

SECTION 3

CONDUCT OF MEETS

A. Rules

1. All meets shall be conducted under current USA Swimming and Pacific Swimming rules, **policies and procedures**. The referee of the meet shall be the final authority for the conduct of competition. Procedures stated in the meet announcement, approved at the granting of the meet sanction, shall become the rules of the meet.
2. At each sanctioned competition, every warm-up session shall be supervised and controlled using the warm-up procedures adopted by Pacific Swimming. A complete copy of the Pacific Swimming warm-up procedures shall be provided with each sanction and shall be posted at the Clerk of Course during the meet.
3. Except for coaches accompanying athletes participating under the provisions of USA Swimming's "open border" policy, all persons acting in any coaching or officiating capacity shall show proof of valid USA Swimming membership in accordance with Pacific Swimming Policies and Procedures.
5. All animals except service animals are prohibited from all areas of the competition venue.
6. In preliminaries and finals meets, the finals may not begin less than one hour after the completion of the last preliminary heat that day.
7. No athlete will be eligible to participate in a Pacific Swimming-sponsored swim meet if the athlete or the athlete's family is indebted to Pacific Swimming. Resolution of the indebtedness subsequent to selection or entry in a Pacific Swimming-sponsored swim meet will not make the athlete eligible for participation. An athlete will not be eligible for further participation as long as the indebtedness remains unresolved.
8. Timing systems to be provided by meet hosts of all meets sanctioned by Pacific Swimming shall conform to USA Swimming Timing Rules outlined in 102.24. Minimum timing system requirements are described in Policies and Procedures.

B. Meet Operations

1. Entries

- c. Competitors shall be current athlete members of USA Swimming. The meet host shall check all athlete registrations against the USA Swimming SWIMS database.
- d. At all sanctioned meets that include time trials, only athletes that are entered in an individual event in the meet are eligible to enter time trials.
- e. Once the meet or a meet session has met an imposed capacity and has closed, all further meet entries and payments shall be returned per Pacific Swimming Policies and Procedures.
 - (2) The host club shall accept, in the order they receive them, entries to a CAP meet. Athletes from the host club shall not be given preference.
 - (3) Failure of the host club to notify, in the prescribed manner, the athletes that their entries are not being accepted, shall result in a complaint filed with the Pacific Swimming Administrative Board of Review. A host club not attempting to notify non-accepted entrants may be barred by the Board of Directors from hosting meets the following year.

2. Check-In

- a. No event shall be closed more than 30 minutes before the scheduled start of the session. Close of check-in for remaining events shall be no more than 60 minutes before the estimated time of the start of the first heat of the event.

5. Scratch Down Procedures

- a. Mandatory Scratch-down — If conditions warrant, the referee, with the concurrence of the meet director, may require athletes to scratch an event or events in order to regulate and control the length of time for competition in a sanctioned meet.
 - (1) Meet announcements shall include the following statement: If local conditions warrant it, the Meet Referee, with the concurrence of the Meet Director, may require a mandatory scratch down, subject to the provisions of Pacific Swimming Rules and Regulations.
 - (2) The mandatory scratch procedure shall be applicable to timed final events only.
 - (3) To the maximum extent possible, the mandatory scratch requirement shall be applied uniformly to all age groups, sexes and classes of athletes.
 - (4) The entry fee for each event scratched pursuant to the mandatory scratch procedure shall be refunded in full to athletes in cash prior to the close of the meet.

6. No Show Penalties

- a. Age Group Meet: Refer to Pacific Swimming Rules & Regulations Section 4.
- b. Senior Meet: Refer to Pacific Swimming Rules & Regulations Section 5.

C. Meet Results

1. Meet results shall be submitted to Pacific Swimming no later than 48 hours after the completion of the meet, in the manner and format prescribed in Pacific Swimming Policies and Procedures.
6. Failure to provide meet results as required shall be grounds for denying future sanctions.

D. Financial Reports, Meet Summary Reports and Fees

1. Meet financial report, meet summary report and payment of fees due Pacific Swimming shall be received by the Treasurer within 30 days after the last day of the meet.
2. Failure to provide the meet financial report and payment of fees due Pacific Swimming as specified shall subject the meet host to a penalty of 10% of the Pacific Swimming share of the meet fees and may provide grounds for denying future sanctions.
3. A meet summary report is a copy of the documentation from the meet management software used to determine and calculate the number of individual and relay entries and the corresponding fees due to Pacific Swimming. The meet summary report shall be attached to the meet's financial report. Failure to supply the documentation will trigger a reminder e-mail to the club. If the documentation is not provided to the Treasurer within 30 days of the reminder, a penalty fee of 25% of the fees paid to Pacific Swimming shall be assessed to the club.

ADDENDUM: I MOTION(S) TO CLARIFY AN EXISTING RULE OR ADD A RULE:NONE

II. ITEMS TO BE MOVED TO POLICIES AND PROCEDURES

A. Rules

[8. Timing system requirements]

- a. Level 1 – Primary system: Automatic Level 1 timing
Level 1 timing may be used at any meet, and is required for all meets with Junior Olympic qualifying time standards or higher. A backup system with a minimum of two buttons and a tertiary system of at least one manual watch shall also be provided;
- b. Level 2 – Primary system: Semi-automatic with 3 buttons
Age group meets with qualifying times of A or higher (including multi-class meets) and Senior meets shall have at least a Level 2 primary timing system with a minimum backup system of at least one watch. Timing system guidelines for Senior meets will be outlined in the minimum criteria document established by the Senior Committee.

c. Level 3 –Primary system: Semi-automatic with 2 buttons or manual with 3 watches All other sanctioned meets in meets sanctioned by Pacific Swimming shall have at least a Level 3 primary timing system. If such system consists of semi-automatic timing with two buttons, a backup system of at least one watch shall be provided.

d. Level 4 - Primary system: Manual with 2 watches

Level 4 timing may be used only to achieve Pacific Swimming age group time standards below A.

B. Meet Operations

1. Entries

- a. All paper entries received shall be filed alphabetically by age group and kept at the seeding desk as a ready reference in case of dispute over an entry.
- b. Entries shall be completely filled out including all 14 characters contained in the athlete's current USA Swimming registration number. Correct club codes should be used (see Member Club information on the Pacific Swimming web site).
- c. Competitors shall enter their name and registration number on their entries exactly as they are shown in their USA Swimming Registration. If this is not done, it may be difficult to match the athlete with the registration and times database. The meet host shall check all athlete registrations against the USA Swimming SWIMS database and if not found to be registered, the Meet Director shall accept the registration at the meet (a \$10 surcharge will shall be added to the regular registration fee). Duplicate registrations will be refunded by mail. The registration forms and fees shall be sent by the host club to the Registration Chair. The surcharge shall be rebated to the host club if the registration forms and fees are received by the Registration Chair within three (3) days of the last day of the meet. Athletes who register at a meet who assert that they are already registered may mark the application form by writing "Possible Duplicate" in the upper right corner of the form. When received, the Registration Chair shall review the records, and if an application is a duplicate, any fee paid shall be refunded by mail.
- e. When those meets that have an imposed limitation on the number of athletes reaches that capacity (CAP), all unaccepted entrants not already notified automatically via online entries shall be notified in the following manner:
 - (1) No later than the first Monday before the meet, the Meet Director shall make provisions to contact (via telephone) a coach or Board Member from each club that has entries returned. A list of returned entries may also be posted on the Pacific Swimming website.
 - (a) A log with the date, time and name of person contacted shall be maintained as well as the name of each athlete from that club with his/her total entries.
 - (b) All envelopes received shall be opened so as to determine if there are more than one athlete's entries being rejected.
 - (c) With the permission of the contact person, those entries then can be grouped together and mailed with the individual checks to the Club's address. Small number of entrants from a particular club should be mailed directly back to the individual's address.
 - (d) The Meet Director of the oversubscribed CAP meet may contact the Meet Directors of any Pacific Swimming meet(s) (regardless of Zone) being held that same weekend. If any of the other meets have room to accommodate additional athletes, that information shall be passed on to each of the telephoned club contacts. Pacific Swimming Sanctions shall be contacted so that the other meet(s) sanction shall be amended to allow late or deck entries.

3. Seeding

- b. Relay seeding time and first, middle initial and last names and ages of eligible athletes shall be submitted to the desk upon call of meet management, this being not less than one hour before the first heat of each relay event. Relay events shall be deck seeded.

C. Meet Results

1. Meet results shall be submitted to Pacific Swimming by email at results@pacswim.org, and shall include the complete meet results in a SDIF, SD3, or CL2 electronic file, PLUS the complete meet results in a HTML or PDF file.
2. Include the name, email address and phone number of your computer operator and, if different, the name, etc., of the person who is sending the file. Results need only be sent to the above E-MAIL address; everyone who needs the results will receive them from that single address.
3. & 4. Although it is recommended that a meet be computerized, when that is not possible, results or individual times may be submitted manually but shall include the sanction number of the meet (if applicable), first and last name of athlete, age, registration number, club affiliation, LSC designation, and time. (Include both preliminaries and finals times for preliminaries and finals meets.) First and last name, age and registration number of each athlete on a relay club shall be listed in the order that they swam.

III ITEMS TO BE DELETED:

- A.4. A public address unit or bull horn|| must be provided for the starter, and a public address unit must be so placed as to be heard clearly in the designated swimmer rest areas.

B.3. Seeding

- a. All classified age group meets except B meets shall be seeded on the deck. Deck seeding is recommended for B meets.

B.4. Desk and Scoring

- a. The ballot system shall be used for judging places in all Pacific Swimming sanctioned meets. Across the board judging may be used only with the approval of the meet referee. All timers' cards should show the times from three (3) watches. Exception: Places and times recorded by automatic timing placing equipment.

- C.1. The following shall be sent by electronic mail by the next day after the meet to results@pacswim.org:

- a) HY-TEK
 - i. SDIF or COMMLINK file of the complete meet (include all participating clubs).
 - ii. HTML file in publication order
 - iii. The files should be zipped and attached to an email. DO NOT put the files in the body of the email.
- b) S.A.M.M.S
 - i. Under post meet outputs use the create results diskette option and send the executable file. The file will shall be labeled XXXXMY.exe (club acronym, month and year of meet.Exe)
 - ii. This file contains the results in HTML publication format and the SDIF file of the meet.
- c) ALL OTHERS
 - i. Your program shall provide a SDIF file and HTML file in proper result sequence mandated by USA Swimming.
 - ii. The files should be zipped and attached to an email. DO NOT put the files in the body of the email.

C. Meet Results

1. Meet results shall be submitted to Pacific Swimming no later than the next day after the meet, in the manner and format prescribed in Pacific Swimming Policies and Procedures.
4. Meet results shall be provided to Pacific Swimming within 48 hours after the completion of the meet.
5. Athletes shall be listed in descending order of time — fastest to slowest.