

SECTION 2

SWIM MEET PREPARATION

A. Meet Announcement

1. Meets shall be conducted under current rules and regulations of USA Swimming and Pacific Swimming. The sanction application and meet announcement shall be submitted by the deadlines outlined in the Policies and Procedures.
2. All sanctioned and approved meet announcements shall be posted in a pdf format by the Pacific Swimming Webmaster on the Meet Schedule page on Pacific Swimming's website within 2 business days of the sanction being granted.

The meet announcement shall contain the following statements: (Items revised to order presented in meet announcement)

"Held under the sanction of USA Swimming/Pacific Swimming"

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

14. "Photography and video recording from behind the blocks or starting areas is prohibited unless prior permission is granted by the Meet Referee. Use of any audio or visual recording electronic devices, including but not limited to film and digital camera, cell phones and tablets, is not permitted in changing areas, rest rooms or locker rooms. Violation of this recording prohibition may result in the ejection from the swimming pool facility by the Meet Referee or his/her designee."

8. The meet announcement shall include information about: Water depth measured for a distance of 3 feet 3 ½ inches (1 meter) to 16 feet 5 inches (5.0 meters) from both end walls. (Reference USA Swimming Rules & Regulations Articles, 202.4C)

The meet announcement shall include: A complete schedule of lanes and time for all warm-up procedures which must be adhered to by all participants.

10. One of the following two statements as to the certification status of the competition course:

"The competition course has been certified in accordance with 104.2.2C(4). The copy of such certification is on file with USA Swimming"; Or "The competition course has not been certified in accordance with Article 104.2.2C(4)"

6. "All coaches and deck officials must visibly display their current USA Swimming membership card".

9. "Any swimmer entered in the meet must be certified by a USA Swimming member-coach as being proficient in performing a racing start or must start each race from within the water. When unaccompanied by a member-coach, it is the responsibility of the swimmer or the swimmer's legal guardian to ensure compliance with this requirement".

12. ~~"Any-~~USA Swimming athlete-member competing at the meet must be accompanied by a USA Swimming member-coach for the purposes of athlete supervision during warm-up, competition and warm-down. If a coach-member of the athlete's USA Swimming Club does not attend the meet to serve in said supervisory capacity, it is the responsibility of the athlete or the athlete's legal guardian to arrange for supervision by a USA Swimming member-coach. The Meet Director or Meet Referee may assist the swimmer in making arrangements for such supervision; however, it is recommended that such arrangements be made in advance of the meet by the athlete's USA Swimming Club Member-Coach." (Pacific rule only)

13. "Changing into or out of swimsuits other than in locker rooms or other designated areas is ~~not appropriate and is strongly discouraged~~ prohibited"

15. "Destructive Devices – Destructive devices to include but not limited to explosive devices and

equipment, firearms (open or concealed), blades, knives, mace, stun guns and blunt objects are strictly prohibited in the swimming facility and its surrounding areas. If observed, the Meet Referee or his/her designee may ask that these devices be stored safely away from the public or removed from the facility. Noncompliance may result in the reporting to law enforcement authorities and ejection from the facility. Law enforcement officers (LEO) are exempt per applicable laws.”

“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”.

“No athlete will be permitted to compete unless the athlete is a member as provided in Article 302”

A statement of the nature of prizes to be awarded

The meet announcement shall include whether on-deck registration will be permitted and under what condition

B. Entry Fees

1. Entry fees shall be charged for each class of meets. The meet host is not required to accept entries that do not include applicable fees. Participation fees cannot be charged unless entry fees are charged.

Class of Meet	Individual Entry Fees			Relay Entry Fees		
	Total Fee	To Host	Due PC	Total Fee	To Host	Due PC
	LSC MEETS					
Senior Circuit	\$7.50	\$5.25	\$2.25	\$20.00	\$14.00	\$6.00
Senior Open & Senior II	\$6.50	\$4.55	\$1.95	\$20.00	\$14.00	\$6.00
JO Championships	\$7.50	\$5.25	\$2.25	\$20.00	\$14.00	\$6.00
FW Championships	\$10.00	\$7.00	\$3.00	\$20.00	\$14.00	\$6.00
	AGE GROUP MEETS					
Other T&F	\$5.50	\$3.85	\$1.65	\$16.00	\$11.20	\$4.80
CBA+ & other age group meets	\$4.00	\$2.80	\$1.20	\$9.00	\$6.30	\$2.70
	“OTHER”					
Time Trials	\$50.00 flat fee (includes sanction fee)					

NOTES:

1. Multi-class meets – applicable fee will be that of the highest class included in the meet.
2. Host teams may impose a participation fee not to exceed \$8.00 for short course meets and \$10.00 for long course meets per athlete to help defray meet expenses. Host teams of meets scheduled by Zone 4 may increase the foregoing participation fee amounts by \$1.00 per athlete to help defray expenses of the Zone. Relay-Only athletes are exempt from this surcharge, except in relay-only meets.
3. Leagues charging entry fees shall pay the Pacific Swimming portion applicable to amount of entry fee as listed above.
4. Alternative entry fee formats for Dual, Tri, Quad, Closed Invitational and Super League are found in the Policies and Procedures.
5. The Pacific Swimming fee does not apply to Disability Swimming Meets.

C. Events

1. All events must conform to the current list in the USA Swimming Rules and Regulations. Exceptions may be made by application to and approval of Pacific Swimming Sanctions. **All LSC awarded Age Group Meets need approval from the Age Group Chair, and all LSC Senior meets need approval from the Senior Chair. All Zone awarded meets need approval from Zone Sanction Chair.**

ADDENDUM

I MOTION(S) TO CLARIFY AN EXISTING RULE OR ADD A RULE:

The meet announcement shall contain the following statements: (Statements added to reflect USA Swimming Rules)

- ** “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”. – moved from Section 3
- ** “Held under the sanction of USA Swimming/Pacific Swimming”
- ** “No athlete will be permitted to compete unless the athlete is a member as provided in Article 302”
- ** A statement of the nature of prizes to be awarded
- ** The meet announcement shall include: A complete schedule of lanes and time for all warm-up procedures which must be adhered to by all participants.
- ** The meet announcement shall include whether on-deck registration will be permitted and under what conditions

C. Events

1. All events must conform to the current list in the USA Swimming Rules and Regulations. Exceptions may be made by application to and approval of Pacific Swimming Sanctions. **All LSC awarded Age Group Meets need approval from the Age Group Chair, and all LSC Senior meets need approval from the Senior Chair. All Zone awarded meets need approval from Zone Sanction Chair. (Current practice)**

Footnote to table:

4. **Alternative entry fee formats for Dual, Tri, Quad, Closed Invitational and Super League are found in the Policies and Procedures.**

II. ITEMS TO BE MOVED TO POLICIES AND PROCEDURES:

A. Meet Announcement

1. Approximately 120 days before a scheduled meet host clubs will receive *an email from Pacific Swimming Sanctions containing a link to the meet director’s information including the sanction application.* USA Swimming Directors Handbook, sanction application, a format for their meet information sheet appropriate to the meet type, and other necessary sanction information and forms. Packets for meets not scheduled in advance will need to be requested from the Pacific Sanctions Chairman. Changes to the format must be approved by Pacific Swimming Sanctions or Board of Directors and Pacific Swimming Scheduling Chair. Changes to the format, dates or class of a LSC awarded meet will require approval by Pacific Swimming Sanctions, Pacific Swimming Scheduling Chair, and in addition the Age Group Chair for Age Group Meets and Senior Chair for Senior meets. Changes to a Zone awarded meet will require approval in accordance with each Zone’s Policy and the Pacific Swimming Sanctions. (revised to include current practice)
3. The sanction will be granted only with the approval of Pacific Swimming Sanctions, the Meet Referee, and the Meet Director. Once the sanction is granted, there may be no changes without the approval of

the Meet Referee and Pacific Swimming Sanctions. In addition, all LSC awarded Age Group Meets will need approval from the Age Group Chair, and all LSC Senior meets will need approval from the Senior Chair. All Zone awarded meets will also need approval from Zone Sanction Chair.

The sanctioned meet announcement shall be sent by Pacific Swimming Sanctions to: The Meet Director, the Meet Referee, the Zone Sanction Chair (Zone awarded meets only), the Age Group Chair (LSC Age Group awarded meets only), the Senior Chair (LSC Senior awarded meets only), the Officials Chair, the Pacific Swimming Treasurer, the Finance and Audit Chair, Swimconnection, and the Pacific Swimming Registrar.

4. Mail in entries shall be post marked two Mondays prior to the meet; online entries are due two Wednesdays prior to the meet. Any hand delivered entries shall be submitted in accordance with the meet announcement but in any case no later than the deadline for online entries.

Any Zone sanctioned meets may accept zone entries three Mondays prior to the meet. The host team may invite to be part of the Zone priority, one team outside of the Zone or LSC up to 30 total athletes.

7. For meets with qualifying times or when awards are based on entry flights, all entry times must be submitted for verification to timeverification@pacswim.org. ~~a source designated by Pacific Swimming.~~ Change of times will remain the discretion of the meet referee. The following language will be mandatory in the meet announcement for such meets. Entry times submitted for this meet will be checked against a computer database and may be changed in accordance with Pacific Swimming Entry Time Verification Procedures.

B. Entry Fees

2. For swim meets of which Pacific Swimming grants sanctioning, but the meet fee structure does not follow currently adopted methods as prescribed in Pacific Swimming Rules and Regulations, the following calculations will be used to determine the share owed to Pacific Swimming following the conclusion of the swim meet. This formula applies to all Dual, Tri, Quad, and/or closed invitational whereby the meet host does not use current methods listed. Meets sanctioned by Pacific Swimming that do not follow the individual and relay entry fees listed above shall use the percentage determined by the number of days in the meet to calculate the amount due to Pacific Swimming. This formula applies to all Dual, Tri, Quad, Closed Invitational and all League meets. This percentage fee includes the sanction fee.
 - a. One day meet, Pacific Swimming shall receive 20% of meet participation fees charged.
 - b. Two and three day meets, Pacific Swimming shall receive 25% of meet participation fees charged.
 - c. For a four day or more meet, Pacific Swimming shall receive 30% of the meet participation fees charged

D. Relay Entry Information

1. At the discretion of the meet director, relay team entries may be made on the day of the meet at such time as deemed reasonable to allow for payment of entry fee, preparation of heat sheets, and seeding of teams, this being not less than one hour before the swimming of the first heat of the relay event being entered. Clubs desiring to do so may submit entry cards before the meet including only the team name. Meet directors may require pre-entry of relay teams if preferred.
2. Relay Meets—Entries must be submitted by the closing date.

III. ITEMS TO BE DELETED:

5. In cases where change of location is necessary after granting of the sanction, the meet management must immediately notify in writing via email the Pacific Swimming Sanctions and the Meet Director, the Meet Referee, the Zone Sanction Chair (Zone awarded meets only), the Age Group Chair (LSC Age Group

awarded meets only), the Senior Chair (LSC Senior awarded meets only), the Officials Chair, the Pacific Swimming Treasurer, the Finance and Audit Chair, Swimconnection, and the Pacific Swimming Registrar.
(Redundant)