

# WISCONSIN SWIMMING, INC.

**Title:** Meet Entry Procedures

Policy Number 2

**Effective Date:** March 1,1999

<b>Revision Date:</b> March 23,1999	2.8.2
January 27, 2004	2.2.4 and 2.3.1 through 2.3.3 &
April 27, 2004	2.4.1
April 26, 2005	2.2.1; 2.2.1.Q & R; 2.4.4.F; 2.4.6.C; 2.7.5; 2.8.1; 2.8.2; and 2.8.4
June 27, 2006	2.2.1.T and 2.8.1.C. 7
June 23, 2009	2.4.1-.8
October 26, 2010	2.2.1, 2.3.6, 2.4.1, & 2.8.3

**Scope:** This policy provides direction to LSC members for all elements relating to meet entry procedures. Where conflicts between USA Swimming Rules and LSC policy appear, USA Swimming Rules shall prevail.

## ***2.1 Requirements for Entry into Sanctioned Meets***

Every club entered in a USA Swimming sanctioned meet, as a team, must have a USA Swimming group/club membership. Members of a club are not eligible to compete as a team if that particular club does not hold a current USA Swimming group/club membership. A swimmer for a non-member club must compete "unattached" and may not swim on a relay team and may not score team points.

## ***2.2 Meet Announcement***

2.2.1. The Meet Announcement shall include the following:

- A. Location and Date
- B. Facility including water depth (Meet Announcement shall include water depth measured for a distance of 3 feet 3.5 inches (1.0 meter) to 16 feet 5 inches (5.0 meters) from both end walls) and block height
- C. One of the following two statements:
  1. The competition course has been certified in accordance with USA Swimming's Rule 104.2.2C(4). The copy of such certification is on file with USA Swimming. or
  2. The competition course has not been certified in accord with USA Swimming 104.2.2C(4).
- D. Meet Time Schedule, including warm-up times and procedure
- E. Host Team Name
- F. Sanction Number/Approval Number
- G. Entry Fees and Deadline
- H. Admission Fees
- I. Order of Events
- J. Entry Limitation including meet policy regarding deck registration and deck entries
- K. Classification of Meet

- L. Waiver Form
  - M. Timing System to be Used
  - N. Program Cost
  - O. Concession Facilities
  - P. Awards
  - Q. Name & Telephone Number of Meet Director
  - R. See Wisconsin Swimming website ([www.wisconsinswimming.org](http://www.wisconsinswimming.org)) for electronic Meet Entry Form or contact the Meet Entry Coordinator, if submitting entries manually, for Meet Entry Form.
  - S. Name of Meet Referee
  - T. Notification that non-LSC entrants must bring current USA Swimming membership cards.
  - U. For a Meet conducted in an outdoor pool, procedures for threatening weather and closing the pool; for handling any weather related Meet delay and resuming the Meet; and for refunding entry fees, if any refund, for events not competed.
- 2.2.2. The entry and waiver forms for the Meet must request:
- A. Team alpha code and team name
  - B. Each swimmer's name, age and USA Swimming membership number
  - C. Coach and/or designated coach representative at the competition
  - D. Name & telephone number of person to contact regarding any entry issue.
- 2.2.3. This entry form will constitute the official entry for competition. If the entry form is provided in an electronic format, a hard copy must be included with signed waiver form.
- 2.2.4. The Meet Committee resolves any discrepancies in the Meet Information.
- 2.2.5. The LSC Sanctioning Officer may require a Meet Host to forfeit to the LSC all entry fees received for participants that exceed the sanction limit on entries, not including relays.
- 2.2.6. Deck entries will not be accepted unless otherwise specified in the Meet Information. If accepted, swimmers will be seeded in the slowest heat.

### **2.3 Reservations**

- 2.3.1 Participating teams may request an entry reservation form from the Meet Host. Reservations cannot be postmarked before:
- Fall-Winter Season:
    - The second Tuesday of September for LSC teams; and
    - The third Tuesday of September for non-LSC teams.
  - Spring-Summer Season:
    - The second Tuesday of March for LSC teams; and
    - The third Tuesday of March for non-LSC teams.

- 2.3.2 A Meet Host may require a deposit not to exceed the actual entry fee to hold any entry reservation. Any reservation deposit may not be cashed or deposited before the Meet entry deadline specified in the sanctioned or approved Meet Information.
- 2.3.3 If a Meet is over-reserved with entries postmarked on the reservation date, then seven (7) days after the reservation date (to permit receipt of all reservations postmarked on the reservation date), the Meet Host reduces the reserved entries in the following manner:
- A. If the Meet reserved entries exceed the entries limit by less than fifteen percent (15%), the Meet Host shall reduce each team's entries by the percent that the Meet is over-reserved.
  - B. If the Meet reserved entries exceed the entries limit by more than fifteen percent (15%), the Meet Host shall conduct a lottery among all teams to identify team(s) whose entries are returned to the team(s), i.e., the teams(s) will not participate in the Meet, until the entry limit is reached.
  - C. If the lottery identifies a team whose entries reduce the reservations to less than the entries limit, the Meet Host may advise the team that the team may reserve the number of entries available to the entries limit. However, if that team declines to participate in the Meet, then Meet Host may accept entries from another team that the lottery otherwise would have determined could not participate, until the entry limit is achieved.
  - D. When a Meet is over-reserved, the Meet Host must notify all teams submitting reservations of the results of either the fifteen percent (15%) reduction in entries or the results of the lottery within fourteen (14) days of the reservation date.
- 2.3.4. A Meet Host may accept, on a first come first served basis, entry reservations from clubs that reserve for all days of the meet, except evening only sessions, not just selected days. To be considered, all days must be at least plus or minus thirty percent (30%) of any single day's entry reservations.
- 2.3.5. Entry reservations must be received by the entry deadline stated in the Meet Information. Reservations must be submitted on the current WSI meet reservation form.
- 2.3.6. A Meet Host not accepting reservations until the Meet Announcement must:
- a. Indicate in the Meet Announcement an entry deadline for non-LSC teams that must be a minimum of two (2) weeks after the date the Meet Announcement is posted on the LSC web site. Non-LSC teams may send entries before the non-LSC entry deadline to establish priority for non-LSC teams; but these entries may not bump any Wisconsin LSC entries received before the non-LSC entry deadline.
  - b. Reduce the number of Meet entries, when entries received by the entry due date exceed the number permitted, in the same manner as is required for reservations that exceed the permitted number of entries. (Refer to 2.3.3)

### ***2.4 Host Club Responsibilities***

- 2.4.1. The Meet Host must send the Meet Announcement to the LSC Web Master for posting on the LSC web site, [www.wisconsinswimming.org](http://www.wisconsinswimming.org), for all LSC sanctioned open Meets at least twenty-one (21) days prior to the entry deadline. The Meet Host must include a Meet Event File for the purpose of importing events into team management software.
- 2.4.2. If the published Meet Information is changed, the Meet Host must notify teams of these changes. If the changes prevent clubs from fulfilling their reservations, the unused reservation moneys must be refunded.
- 2.4.3. Seven (7) days before any sanctioned meet, or less as deemed by the LSC prior to a LSC Championship Meet, the Meet Host must send an .sdi file to the LSC Registration Coordinator to insure that all athletes entered in a sanctioned meet are current member athletes of USA Swimming. A complete meet back-up must be sent to the LSC Treasurer seven (7) days before all sanctioned/approved meets or less as deemed by the LSC prior to an LSC Championship Meet.
- 2.4.4. Meet Final Results: The Meet Host must send Meet Final Results as follows:
- A. Registration Coordinator, Treasurer, and Administrative Chair, in electronic form, a complete Meet Backup, within seven (7) days after the Meet.
  - B. In cases where a USA Swimming National Meet, requiring NTVs, has an entry deadline less than seven (7) days after the meet, Meet Final Results must be sent electronically to the NTV/Records Coordinator and Registration Coordinator at least twenty-four (24) hours before the USA Swimming National Meet entry deadline.
  - C. Web Administrator, to be posted on the LSC web site, and Treasurer within fourteen (14) days after the meet in three (3) forms:
    - a. Locked database
    - b. Results file to be imported into a Team's database
    - c. PDF results in standard publication format
  - D. Administrative Chair and Treasurer: the completed Meet Reports (completed in full as per Policy 2.4.5. and Policy 2.4.8) in electronic form within twenty-one (21) days after the meet.

NOTE: "Electronic form" means a computer file created by Meet management which may be sent by electronic mail (e-mail) or posted to a website. In cases where Meet Final Results in electronic form are not available for any reason, printed Meet Final Results must be distributed.

- 2.4.5 A Meet Host must prepare Meet Final Results as follows:
- A. Identify fully the Meet, e.g., name, sanctioned/approved number, location, date, and pool length on each page.
  - B. Identify teams participating by full names and locations.
  - C. Identify unattached swimmers with their LSC status, e.g., UN-WI, UN-ILL, etc.

- D. Provide first and last names, ages, and team affiliations for all swimmers.
- E. Provide event information in publication order by:
  - a. Separating events by age group and gender;
  - b. Listing events in the following order: freestyle events, backstroke events, breaststroke events; butterfly events, individual medley events, freestyle relay events and medley relay events; and
  - c. Listing events from shortest distance to longest distance within each stroke/event.
- F. Treat prelim/final formats and lead-off swims as one event.
- G. Provide first and last names of competing relay swimmers, their ages, and their order of swimming.

2.4.6 For LSC Championship Meets, the Meet Final Results also must include:

- A. All relay lead-off splits from an automatic timing system.
- B. Team or individual scores, if applicable
- C. Time Trial results in same format as Meet Finals Results, i.e., the same order as the Meet Final Results. Mixed gender events are not acceptable for entering Time Trial Results into the USA Swimming SWIMS database.

2.4.7. Each participating group member is responsible for insuring that all entered swimmers are validly registered USA Swimming athlete members for all sanctioned Meets. Any swimmer who has entered the Meet and is not registered as USA Swimming athlete member may not swim in a sanctioned Meet unless the Meet Host is accepting deck registration on the day of the meet in order to participate.

2.4.8. In addition to Meet Final Results, the Meet Host must submit the following reports for a sanctioned Meet:

- A. Meet Report, to Administrative Chair and Treasurer within twenty-one (21) days of the meet.
- B. Meet Financial Statement, to Administrative Chair and Treasurer within twenty-one (21) days of the Meet
- C. Hard copy of the Meet Financial Statement along with the check for travel fund and splash fees to the Treasurer within twenty-one (21) days of the Meet

## ***2.5 Championship Meets***

2.5.1. Meets may be designated as Championship Meets only by the LSC and no Meet Host may use the word "Championship" unless authorized to do so.

2.5.2. The LSC, in cooperation with the member clubs, will host or award the Championship Meets and include financial support where needed. The General Chairman, Age Group Chairman, and Senior Chairman shall be responsible for the coordination of this Meet and for establishing a format for delegation of work effort among participating clubs, where necessary.

- 2.5.3. Times from any Meets other than the sectional or LSC Championship Meets beginning the first Monday after sectionals through the LSC Championships may not be used for proof of times at the upcoming LSC Championship Meet.
- 2.5.4. The Meet Host must forward to the LSC Webmaster a Psych Sheet format report on the LSC website on the Tuesday preceding the start of the Meet for posting on the website.

## ***2.6 LSC Hosted Meets***

- 2.6.1 The LSC may host LSC and regional championships and regional qualifying Meets. Clubs entering LSC hosted Meets have the duty to provide workers and may be required to forward a forfeitable deposit of \$2.50 per swimmer, but not to exceed \$50 per club for each day of the meet as mentioned in the Meet Information. Although the LSC will cooperate with member clubs, the LSC should not accept responsibility, except to an insignificant degree, to host a Meet.
- 2.6.2 The Meet Director for LSC sponsored Meets may be compensated for his/her efforts, not to exceed \$500.00, subject to approval by the House of Delegates.

## ***2.7 Entry and Seed Times***

- 2.7.1. In LSC Championship Meets, qualifying standards must be achieved by a swimmer in a meet providing printed meet results; e.g. USA Swimming sanctioned or approved Meets, WIAA high school Meets, YMCA closed competition, NCAA closed competition.
- 2.7.2. Seed times shall be those a swimmer has achieved. Swimmers whose seed times place them in the final heats, and whose times are significantly slower than those given on the team entry form, may be penalized. The penalty may result in the swimmer being placed in the "no time" category, or being dropped from the remainder of the meet by the Meet Referee.
- 2.7.3. The coach or club representative shall be responsible for seed times of swimmers.
- 2.7.4. If obvious inaccuracies occur within a particular team's entries, the LSC General Chairman can be authorized by the LSC to fine the team.
- 2.7.5. Proof of Time: In an LSC Championship Meet with minimum qualifying times:
  - A. A swimmer who does not swim equal to or faster than the Meet qualifying time standard must prove his/her time, i.e., must provide documentation that he/she has swum at least as fast as the entry qualifying standard, or pay a penalty/fine in the amount stated in the Meet Information. A swimmer disqualifying from an individual event also must prove his/her time.

- B. Acceptable proof of time for an LSC Championship Meet includes any printed Meet Final Results or a printout from the USA Swimming SWIMS database that identifies the swimmer by name, his/her time, and the Meet name and date at which the swimmer previously achieved the qualifying time. The results of a Time Trial, conducted at or in conjunction with the Meet for which the proof is required, is not acceptable.
- C. A swimmer with an outstanding proof of time may not compete in another individual event and his/her team may not compete in relays events until the swimmer provides the proof or pays the penalty.
- D. A Team, with a swimmer owing a proof of time penalty, may not enter an LSC sanctioned or approved Meet until the proof of time is paid.

2.7.6 The Sanctioning Chairman may waive time standards for swimmers of the Meet Host in quality Meets, except for LSC Championship Meets.

**2.8 Meet Fees**

2.8.1. Entry Fees: The Meet Host shall specify entry fees for its Meet for individual and/or relay events. The Meet Host retains the entire amount collected for any relay event fees. The Meet host shall pay a portion of each individual event entry fee to the LSC Travel Fund according to the following schedule.

- a. \$0 to \$2.00: Five percent (5%) of total individual event fees collected.
- b. \$2.01 or more: Ten percent (10%) of total individual event fees collected.
- c. Quality Meet: A Meet Host for a quality Meet may charge any amount for an individual entry fee and remit five percent (5%) of the total individual event fees collected. A Quality Meet is defined as follows:
  1. Prelim/Finals Meet
  2. BB+ Only Age Group Meet
  3. Senior Only Meet
  4. LSC Regional Meet
  5. LSC Championship Meet
  6. Distance Meet - A distance meet must offer the following events:

<u>Age Group</u>	<u>Mandatory Events</u>	<u>Optional Events</u>
10 – Under	200 Fr, 200 IM	100 Ba, 100 Br, 100 Fl, 100 Fr
11 – 12	400/500 Fr, 200 IM	100 Ba, 100 Br, 100 Fl, 200 Fr
13 & Over	800/1000 Fr or 1500/1650 Fr, 400 IM	200 Ba, 200 Br, 200 Fl, 500 Fr

7. Pentathlon Meet – A Pentathlon Meet must offer the following events:

<u>Age Group</u>	<u>Mandatory Events</u>
10 & Under	4 events of 100 yd/m of each stroke and 200 IM
11 & Over	4 events of 200 yd/m of each stroke and 400 IM

- 2.8.2. LSC hosted Meets that run at a loss will have the standard entry fee percent allocated to the Travel Fund, with funds transferred from the general fund. LSC hosted Meets run at a profit will have standard entry fee percent allocated to the Travel Fund.
- 2.8.3. Splash Fee: A Meet Host shall remit to the LSC:
- A. For Non-Championship Meet: To the LSC General Fund, \$2.00 (two dollars)(to be reviewed by December 31, 22013) per individual event swimmer for any sanctioned or approved Meet charging an individual event fee. Splash Fee does not apply to relay only swimmers entered in Non-Championship Meet;. and
  - B. For Championship Meet: To the LSC Travel Fund, \$3.00 (three dollars) for each age group swimmer including each relay only swimmer; and \$5.00 (five dollars) for each senior swimmer, including each relay only swimmer.
- 2.8.4. Proof of Time Penalty: The Meet Host must impose a penalty/fine upon non-achievement at the competition if the time standard is not substantiated through acceptable proof of time.
- 2.8.5. Surcharge Fee: A Meet Host may levy a surcharge fee only with the LSC House of Delegates approval and only for the purpose of contributing to the LSC Travel Fund.

Reason for Change:

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| March 23, 1999   | 2.8.2 Coach reimbursement added  |
| January 27, 2004 | 2.2.4 Added Meet Committee may resolve discrepancies in Meet Information<br>2.3.1 through 2.3.3 amended to clarify handling reservation over Meet entries limit and renumbered 2.3.4 through 2.3.7   |
| April 27, 2004   | 2.4.1 Added requirement to posting Meet Information on LSC website   |
| April 26, 2005   | 2.2.1 Eliminate paper when feasible<br>2.2.1. Q & R Encourage electronic entries; Meet Referee often is only Official known at time Meet Information is prepared<br>2.4.4.F Encourage use of electronic communication<br>2.4.6.C Specify Time Trial Results Format<br>2.7.5 Add USAS SWIMS database as acceptable Proof of Time; add conditions for acceptable proof of time<br>2.8.4 Add Proof of Time Penalty<br>2.8.1 Organizes all, and only, Meet entry fee information/conditions into 2.8.1 |
| June 27, 2006    | 2.2.1T Add conditions for outdoor Meet<br>2.8.1.C.7 Add Pentathlon to Quality Meets  |
| June 26, 2007    | 2.8.3 Increase Splash Fee to \$3.00  |
| June 23, 2009    | 2.4.1-.8 Make meet reporting requirements paperless.   |
| October 26, 2010 | 2.2.1 Add Specify conditions for pool depth measurement and identified whether pool is certified in accord with USAS Rule 104.2.2C(4)<br>2.3.6 Delete mail and e-mail distribution of Meet Announcement; use Meet Announcement instead of Meet Information for consistency with USA Swimming Rules<br>2.4.1 Delete mail and e-mail Meet Announcement<br>2.8.3 Decrease Splash Fee to \$2 with review by December 31, 2013  |