

VIII. Swim Competition

Meet Scheduling/Sanction

- A. The Technical Planning Committee (TPC) will have the sole responsibility for meet scheduling, types of meets, and conduct of the championship meets.
- B. Request for Meet Dates shall be requested from all IES Clubs at least 60-day before Spring HOD and shall be submitted and returned within 30-days of the Spring HOD date to allow review by the TPC as noted in the request.
 - a. To be eligible to bid/request a host must either be a USA-S Safe Sport Recognized Club or have started the process.
- C. The TPC shall provide their recommendation to IES Coaches Committee who then shall make a formal recommendation to the IES Spring HOD for final adoption.
 - a. Conflicting Meets:
 - i. Preference shall be granted to sanctioned meets versus approved or observed meets.
 - ii. Experience and ability of host in conducting competitions.
 - iii. Tradition of meet (priority given to bidder who conducted the competition the same weekend in the previous year).
 - iv. LSC Geographic location
- D. Requests for changes after HOD's approval of the schedule to either the meet schedule or the championship meet format must be submitted in writing to Admin Vice-Chair.
 - a. Admin VC shall provide this request to TPC for review and approval or denial.
 - b. The Admin Vice Chair may approve minor changes that are due to no fault of the host.
 - c. Changes (meet personal, typos, etc.) may be approved by Sanction Chair in writing.
- E. After the HOD's approval of the Meet Schedule, the following procedures are to be observed by each club hosting an IES meet.
 - a. At least 60-days prior to first day of the meet, the host club shall submit a full and complete sanction application with complete meet announcement (electronic copy).
 - i. Sanctions may only be issued current IES Clubs or group member of USA Swimming in good standing and;
 - ii. Have earned at least 49 point in the USA-S Safe Sport Recognition Program.
 - b. In addition to the requirements listed within current USA Swimming's Rules and Regulations, the following must be included:
 - i. The statement "Held under sanction/approval of Inland Empire Swimming and USA Swimming" and the sanction/approval number.
 - ii. Meet date(s) and estimated session information including but not limited to warm-up and competition start times, postcard check-in deadlines, and meeting times.
 - iii. Facility information including location and competition pool information.
 - iv. Order of Events (if applicable)
 1. Whether the meet will be "Prelims/Finals" or "Timed Finals" or a combination of both.

- a. If the meet includes any Prelims/Finals events, the Meet Announcement must state how many heats of finals will be contested the estimated timeline should be planned so that no Finals start not less than 90 minutes after the last preliminary or timed final heat.
- b. If the meet has a combination of Prelims/Finals and Timed Finals events, the Meet Announcement must state which events are Prelim/Finals and which are Timed Finals.
- c. Scratch procedures for Prelim/Finals events must be included.
- c. Time standards, including any special time standards for swimmers with a disability. If there are any qualifying and order-qualifying standards, covered times allowance if any.
- d. Deck-seeded events and check-in/scratching requirements, if applicable.
- e. Any event limited as to the number of swimmers shall be deck-seeded, with check-in requirements for all deck-seeded event clearly stated.
- f. Listing of Club provided Meet Referee and Meet Director.
- g. The statement that no entries will be accepted unless the entrant is a USA Swimming athlete member, unless the meet is open to athletes covered under USA Swimming's "Open Border" policy. If so enabling wording must be included allowing such athletes, their coaches, and FINA member officials. The Meet Announcement must state whether or not on-deck registration will be permitted and, if allowed, under what conditions.
- h. The requirement that "In order to be on deck and serve in their official capacity, all coaches, officials, and any other person required sanction/approval shall visibly display their membership credentials at all times.
- i. Entry deadline. Unless allowed by IES General Chair, meet entry deadlines shall be no earlier than the 14 days prior to the first day of the meet.
- F. Sanction Fees shall be paid as outlined in Fee Schedule – See Appendix A.
 - a. Any penalties for lateness, failure to host, etc. may only be relieved by approval by the General Chair in writing.

Meet Types

- A. Duels/League/Intraquad
 - a. Do not need to be listed on the approved schedule to receive a sanction number.
 - b. Request for sanction must still meet standard time for 60-day notice.
 - c. Late request may not receive a sanction.
 - d. May not be held in conflict with IES Championship Weekends without permission by IES General Chair.
 - e. Fee as outlined in Fee Schedule – See Appendix A.
- B. Inventorials
 - a. Must be formally requested and scheduled by the TPC.
 - b. Must provide required Sanction request/Meet Announcement.
 - c. May not be held in conflict with IES Championship Weekends without permission by IES General Chair.
 - d. Fee as outlined in Fee Schedule – See Appendix A.
- C. Developmental
 - a. Must be formally requested and scheduled by the TPC.

- b. Must provide required Sanction request/Meet Announcement
 - c. Limited to 4-hour time limit
 - d. Fee as outlined in Fee Schedule – See Appendix A.
 - e. May not be held in conflict with IES Championship Weekends without permission by IES General Chair.
 - f. IES Club may host up to:
 - i. Two (2) – during Short Course Season
 - ii. One (1) – during Long Course Season
- D. IES Championship
- a. Championship Meets as determined by the BOD may be open to any club with IES.
 - b. Bid shall be made at same time as all other meet dates are requested.
 - c. Meet available for bidding:
 - i. IES Junior Championships.
 - ii. IES Short Course Junior Olympics (No bid)
 - 1. Held at University of Idaho, Host Vandal Aquatics
 - iii. IES Long Course Junior Olympics
 - 1. Open Bid every 3 years (2 years, Held at Paco Pool)
 - d. Host is responsible for all cost excluding up to \$4,500 reimbursement for facility charges (lifeguards, rental fees, etc.).
 - e. Fee as outlined in Fee Schedule – See Appendix A.
- E. Approved Meets
- a. Meets in which not all of the swimmers are USA Swimming registered swimmer and USA Swimming technical rules are followed and may be issued USA Swimming Clubs, LSCs, or organization in good standing.
 - b. Shall submit list of officials to IES Officials Chair at least ten (10) day prior to the first day of the meet.
 - c. Shall meet requirements as outlined in USA Swimming Rules and Regulations Section 202.5.
 - d. Fee as outlined in Fee Schedule – See Appendix A.
- F. Observed Meets
- a. Meets in which not all of the swimmers are USA Swimming registered swimmer and USA Swimming technical rules are followed and may be issued USA Swimming Clubs, LSCs, or organization in good standing.
 - b. Shall submit list of officials to IES Officials Chair at least ten (10) day prior to the first day of the meet.
 - c. Shall meet requirements as outlined in USA Swimming Rules and Regulations Section 202.5.
 - d. Fee as outlined in Fee Schedule – See Appendix A.
- G. Observed Meets
- a. An observed swim is defined as a swim observed by assigned USA Swimming officials for conformance with USA Swimming technical rules in a meet conducted under other than USA Swimming rules and must be in accordance with Article 202.8 of USA Swimming Rules and Regulations. Contact the IES Times coordinator for Observed Meet forms and requirements
 - b. Fee as outlined in Fee Schedule – See Appendix A.
- H. Open Water Meets.
- a. By USA Swimming

Championship Meet Operations

- A. Junior Championships - This meet intends to give swimmers new to the sport a Championship and Experience that would hopefully hook them and their families into the sport of swimming. It is also an opportunity for many officials and teams to be introduced to a Championship Level meet. The outline below is intended to assist the host club with specific of this meet as the host may change from year to year. Question about this should be addressed to the IES Admin Vice Chair and he/she will provide clarification as needed.
- a. Anyone legally entered in the meet may swim in a relay subject to entry limits.
 - b. No one may enter an event that has achieved a BB current time standard within the entry time limits or is 15 years of age or older as of the first day of the meet, with the exception to relays as swimmer need only be legally entered in the meet to swim a relay.
 - c. Event scoring shall be per USA Swimming Rule Book, 102.25.3, with all relays swam as event finals and no consolation finals.
 - d. NT in all events are allowed.
 - e. 10&U Swimmer will not be mixed and will swim by age group and gender as event finals.
 - f. 11-14 swimmers will swim prelim events by mixed age group and then gender/age specific finals. Any event finals will be swum non-mixed.
 - i. 11-12 & 13-14 (B/G).
 - g. Awards:
 - i. No Team Awards, Ranking Only
 - ii. Medals 1-3, ribbons 4-8th
 - iii. High Point 8&U, 9-10, 11-12, 13-14 (Boy/Girl) – *As determined by the host*
 - iv. No limit on the number of relay teams a club may enter; however, no more than two relay teams per club may score or be awarded in each event.
 - h. Relays are only awarded for 1st through 3rd.
 - i. All Friday events are event finals.
 - j. Relay only swimmers are not allowed.
 - k. Preliminary/Finals shall be offered for all events 11&over for Sat and Sunday.
 - l. There shall only be one heat of finals with no consolation finals.
 - m. As there are no time standards for 8 &U, they may swim any events.
 - n. Warm-ups shall be by teams with lane assignment by the host club.
 - i. Warm-up for timed finals sessions or preliminary sessions shall be a minimum of forty-five (45) minutes in length unless warm-up is split by age group, gender, or any other means, in which case warm-up shall be a minimum of thirty (30) minutes per group. The meet referee may begin the competition before the scheduled conclusion of warm-up if athletes have completed their warm-up and all scheduled swimmers for the first heat are available. General warm-up may be conducted concurrently with the competition where a continuous warm-up is available.
 - ii. Warm-up for any final session shall be a minimum of thirty (30) minutes.
 - o. There shall be a minimum of ninety (90) minutes between the conclusion of the last event of the preliminary session and the start of the finals competition.

- p. Scratches can only be made by the USA Swimming Certified Coach or their designee.
 - q. Final alternates shall only be attempted to be filled to the 4th alternate.
 - r. A swimmer qualifying for an “A” final and who fails to compete in the said race shall be barred from further competition within the meet unless meeting “Exception to Failure to Compete”
 - s. **Exceptions for Failure to Compete** - No penalty shall apply for failure to withdraw or compete in an individual event if:
 - i. The Referee is notified in the event of illness or injury and accepts the proof thereof.
 - ii. A swimmer qualifying for a final race following preliminaries notifies the Referee or designee within thirty (30) minutes after the announcement of the qualifiers for that race that the swimmer may not intend to compete. The swimmer must declare within thirty (30) minutes following his/her last individual preliminary event a final intention to scratch or swim.
 - iii. It is determined by the Referee that failure to compete is caused by circumstances beyond the control of the swimmer
 - t. A swimmer who has checked in for a positive check-in event must swim the event unless they provide notice before seeding of their need to scratch. Failure to scratch before seeding and not swimming the event will result in a fine of \$5.00 payable to the Host team and subjects to **item “s” – Exception for Failure to Compete**. Payment must be made prior to competing in the next event.
- B. IES Short Course Championship
- C. IES Long Course Championship

Meet Operations – Non Championship

- A. Shall be conducted in accordance with most current rules of USA Swimming Rule and Regulations and IES Polices.
- B. Host shall be responsible for verify coach, official and other requirement non-athlete as outlined by USA Swimming.
- C. General Warm-up shall be in compliance with IES and host facility standard and policies.
 - a. Providing at least two (2) meet marshals meeting USA Swimming Rules and Regulation 102.19.
 - b. Warm-up shall be provided as follows:
 - i. If continuous warm-up is not provided at least 10 minutes must be provided for swimmers of individual events 400 yd/meters or longer, when only events 400 yd/m are offered.
 - ii. Warm-up for timed finals shall be at minium of fort-five (45) for session with 13&O swimmer and thirty (30) for session with swimmer only 12&U.
 - iii. The Meet Referee may shorten warm-up times if all swimmers have completed warm-up and first heat swims are available.
- D. Time Standards

- a. Host may estimable time standards for swimmer to have achieved to enter an meet or event.
- b. Any swimmer with a disability at the discretion of the meet referee maybe waived or the time standard and may swim lesser distance combined with a longer distance.

E. Scratching - Finals

- a. Any swimmer qualifying for a C, B, or A (bonus and consolation final or) final race in an individual event who fails to compete in said final race shall be barred from further competition for the remainder of the meet, except as noted below in "Exceptions for Failure to Compete". A declared false start or deliberate delay of meet is not permitted and will be regarded as a failure to compete.
- b. In the event of withdrawal or barring of a swimmer from competition, the referee shall fill the C, B, or A (bonus and consolation final or) final, when possible, with the next qualified swimmer(s). Alternates shall be announced along with the final qualifiers. These alternates shall not be penalized if unavailable to compete in the finals.
- c. Where C and B (bonus and consolation) finals have not yet been swum and a barring or withdrawal is known to the Referee, the Referee shall re-seed the C, B, and A (bonus final and consolation final and the) final, if necessary, to insert the alternate(s) in the appropriate lane(s), filling all lanes in the final. The Referee shall only be required to attempt to fill vacancies to the 4th alternate)
- d. If the C and B (bonus and consolation) final have already been contested, the A (championship) final shall be swum without reseeding for the empty lanes.

F. Scratching -Relays/Individula Event

- a. Individual/Relay Scratch Rule: Each swimmer/relay team shall be aware of the meet starting time and shall report to the proper meet authorities promptly upon call. Only a current USA Swimming certified head coach or his/her appointed designee can make changes in a swimmer's events/schedules.
- b. Pre-Seeded Meets - Each swimmer/relay team shall report promptly to the Clerk of Course or starting blocks prior to the race in which the swimmer/relay team is entered. Any swimmer/relay team not reporting for or competing shall not be penalized.
- c. Events Seeded on the Deck – Events seeded on the deck shall be closed for seeding no earlier than thirty (30) minutes prior to the start of the session. Host may provide alternate methods of check-in (such as email, phone, fax) for swimmers who do not plan to arrive before the scratch deadline.
 - i. Any swimmer who has checked in for an individual event 400 yards/meters or longer must swim in the event unless the swimmer notifies the Clerk of Course or Administrative Official before the seeding of the event has begun that the swimmer wishes to scratch. Failure to scratch prior to seeding and not swimming the event will result in a fine of \$5.00 to the swimmer, except as noted in "Exceptions for Failure to Compete" (below).
 - ii. Any agent of a team (coach, parent, swimmer, etc.) who checks in a swimmer for any event when that swimmer is not present at the meet without that swimmer's consent, may cause a fine of \$2.00 per swimmer per day to be levied against that team.

- iii. Events seeded on the deck and swum as a timed final with one or more heats swimming with finals shall provide the swimmer the opportunity to indicate their desire to swim only during the preliminary session by indicating this desire by placing a "P" next to their name on the sign in sheet. Any swimmer failing to indicate this desire and does not compete during the finals session, shall be subject to a fine of \$5.00, except as noted in "Exceptions for Failure to Compete" (below).
- G. **Exceptions for Failure to Compete** - No penalty shall apply for failure to withdraw or compete in an individual event if;
- a. The Referee is notified in the event of illness or injury and accepts the proof thereof.
 - b. A swimmer qualifying for a consolation final or final race following preliminaries notifies the Referee or designee within thirty (30) minutes after the announcement of the qualifiers for that race that the swimmer may not intend to compete. The swimmer must declare within thirty (30) minutes following his last individual preliminary event a final intention to scratch or swim.
 - c. It is determined by the Referee that failure to compete is caused by circumstances beyond the control of the swimmer.

Reports and Remittances

- A. The financial statement, approval worksheet and approval fee balance shall be mailed to the IE Treasurer within 10 (10) days of the conclusion of the competition. Failure to submit the financial statement, approval worksheet and approval fee balance within 10 (10) days will result in an additional monetary penalty in the amount of 10% of the total owed.
- B. A complete meet backup from the meet management software shall be furnished by the meet host to the IE Membership/Registration Chairman within one (1) day of the conclusion of the meet. Final results shall be available on the IE website.
- C. Entry (pre-meet) – A complete meet backup from the meet management software shall be furnished by the meet host to the IE Membership/ Registration Chairman at least five (5) days prior to the start of the meet.
- D. Entry (post-meet) - A complete meet backup from the meet management software shall be furnished by the meet host to the IE Membership/ Registration Chairman within one (1) days of the conclusion of the meet.
- E. Registration –On-deck registrations are not allowed.
- F. Surcharge - A meet surcharge per swimmer and the Surcharge Report shall be mailed to the IES Treasurer within ten (10) days of the conclusion of the meet. Failure to submit the monies and surcharge report within ten (10) days will result in an additional monetary penalty Financial Statement.
 - a. Fee as outlined in Fee Schedule – See Appendix A.
- G. The financial statement, sanction work sheet, and sanction fee balance shall be mailed to the IE Treasurer within ten (10) days of the conclusion of the meet. Forms are available on the IE website.
- H. Reports of Occurrence - Reports of Occurrence shall be filled online for all events that require medical attention.
- I. Final Results

- a. Final results in the form of a Meet Manger back-up file shall be provided to the IE Membership/ Registration Chairman within one (1) day of the conclusion of the meet to be posted to the IE website and to the IE Times Coordinator to be sent to USA Swimming SWIMS database.
- b. Final results may be mailed out at the conclusion of any meets. Teams may request the electronic files from the meet director at the meet. Results will be posted on the IE website for no less than the course of the season.
- c. Final results must include the complete name (first and last), age, and team affiliation of each swimmer. Exception: First initial may be used in lieu of first name where meet software is designed to accept only the first initial or where the meet is conducted without benefit of meet management software.
- d. Final results shall be in the format prescribed by the IES Records Committee

DRAFT