer. If yours is a cordless mike, bring extra batteries.

VI. ONE MONTH OUT – POOL REVIEW

Review pool plans with the pool manager. Will lifeguards be provided? Is there an accessible AED and, if so, where is it? Who sets up the pool? When will the pool be set up prior to the meet? When will the non-swimming spaces such as concessions, hospitality, awards, etc. be available and where will they be? Are there sufficient power outlets? What regulations govern food sales and consumption? Who is responsible for cleanup? Note, make signs, and prepare p.a. system announcements for any special pool rules that the management wishes to be enforced.

VII. TWO WEEKS OUT – MEET ENTRY DEADLINE

Be sure your Meet Entry Chair is ready. You may receive entries up to the entry deadline, but may not receive the Master Entry Summary and payment until the meet itself: this is something to coordinate with all visiting clubs.

When setting up your Meet Manager file, discuss the interval between heats on a session-by-session or even event-by-event basis with your Meet Referee. The nature of the events, staging of younger swimmers, use of backstroke ledges, deck-seeded positive check-in events, flyover starts, and double-ending of events 100M or longer in a 50M pool are all factors which can affect the timeline.

- If your meet risks hitting a four-hour or other splash limit, time-stamp completed entries as received so that you will know which entries arrived after your meet filled.
- Be sure to allow room for your own club's entries as they do count toward the four-hour or other splash or timeline limit.

Entry guidelines:

1. Challenge and similar meets: host clubs must accept all complete team entries received by the deadline. If the resulting entries cause any 12&U session to run over four hours, review the proposed timeline with your Meet Referee for possible adjustments such as the use of staggers, combining events, and/or the impact of positive check-in/deck seeded events. If any session risks running over five hours, notify PNS Program Operations. Only swimmers from clubs assigned to your meet or otherwise authorized to enter may participate, as explained in Part III above. Some meets may be limited to PNS athletes only, and the Washington State Senior Champs may include some athletes from other LSCs as explained in the meet information.

2. Special meets are considered "full" once the four-hour limit is reached for any 12&U session or your defined limit is reached for any 13&O or senior/open session. If only one session of a multi-session meet fills, you may give additional clubs the option of submitting entries only for the remaining session(s). If necessary, return any oversubscriptions as soon as possible to the submitting club. (If you have to turn away more than one club, put them in contact with each other so they can consider hosting their own meet.)

Entry processing hints:

1. Each individual swimmer whether year-round, seasonal, or flex must have a USA Swimming registration number. There is no "applied for" status.

2. Identify the affiliation, if any, of each unattached swimmer. Rather than a generic "unattached" club, set up "UN-XX" clubs whereby XX gives a clue as to the affiliated club's code. If an unattached athlete is not affiliated with any club or has no coach at the meet for any other reason, the swimmer must check in with the Meet Referee upon arrival at the venue for assignment to a coach during warm-ups and competition; no swimmer may be in the water unless supervised by a coach-member of USA Swimming.

3. As you process each club's entries, do an accounting to make sure that the number of individual athletes, individual events, and relays correspond to the Master Entry Summary Form data.
4. Run a psych sheet to look for any irregularities such as a sub-minute 200 yard time or an NT in a time-standards meet. Notify the entering team, requesting corrections.
5. If time allows, email the entries as processed (Report/Entry List/Athletes + Relays) back to each visiting club for review.
6. If there are any problems notify the club as soon as possible and give a deadline. Follow up!

Once all entries have been processed, including your own club's, back up the MM file and coordinate all of the following with your Meet Referee and with your Administrative Official/Referee:

1. Run a final psych sheet, which your Meet Referee and Administrative Official/Referee should review.
2. Email the MM file to the PNS Office for the registration check as outlined in PNS AD 97-08. If you need to take any action, the PNS Administrator will let you know.
3. If the meet has qualifying times that require proof of time, a times check must be run against USA Swimming's SWIMS and PNS's (if applicable) databases. Include the request for a proof-of-time check in your cover email when you send the MM file to the PNS Administrator. If you need to take any action, instructions will be provided along with a copy of the resulting exceptions report.
4. Once all data has been verified, seed the meet. Once you have seeded the meet, do not hit the "reseed" button! Ask your Meet Referee and Clerk of Course to review the heat sheet prior to printing.
5. If your meet is at KCAC, email the MM backup as instructed no later than the Tuesday prior to the meet.
6. Email the estimated timeline and psych sheet to the PNS Office for posting on the web page at least three days before the start of the meet.
7. Create your heat sheets. You will need heat sheets for coaches, officials, and meet operations, even if those for spectators are only on Meet Mobile or another on-line system. The heat sheet should include a cover, each session's events, meet program for pre-seeded events and psych sheet for deck-seeded events, a meet evaluation form, ads, and thank yous. Include records and time standards where available and appropriate.
 - a. A good benchmark for heat sheet sales is one-third the number of swimmers, but it will be lower for senior meets. Heat sheets for sale should be complete—entire meet or all prelims sessions + any pre-seeded events in finals for prelims/finals meets. If using Meet Mobile instead of printed heat sheets, confirm sufficient wireless coverage throughout the spectator seating area.
 - b. Coaches' packet—one heat sheet per day of meet for each credentialed coach. You may ask clubs for the number of coaches or ask your club's coach for guidelines. The Clerk of Course should have extras.
 - c. Officials—separate heat sheet for each session without any colored paper/covers. Ask your Meet Referee how to format – 2- or 3-column, with or without empty lanes – and how many copies of each will be needed each session.
 - d. Meet operations—Clerk of Course, timing equipment operator, computer operator, announcer, head timer, lane timers (even if separate lane timers' sheets used), staging, awards, posting (at least two copies—entry or lobby area and pool area), media, etc.
8. If you are using lane timers' sheets, print them in lane number order, one or two events per page. Your Administrative Official/Referee let you know which is preferable. If possible, set up your lane timers' clipboards prior to the start of the first session.

This is also a good time to review details with your key volunteers to be sure that everyone will have the necessary supplies—concessions, hospitality, timing/computer equipment, Clerk of Course supplies, etc. Test the watches, and assume that you will need extra watches and spare batteries.

VIII. DAY OF THE MEET

As early as possible, walk through the facility to be sure that everything is set up as directed—timing/computer equipment, concessions and hospitality, etc.

Think safety first: Do not overload electrical outlets! If there are parts of the pool deck or other areas that could get slippery when wet, ask the lifeguards to put down mats or to cordon off those areas.

With your Meet Referee, check that the pool deck is set up correctly—starting blocks, backstroke flags, 15M marks, starting and timing equipment. The starter area must allow the starter to stand within five meters of the starting end of the pool, and, during the meet, swimmers should not be going through the starting area.

Once the meet has started, all questions and concerns regarding the operation of the meet should be directed to the Meet Referee.

It is highly recommended that the starting area be blocked off to prevent spectators from interfering with starts and finishes. Be sure that no one is using a cell phone in the starting area!

IX. AT THE END OF THE MEET

1. Be sure to get a MM backup with all events scored. Ask your Meet Referee and Administrative Official/Referee if any additional corrections are pending; they should be made before the MM file is emailed to the PNS Office.
2. Do not leave the venue until everything has been cleaned up and you have thanked the facility staff.
3. This is the best part: thank all of your volunteers both from your club and from others.

X. POST-MEET REPORTS AND FOLLOW-UP

1. Email the MM file to the PNS Office as soon as possible (PNS 97-07). If there is any delay due to meet operations issues, let the PNS Administrator know when to expect the file. The PNS Administrator will post the results on the PNS web site and forward the file to the SWIMS coordinator for inclusion in USA Swimming's SWIMS database.

If a coach later notifies you of any errors, forward the message to your Meet Referee; do not make any changes in the results without your Meet Referee's approval.

It is extremely important that complete and accurate results be received by the PNS Office for posting to USA Swimming's SWIMS database so that times achieved at your meet may be used for entry into future meets, some of which may have pending entry deadlines.

2. Submit the PNS Meet Financial Summary and your check for the PNS Tap no later than ten (10) days after the last day of your meet. Submit the PNS Income Statement no later than forty-five (45) days after the last day of your meet. Both are posted on the "Meet Director's Toolbox" in a fillable format.
3. Working with your key volunteers, collect all income and, following your club's internal guidelines, make sure that all income is properly documented and deposited into your club's bank account. Review and pay all bills, including reimbursing key volunteers for supplies and the pool rental bill. If you do not receive the pool rental bill within two weeks after the meet, contact the pool manager.



PNS Deck Entry Registration Form

Name of Meet _____ Sanction Number _____

Date _____ Meet Referee _____

Meet entry eligibility adapted from PNS Policy 97-08

To be eligible to compete in sanctioned or approved competition the athlete must:

1. Be an Athlete Member, Seasonal Athlete Member, or Flex Athlete Member as defined by PNS Bylaws.
2. Be registered by USA Swimming, subject to rules and limitations imposed by USA Swimming in the USA Swimming Technical Rules.
3. Be under direct supervision of a Coach member as defined by USA Swimming. Swimmers without a coach on deck may not enter the water until they are assigned to a coach during warm-up by the Meet Referee. It is the swimmer's responsibility to contact the Meet Referee.
4. The date for the swimmer's registration, which shall be attested by the swimmer's parent or coach (or the athlete if age 18 or older), shall be the first day of the meet.
5. Upon processing of the post-meet exception report, PNS shall impose a find of \$100 per swimmer against a club or responsible party when a coach member, parent, or athlete signs a document or deck entry form which indicates that an athlete is registered with USA Swimming for a meet when that athlete is not a registered USA Swimming athlete member.
6. If the athlete is age 18 or older as of any day of this meet, a second signature, which must be the athlete's, is required acknowledging that they have completed USA Swimming's annual Athlete Protection Training.

The following swimmer is not in the meet data base and is deck entering as an *exhibition-only swimmer* and therefore is not eligible for awards.

Name: _____

USA Swimming Membership number: _____

Phone: _____ Club: _____

+++++

I attest that the swimmer entered hereon is a properly registered athlete member of USA Swimming, Inc. Please check relationship to swimmer:

Coach _____

Parent/Guardian _____

Athlete (if swimmer is 18 years or older) _____

+++++

I attest that I have completed the annual Athlete Protection Training as required by USA Swimming, Inc.

Signature of athlete age 18 or older as of any day of this meet.

Meet Marshal Instructions:

Job description/responsibilities: Arrive 15 minutes before warm-up or the beginning of your shift starts. Check in with the Meet Referee for any specific instructions. While on duty, wear appropriate gear (vest/lanyard/cap) to be easily identified; Head Marshal may carry a whistle. Per USA Swimming Rulebook (102.19): 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. Coverage of the venue is required for the duration of the meet activity.

Risk Management:	Safe Sport Environment:
<ul style="list-style-type: none"> • Watch pool during warm-up. General warm-up – feet first entry. Dive starts must be under the direct supervision of a certified USA Swimming coach. Watch warm-up/down lanes during meet (to be general warm-up only) – observe same as above. • Roam pool venue. Check your gender specific locker room periodically for safe behavior. • Remind spectators, if needed, to stay in appropriate areas. Maintain clear areas on stairways and in front of exit doors at all times. Remove spectators who are camped in areas posted with “No Seating” signs. If crowd control becomes a problem, let the Meet Director or Meet Referee know. • Pay attention to your surroundings. Be vigilant for unsafe behavior by anyone at the venue (running, tossing objects, horseplay, etc.). • Be respectful and always use appropriate language. <div style="text-align: center; margin-top: 10px;">  </div>	<p>Enforce USA Swimming Rule Requirements:</p> <ul style="list-style-type: none"> • The use of audio or visual recording devices, including a cell phone camera, is not allowed in changing areas, restrooms, or locker rooms. • The use of visual recording devices is allowed on the deck, but is specifically prohibited in the area directly behind and adjacent to the starting blocks. • Deck changing is prohibited. If observed, report it to the Meet Referee. • Where separate restroom facilities are available for spectators, coaches, and officials, locker rooms are reserved for the exclusive use of the athletes. • 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. • Smoking and use of other tobacco products is prohibited in all areas of the venue. • Alcoholic beverages are prohibited in all areas of the venue. <p>Enforce LSC Requirement: Professional/Team photographers must report to the Meet Referee to obtain media credentials prior to taking any pictures. Media credentials must be visible while taking pictures at the venue.</p>

ALWAYS: Be vigilant for any suspicious behavior at the venue. Immediately report any concerns to the Meet Referee.

Marshal's Guidelines

- **Arrive 15 to 30 minutes prior to warm-up** (or another designated time) **to:**
 - meet with the Meet Referee, get identifying attire, get your assignment.
- **Locate the first aid station including:**
 - First Aid kit, spinal backboard, rescue implements, AED (Automated External Defibrillator) and the Emergency Action Plan (EAP).
 - EAP should list important phone numbers, protocol for getting help, name or position of the person on deck who is responsible for activating the EAP.
 - If there isn't one, discuss with the Meet Referee.
 - Determine where YOU fit into the EAP.
- **To help provide a safe environment:**
 - Enforce the warm-up and warm-down rules -
 - No diving - feet first entry - except in one way sprint lanes (controlled warm-up only).
 - No Backstroke starts except in a controlled one way sprint lane. (They are dives.)
 - No socializing in warm-up/warm-down lanes. Swimming only.
 - Remind swimmers that running, horse play, whipping towels, etc. are dangerous and must be stopped.
 - Remind all that glass is not allowed on deck or in the locker rooms. (continued over)



09 09

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09 09

Marshal's Guidelines (continued)

- **Report any unsafe areas on the deck to the Meet Referee including:**
 - loose wires, slippery areas, loose blocks, too many swimmers in a lane, and any other things you consider dangerous.
- **Periodically walk through** hallways, seeding area, etc., and, with another adult of your gender, your gender locker rooms. Arrange for "two adult" walk-throughs of the other gender locker rooms. Stop any shaving - Inform Meet Referee and Meet Management.
- **Blood on the deck or a bleeding swimmer?**
 - Immediately notify the Referee and first aid staff.
 - Help cordon off the bloody area until it is properly cleaned.
- **Monitor the warm down area throughout the meet.**
- **Unauthorized people on Deck? In the venue? Watch for inappropriate camera use in locker rooms & in or around the venue. Immediately Inform the Meet Manager or Meet Referee.**
- **Pay attention to the meet.**
 - Do not leave the area without the approval of the meet referee.
- **Remember: Safety is the Primary Concern. Be firm! But not a Tyrant.**



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09 09

Timer Instructions



*Thank you for being a timer today.
Your position is one of great importance to the swimmers.*

Before a race:

- See if the next swimmer is present and in the correct lane, heat and event. If not, call the swimmer's name. If still no swimmer when others are called up onto the blocks, hold a thumb down over the pool. Then, step behind the block before the "Take Your Mark" signal. This lets the referee know you have called the swimmer.
- Make sure stopwatch is clear
- Start the watch the instant you see the light on the starter. Be in a position to observe the light.

During the race:

- If your watch fails, wave watch in the air and call for the chief/head timer. Get a running, replacement watch.
- Toward the end of the race, stand directly over the assigned lane to observe the touch. Stop the watch and push the back-up button when any part of the swimmer's body touches the wall. If there is time, record the swimmer's time on lane timer sheet.
 - If the swimmer in your lane is among the last to finish, you may need to stop the watch and remember the time. Then, quickly clear the watch and start it for the next race before recording the time.

After the race:

- Record the watch time.
- Prepare to time the next race by clearing the watch.

Lanes must have 2 timers at all times

If you must leave, please notify the chief timer in advance so a replacement timer can take your place before you go

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PNS MEET FINANCIAL SUMMARY

MEET _____ HOSTED BY _____

DATE OF MEET _____ SANCTION # _____

MEET DIRECTOR _____

TO COMPLETE THE SECTION BELOW PLEASE USE THE HY-TEK TEAM ENTRY REPORT (*reports/teams/entry fee summary*) and **INCLUDE COPY WITH THIS FORM.**

1.) **TOTAL NUMBER OF SWIMMERS** _____ X \$1.00 SURCHARGE = \$ _____

PLUS

2.) **TOTAL AMOUNT OF ENTRY FEES** _____ X 10% = \$ _____

SUBTOTAL \$ _____

3.) **TOTAL OF MEET ENTRY OUTREACH VOUCHERS** **MINUS** \$(_____)

4.) **MEET SANCTION FEE** \$ _____

TOTAL DUE PNS \$ _____

Used Electronic Timing System. Signed _____

E-MAIL to office@pns.org WITHIN 10 DAYS POST MEET:

- THIS COMPLETED MEET FINANCIAL SUMMARY
- HY-TEK TEAM ENTRY FEE REPORT (used for calculations above)
- MEET ENTRY OUTREACH VOUCHERS

Accident Reported at meet? _____

If yes, please be sure to submit ON-LINE www.usaswimming.org/roo

FOR OFFICE

USE: Date Received: _____ Amount Received _____

Receipt Number _____



Save and Send to: Office@pns.org

Due within 45 days after last day of meet

PNS MEET INCOME STATEMENT

Type in blue shaded cells.

MEET:	
HOST:	
DATE:	

REVENUE

ENTRY FEES	
SPONSORSHIP REVENUE	
OTHER REVENUE	
TOTAL REVENUE	\$0

EXPENSES

POOL RENTAL	
TIMING SYSTEM*	
AWARDS	
HOSPITALITY/CONCESSIONS	
PNS TAP	
OTHER EXPENSES	
TOTAL EXPENSES	\$0

NET INCOME/(LOSS) **\$0**

HOURS OF RENTED POOL TIME: _____

NET POOL RENTAL COST/HOUR **\$0**

***TIMING SYSTEM:** If available, break out timing system cost separately from Pool Rental