

Lake Erie Swimming Sanction/Approval Guide

(To be used in conjunction with the USA-S Meet Director's Handbook)

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Acknowledgments

This book was compiled from information taken directly from USA Swimming Meet Director's Handbook and other sources including LSC sites available on the internet.

Preface

The Lake Erie Swimming Inc. Meet Guide has been designed as an organizational and operational aid for the meet director. This guide provides general guidelines for the planning and conduct of a USA Swimming sanctioned meet. The local LSC rules and guidelines concerning the conduct of a meet are included. The exact responsibilities of the meet director vary greatly from club to club. This manual has been written as generically as possible; therefore, not all of its contents will apply to every meet.

Glossary

Check in: The indication that a swimmer intends to participate in an event.

Consolation finals: The race that determines final places and times for the next fastest swimmers who failed to qualify for the finals. Swimmers in a consolation final may not place ahead of swimmers in the final heat regardless of their time.

Deck-entered meet: A meet where all entries are accepted on the first or a later day of that meet and subsequently seeded into events.

Event: Any race or series of races (heats) in a given stroke and distance. For competitive limits, one event equals one preliminary or one timed final, or one preliminary plus the corresponding final.

Final: Any single race which determines the final places and times in an event.

Finals: The concluding session of each day of a preliminaries and finals meet in which the fastest qualifiers in each event compete.

He: He/She

Heat: A division of an event in which there are too many swimmers to compete simultaneously.

Qualifying heats (preliminaries): A competition in which a number of heats are swum to qualify the fastest swimmers for the finals where final placings for that vent will be determined.

Timed final heat: A competition in which only heats are swum and final placings are determined by the times performed in the heats.

Heat sheet (meet program): A form used for listing swimmers entered in an event, which designates the swimmer's seeded heat and lane for the event.

His: His/Her

Invitational competition: For those swimmers, organizations, and clubs invited by the host.

LSC (Local Swimming Committee): An administrative division of USA Swimming with supervisory responsibilities within certain geographic boundaries

May: Permissive, not mandatory.

Meet: A series of events held in one program.

No-show: Failure of a swimmer to report to the blocks and compete after checking in.

Official Verification Card (OVC): A three-copy form for certifying a national qualifying time made by a swimmer and issued by a verification official of the area in which the meet was held.

Open competition: Competition which any qualified club, organization, or individual may enter.

Psych sheet: A list, in ascending order of entry times, of the swimmers in each event of a meet.

Rulebook: In this handbook, "rulebook" refers to the USA Swimming Rules and Regulations.

Sanction: A permit issued by an LSC to conduct an event or meet.

(Note: All athletes participating in any USA Swimming sanctioned swim meet must be registered USA Swimming swimmers.)

Scratch: Withdraw an entry from competition in an event.

Seed: Distribute the swimmers among the required number of heats and/or lanes, according to their submitted or preliminary times.

Seeding:

Pre-seeded heats: Swimmers are arranged in heats in each event according to submitted times, and heat sheets listing the lane and heat assignments are prepared prior to the day of competition.

Deck-seeded heats: Swimmers are called to report to the clerk of course for their event on the day of the meet. After scratches are determined, the remaining swimmers are seeded into the proper heats and lanes. Swimmers are notified of their heat and lane assignment by means of individual cards or posted heat sheets.

Shall: Mandatory.

Split time: Time recorded from an official start to completion of an initial distance within a longer event.

Submitted times: Times filed with an entry, as having been previously achieved.

Timed finals: Competition in which only heats are swum and final placings are determined by the times performed in the heats.

Time standard: The time standard for an event in a meet is the time a swimmer must have previously achieved to enter that event.

Time trial: An event or series of events where swimmers may achieve or better a required time standard.

Meet Format, Scheduling, and Awarding

Meet formats may be dictated completely or partially by precedent or by LSC rules, but the meet director is usually responsible for the compilation of the meet invitation or information flyer and the master entry forms. The director may also be responsible for the development of a meet format (i.e., the events offered and the order of those events). In planning any meet, careful consideration must be given to the demands to be made upon swimmers, officials and spectators, in that order. Long, tiresome meets, with too many events and/or entries, often result in keeping small children up late at night. Meets should be planned to terminate within a maximum period of eight (8) hours of competitive events in any one day and to provide adequate meal and rest breaks and sheltered rest areas, properly supervised. With the exception of championship meets, the program in all other age groups below the A-level shall be arranged to allow the events for swimmers 12 years and younger to be completed in four (4) hours or less for a timed finals session or in a total of eight (8) hours or less per day for a preliminaries and finals meet. (*USA Swimming Rules and Regulations Articles 102.1*) Coaches can be the most valuable resource in this phase of meet planning. A previously successful meet format and common sense are the best guides.

Meet Sanction and Meet Information

(*USA Swimming Rules and Regulations Article 202*)

The lead time required for sanction application varies greatly between LSCs. The LSC general chairman can supply the necessary information regarding the sanction application procedure and time frame. Most sanction requests require payment of a specific sanction fee to the LSC and a copy of the proposed meet information flyer. An Application for Sanction is included in the appendices.

SECTION V MEETS - SANCTIONS AND APPROVALS

5.1 USA Swimming REQUIREMENTS: Swimming events (competitions, clinics, exhibitions, Swim-A-Thons, benefits, or other events where amateur swimmers compete, demonstrate, or exhibit) may be sanctioned. Refer to USA Swimming Code, Article 202.1 - 202.4, for jurisdiction, requirements, and conditions, which are part of the sanction application. Before requesting a sanction, applicant should become familiar with this article. Sanctions are issued, withheld, or withdrawn in accordance with USA Swimming Code, Article 202.

5.2 LAKE ERIE SWIMMING REQUIREMENTS: Each sanction request for an invitational meet shall be emailed to the Sanction Coordinator no later than 12 (twelve) weeks prior to the beginning date of the meet. *Meet hosts shall have completed the sanction process and have their meets ready for posting on the LESI website no later than 10 (ten) weeks prior to the date of their meets. Penalties are as follows: 1. If the meet information is not posted within 9 (nine) weeks of the meet, a fine of \$50.00 shall be levied against the meet host. 2. If the meet information is not posted within 8 (eight) weeks of the meet, a fine of \$100.00 shall be levied against the meet host. 3. If the meet information is not posted within 7 (seven) weeks of the meet, a fine of \$200.00 shall be levied against the meet host. 4. Thereafter, the fine against the meet host will increase by \$100.00 per week if the meet information is not ready for posting.* All sanction requests shall include the “**Application for Sanction**” to Lake Erie Swimming. All application blanks shall be filled in and application shall be signed. Meet Director(s), Safety Director and Entry Person must have read all sections of the meet personnel document posted on the Lakeerieswimming.com website and returned the verification pages.

5.3 A copy of the meet information which shall contain the following, also as shown in the meet template included as an attachment to this manual:

- A. List of events with the appropriate time standards
- B. Date, time and location of meet
- C. Awards to be given
- D. Warm-up procedure and, if divided, the team warm-up assignments
- E. Required statement as follows:

“NO ENTRIES WILL BE ACCEPTED UNLESS THE ENTRANT IS AN ATHLETE MEMBER OF USA SWIMMING, INC. EVERY CLUB ENTERED AS A TEAM IN A LAKE ERIE SWIMMING SANCTIONED MEET SHALL BE A MEMBER OF USA SWIMMING, INC..”

“HELD UNDER THE SANCTION OF USA SWIMMING, INC.”

Time Trials

Time trials are included in USA Swimming's National Championships (*USA Swimming Rules and Regulations Article 207.11.3*) and many coaches at local meets will ask that time trials be included in a meet. The meet director will then have the added responsibility of running two meets at once. The time trials must be sanctioned by the LSC and are usually run by the same people already mentioned in this manual.

The clerk of course should not be expected to enter information for the time trials, as he or she will be busy enough with the regular meet. A separate committee or person should be appointed to organize the time trials, take the entries, collect the monies, seed the events, and record and print the final results, which become part of the official meet record.

It should be noted that the limitation on the total number of individual events in which a swimmer may compete each day (*USA Swimming Rules and Regulations Article 102.2*) includes any events swum in time trials. Therefore, a method should also be established to ensure adherence to this limit.

Volunteers (runners, timers, timing equipment operators, officials, recorders and scorers, etc.) are often willing to stay for the extra time needed for the time trials; however, the meet director should inform all volunteers prior to the meet of the added time trials. If an individual is unable to commit himself for the extra time, the meet director should then find a replacement for anyone with a conflict.

5.4 TIME TRIALS: Time trials shall be sanctioned and conducted in accordance with USA SWIMMING technical rules.

5.5 APPROVED MEETS: Swimming competitions which are not sanctioned because non- - USA Swimming swimmers are participating (high school and collegiate, YMCA meets) may be approved. A Request for Meet Approval form should be completed and forwarded to the Sanctions Chair at least one week before the meet date. See USA Swimming Code, Article 202.4. Approved Meet fee is \$50.00.

The Meet Information Flyer or Invitation

A copy of the proposed meet information flyer or invitation must accompany the sanction request. The flyer, provides additional information to other teams, should include the following. This information will be accomplished by the proper completion of the meet sanction package – see example in the appendix:

1. The USA Swimming (LSC) sanction number.
2. The type of meet (invitational, open, etc.).
3. The class of meet (senior or age group, etc.).
4. The meet sponsor(s) (if applicable).
5. The date(s) and location of competition (including facility address).
6. The starting time(s) for warm-up and competition.
7. USA Swimming and LSC approved warm-up procedures.
8. A description of the facilities (including the timing system, number of lanes, length of course, type of lane lines and starting blocks, etc.)
9. The name, email and telephone number of the meet director.
10. The name, address, email and telephone number of the entries person.
11. The name, e-mail and telephone number of the safety director.
12. The entry deadline. This must allow sufficient time for meet seeding and production of heat sheets, but shall not be earlier than to two Mondays before the first day of the meet.
13. The entry fees for individual and relay events.
14. Surcharge information, if applicable.

15. The order of events with event numbers, appropriate time standards and the type of meet (e.g., timed final, preliminary/final).
16. Entry times in yards or meters.
17. Entry limitations per swimmer and overall meet limitations.
18. An explanation of the scoring system and awards.
19. A complete description of the entry procedure, including appropriate entry forms.
20. Information for disabled swimmers.
21. A clear and specific description of scratch procedures and penalties, which should conform to any LSC rules. If applicable, National Championship scratch procedures may be used by referring to *Article 207.12.10 of the USA Swimming Rules and Regulations*.
22. Any other information, which may be pertinent (e.g., a city map, list of area motels and restaurants, spectator admission fees, price of heat sheets, daily weather/temperature averages, etc.).
23. Current USA Swimming rules will apply.

SECTION VI MEET INFORMATION, ENTRIES, AND DEADLINES

6.1 MEET INFORMATION: Meet information shall conform to USA Swimming and LESI rules unless a variance in the LESI Policies and Procedures is specifically approved by the House of Delegates when the bid is approved and the meet is awarded by the meet scheduling committee and voted on by the House of Delegates.

.1 Meet information shall be submitted no later than 12 (twelve) weeks before the start date of the competition.

. A An electronic version of the meet information shall be emailed to the Sanction Coordinator for review and approval before being posting to the LESI web site. The Meet Referee and the Administrative Official should receive or download a copy of the approved sanction package.

REGISTRATION

SECTION I REGISTRATION

1.1 CLUBS: Every club registered with Lake Erie Swimming, Inc. (hereinafter LESI) shall have a currently certified coach, bylaws, and at least one USA Swimming registered athlete member. Any club entered as a team in an LESI sanctioned event shall be a member of USA Swimming, Inc., or the international governing body, FINA. Clubs seeking new registrations, renewal of registration, or modifications to current registrations (i.e., change of name) should contact the Registration Chair.

1.2 ATHLETES:

.1 All swimmers participating in sanctioned activities (including club practices and workouts, competition and meets, etc.) shall be registered athlete members of USA Swimming. The registration period expires on December 31 of each year. (Note: While practicing with a club, swimmers are allowed a single continuous 14-day tryout period during which membership is not required. The period ends after 14 days or immediately upon submitting an entry to swim in a sanctioned competition.)

.2 Registration of LESI swimmers shall be conducted by the LESI Registration Chair. Registration is effective upon receipt of the completed correct electronic application information with the applicable fee and acceptance by the Registration Chair or an authorized deputy.

.3 Athletes wishing to transfer into or out of the Lake Erie Swimming Local Swimming Committee (hereinafter LSC) shall complete a transfer form, which shall be sent to the Registration Chair to insure that proper notification is given to USA Swimming. Similarly, athletes transferring between teams in LESI shall notify the Registration Chair via the team registration representative. In both cases, the required 120-

day period as an unattached athlete shall be observed. Any violation of the 120-day rule will subject the team involved to a \$100.00 fine for each occurrence

1.3 NON-ATHLETES: It is a requirement of USA Swimming and of LESI that all meet directors, meet referees, safety **directors**, stroke and turn judges, starters, and coaches shall be registered with USA Swimming prior to working in any capacity for any club registered with LESI or at any event sanctioned or sponsored by LESI. Additionally, all non-athlete members of the LESI House of Delegates shall be registered with USA Swimming. Non-athlete members wishing to transfer into or out of the LESI LSC should contact the Registration Chair to insure that proper notification is given to USA Swimming.

SECTION II USA Swimming COACHES

2.1 Certification: Only persons with a current, valid USA Swimming coach membership shall be allowed to participate in any coaching capacity at any LESI sanctioned competition or event. Coaches' membership cards become invalid on the expiration date of any one of the current USA Swimming coach safety certification requirements. It is the responsibility of each *coach* to renew his or her safety credentials BEFORE they expire. Failure of coaches to keep their safety certifications current shall result in their dismissal from the deck or from the facility, whichever is deemed appropriate by the meet referee. If a team does not have a fully certified coach on deck their swimmers may be assigned to the coach of another club for supervision and may be converted to unattached status at the discretion of the meet referee. In no case may a swimmer be barred from competition because his or her coach is not properly registered.

2.2 Compliance: Any noncompliance with USA Swimming or LESI certification requirement may be referred to the Review Committee. Clubs may be fined a maximum of \$100.00 per day for allowing a person without a valid coaching membership to participate in any coaching activity at any LESI sanctioned competition or to represent LESI as a coach.

Competitive Classifications (*USA Swimming Rules and Regulations Article 201.1*) Senior Class: All registered swimmers are eligible for the Senior Class. (Recommended events are listed in *USA Swimming Rules and Regulations Article 102.1.1*.)

Junior Class: All registered swimmers 18 years of age and younger are eligible for the Junior Class

Age Group/Junior Olympic: All registered swimmers 18 years old and younger grouped by ages. Recommended events are listed in *USA Swimming Rules and Regulations Article 102.1.2*. National motivational time standards are listed by age group in Appendix 2B of the USA Swimming Rules and Regulations. An LSC may establish its own age group time standards for use within its jurisdiction or may sanction competition without any entry time requirement. (*USA Swimming Rules and Regulations Article 205.3.1C*) Six-and-under, as well as eight-and-under events may also be offered for developmental purposes subject to LSC procedures.

Post Age Group: All registered swimmers older than 18 years of age whom an LSC elects to include in its Age Group program.

Event Limitations (*USA Swimming Rules and Regulations Article 102.2*)

No swimmer is allowed to compete in more than three individual events on a single day at the same site when preliminaries and finals are held. When a timed final format is used, a swimmer cannot compete in more than five individual events per day. In meets where a combination of preliminary and final events and timed finals are held, a swimmer is limited to three individual events per day, unless entered exclusively in timed finals events on that day.

The above limitations include time trials or other competitions held at the same site on the same day, even though separate sanctions have been issued.

SECTION III ELIGIBILITY AND CLASSIFICATION OF SWIMMERS

3.1 ELIGIBILITY OF SWIMMERS: Any athlete registered with USA Swimming shall be eligible to compete in any competition sanctioned by LESI (except those meets which are designated as closed competitions which shall include but are not limited to any meets LESI designates as “LSC championship” meets). Athletes may compete in either an attached or unattached status based upon the applicable transfer rules contained in the USA Swimming Rules and Regulations.

Every athlete entered in a sanctioned competition shall be a registered athlete with USA Swimming. Each entry submitted for a LESI sanctioned meet by an athlete without a valid USA Swimming registration number shall be separated from the valid entries, but will be included on the heat/psyche sheets. Valid numbers or a valid USA Swimming registration form with fee paid shall be given to the Meet Director or LESI Registration Chair prior to the swimmer entering warm ups. Any swimmer without a valid USA Swimming number or application thereafter will be discarded and the entry fees forfeited.

If an athlete is allowed to swim in a sanctioned meet without a USA Swimming number, the LSC shall levy a fine.

3.2 CLASSIFICATION OF SWIMMERS:

Swimming competition shall be conducted under the following classifications:

- .1 Senior:** All USA Swimming registered swimmers are eligible for the Senior Class and meet the requirements of Article 204, USA Swimming Rules and Regulations.
- .2 Junior:** All USA Swimming registered swimmers 19 years of age and under are eligible for the Junior Class, subject to age group restrictions elsewhere in these rules.
- .3 Age Group:** Age Group Swimming is for swimmers 18 years of age and under, and shall be conducted under the provisions of Article 205 of the USA Swimming Rules and Regulations Manual.
- .4 Open Water:** All USA Swimming registered swimmers are eligible for open water swimming.

Meet Director

Main Responsibilities (USA Swimming Rules and Regulations Article 102.23)

The meet director is usually appointed by the meet host and is the organizer and coordinator of all meet activities. The meet director's main responsibilities include, but are not limited to: securing an appropriate meet facility; obtaining a meet sanction; preparing and distributing meet invitations, organizing meet committees, and distributing final results. The director should remain the overseer of activities, avoiding direct involvement in any one committee or activity. It is also essential that the meet director consult regularly with committee chairs to ensure that each committee's assignments are being handled thoroughly and expediently.

This guide contains numerous references to the USA Swimming Rules and Regulations. All members of USA Swimming receive a copy of the rulebook. Because meet directors are required to be USA Swimming members, they will have rulebooks and should familiarize themselves with the cited articles of the technical rules and administrative regulations of USA Swimming. The rulebook should be kept readily available during the meet.

The meet director should remember he is responsible for organizing a meet that complies with USA Swimming and LSC rules. A detailed meet notebook and all documents including timing tapes, cards, relay forms and disqualification (DQ) slips should be saved for one year. The meet director should be aware of all USA Swimming safety guidelines and warm-up procedures, and should consult with the USA Swimming or LSC safety officer.

Getting Started

The meet director's primary goal is to host a well-organized and efficiently run meet. Swim meets are for swimmers and should be designed with the swimmers' best interests in mind. Long, disorganized meets are not conducive to quality swimming.

Before planning the meet, the meet director should read the notes or after-action reports of previous meet directors for suggestions, specific needs or possible areas of concern. Planning for a meet should begin months before the actual meet date. As soon as possible, the Meet Director should prepare a checklist of all the tasks which must be performed prior to the meet, with a tentative timeline as to when each action must be completed and a notation as to which committee or individual has been delegated the responsibility for that action. Items to be included on the checklist will vary from meet to meet but can be compiled from the information contained in this booklet, from LSC procedures, and from the experience of other meet directors.

Suggested Duties for the Meet Director:

1. Make sure that the facilities are prepared for the start of the meet.
2. Introduce yourself to the Referee and Administrative Official to be sure that they know the Clerk of Course, Head Scorer, and Head Timer.
3. Be available during the meet to the Referee and the key personnel.
4. Check with your key personnel regularly and act as a helping hand, if necessary.
5. Watch for unruly behavior by swimmers around the grounds and in the rest rooms. Contact team coaches, if necessary.
6. Set aside heat sheets for the coaches, officials, and timers (one for each lane).
7. Give entry worksheets from teams to the Clerk of Course to have during the meet.
8. Have a sign-up sheet for the coaches to sign for final results if they are not taking an electronic copy on disk with them at the conclusion of the meet.
9. Be sure clean up work is started.
10. Write a report on the meet and include any suggestions to the next Meet Director on areas that need improvement.
11. Prepare and submit to the LESI Treasurer the Meet Director's Financial Report due 45 days after the conclusion of the meet
12. Prepare and submit the After Meet Registration Report to the Registration Chair with 48 hours after the conclusion of the meet
13. Prepare and submit to the LESI Treasurer the Worksheet for Sanction Fee Owed Lake Erie Swimming with 14 days of the conclusion of the meet

Meet Committees

No one person can successfully execute all the tasks involved in planning and running a swim meet. A good meet director delegates responsibilities to committees. Committee chairmen should be chosen at least 90 days prior to the actual meet date. Plans and assignments for every aspect of meet operation should be made well in advance, even though some of the functions will not be performed until the meet.

Good communications between the meet director and the committee chairmen is vital. Individual meetings with each chairman should follow an initial meeting of all chairmen. Another meeting should be held just before the meet to work out any last-minute problems. The meet director should establish specific reporting dates and deadlines for each of the following committees and key positions.

After the competition, meet personnel may have observations and suggestions for future meet improvements. The meet director should meet with the committee chairmen and discuss these ideas and the overall competition in general. The following list suggests possible meet committees:

Entries	Computers
Program	Concession
Awards	Hospitality
Safety	Publicity
Facility	Admissions
Clerk of Course	Advertising and sponsorship
Program sales	

(An explanation of these duties is found later in the handbook.)

Smoking and Drinking Bans (*USA Swimming Rules and Regulations Articles 102.25-26*)

Smoking or the use of any other tobacco products is prohibited on the pool deck, in the locker rooms, in spectator seating or standing areas, and in all areas used by swimmers, during the meet or warm-up periods in connection with the meet. The sale or use of alcoholic beverages is prohibited in all areas of the venue.

Hospitality Committee

This committee is responsible for serving refreshments (soft drinks and snacks) to meet workers, officials and coaches. Meet workers will probably perform more efficiently and cooperatively if they are provided with a meal and refreshments throughout the day. This committee may also be responsible for making sure that water is readily available in self-service type containers at various places on the deck. This can be particularly important if your meet is held during hot weather, indoors or out. The hospitality committee works closely with the snack bar committee and should be staffed by courteous and outgoing personnel.

The Facility (USA Swimming Rules and Regulations Article 103)

The meet director may be required to apply for the use of a pool and facility. If prior arrangements have been made, the meet director should verify the facility's availability for the approved meet dates.

Since many pool facilities are booked months ahead of time, the meet director should submit the facility request or application at least six months in advance. A written application is preferred and should be as specific as possible, requesting the use of all necessary facilities and equipment. A meeting with the pool supervisor to discuss USA Swimming, and the use of the facility (e.g., traffic patterns, restrictions, clean up, etc.) can eliminate future problems. Nothing should be assumed, and everything should be verified.

Some of the commonly requested facilities for a swim meet include: locker rooms, a kitchen, a cafeteria or hospitality area for coaches and officials, a concession area, a swimmers' rest area, an officials briefing area, a staging or seeding area, a scoring or administrative area, an awards area, a press area and parking lots.

Commonly needed meet equipment includes: tables, chairs, umbrellas, a sound system, an electronic timing system, bleachers, lane lines, backstroke flags, recall rope(s), pace clocks and starting blocks. Special provisions that might be needed could include: overnight parking, first aid or emergency aid room and supplies, and scheduled times to perform pre-meet setup and preview the facility for safety problems.

Facilities Committee (USA Swimming Rules and Regulations Article 103.1-19.)

This should be a bigger committee whose members will work closely with the facility personnel (lifeguards, marshals, timing equipment operators, etc.). In general, these individuals are responsible for transporting equipment to and from the meet site, preparing the facility and equipment for the meet, and cleaning up after the meet. The meet marshals are included on this committee. The facilities committee is also responsible for establishing a lost and found area and a first-aid area with supplies, and for overseeing meet safety procedures.

Facility and Equipment Sample Check List

Pool temperature, chemical balance, and circulating system (i.e. water level) Starting blocks, numbered right to left facing course
Pace clocks
Backstroke flags
Centerline rope (50-meter pools)
Lane lines (including 15-meter reference marks)
False start rope(s)
Bull horn
Sound system
Starting guns and shells
Tables and chairs for Clerk of Course, Scoring, and Awards
Chairs for timers, runners, timing operators, place judges, etc
Time boards
Event boards
Seed card board

A tape recording of the National Anthem
First-aid kit
Canvas, tarps or umbrellas and supports for sun and/or rain cover
Safety signs, traffic cones for marshaled warm-up period
Lap counters
Complete toolbox (including tools, tape, wire, etc.)
Extension cords
Extra rope and stanchions for isolating deck
Trash containers and bags
Extra towels
Electric timing equipment
Extra batteries
Stopwatches
Starter's stand or table
Clip board and pencils for timers
Extra toilet paper
No smoking signs
Computer and printer for the meet management software operation
Printer for the timing console
Paper for printers
Extra ink cartridges for printers
Backup computer

RESPONSIBILITY FOR FACILITIES:

- .1** Coaches are requested to have a team meeting at the beginning of the swim season to identify and discuss USA Swimming appropriate behavior during meets and the consequences for inappropriate behavior. Coaches should also conduct a team meeting prior to the beginning of each meet to review / remind individuals of appropriate behavior.
- .2** The team hosting a meet will provide an adequate number of monitors, volunteer or paid, to police locker rooms, halls, and the general facilities.

Safety

The meet director should pay close attention to the safety of the swimmers, coaches, officials, parents, volunteers and spectators at his meet. The goal of the USA Swimming Safety Program is to raise the level of safety awareness of all participants at swim meets. A safe and successful meet is a priority for the meet director and for USA Swimming. The meet director can help achieve this priority goal by striving to provide a safe environment at his meet.

To ensure a safe meet, the meet director should use common sense first and foremost. Swimmers, volunteers or spectators should not be put into an unsafe situation. The meet director is responsible for ensuring that all aspects of the meet are conducted in a safe manner. This can be facilitated by following the guidelines listed below:

1. A committee composed of at least the meet director, the referee, and the facility manager (lifeguard or host club safety person) should be appointed to inspect the venue for "unsafe" conditions or circumstances (e.g., locked exits, unsecured diving boards, protrusions or holes in the deck, slippery areas, overloaded electrical sockets in the hospitality area). The committee should correct these items as necessary. Hazards that cannot be eliminated should be clearly marked or blocked. Any person seeing an unsafe situation or activity within the venue of the swim meet should request the activity be stopped and report the situation to either the meet director or the referee for a permanent solution. The committee should post several area maps showing the location of the emergency exits for the facility. In addition, the location of the First Aid Station should clearly be marked and accessible throughout the meet.

2. The local "venue" should be defined and all participating teams should be informed of which specific areas of the host facility are included in the venue. The venue should include the areas located on the sides and ends of the pool, all spectator areas (entrance and exit walkways), scoring and administration rooms, team areas (rubdown, rest and stretching areas), locker rooms, rest rooms, hospitality and/or snack bar or concessions areas, as well as any specific areas designated by the host club or the meet director.

3. Any special safety rules or guidelines particular to the host facility or venue should be posted (e.g., no admittance to toddler-wading pool for swimmers over eight years old, etc.).

4. The appropriate meet committee should establish procedures to ensure that all swimmers, coaches, officials and workers are current members of USA Swimming.

5. USA Swimming policy requires warm-up procedures within each LSC and for all sanctioned meets. These guidelines and procedures, which are on file with the LSC general and safety chairmen, require that: 1) the warm-up is marshaled and 2) racing starts not be allowed except as designated in sprint lanes. The warm-up and safety guidelines specific to the meet (six lanes versus eight lanes, etc.) should be posted prominently at several locations around the pool. The guidelines must be adhered to, with the referee having the authority to remove a swimmer /coach/club from the venue and meet for failure to conform.

6. **Meet marshals must be selected for every meet. The Safety Director must be a member of USA Swimming.** The position of Safety Director is to be preformed by individuals with NO other meet responsibilities. Meet Directors, Officials, or other assigned meet personnel are not permitted to serve as safety director. They should be responsible individuals who are required to be on deck prior to and during the entire warm-up session. Safety Marshals shall enforce the warm-up procedure and maintain order in the swimming venue in accordance with LSC safety Guidelines and Warm-up Procedures. **Meet marshals need to insure that the locker rooms are monitored as often as possible by all meet personnel.** They are assigned by and report to the Meet Director and/or Meet Referee. The marshal shall warn, order to cease and desist, or, with the concurrence of the Referee, remove from the venue, anyone behaving in an unsafe manner or whose actions are disrupting the orderly conduct of the meet. To indicate their authority, marshals should be provided with an easily identifiable uniform clearly visible to all in the venue. Bright orange vests or armbands, or other brightly colored means of identification can be used.

7. Each accident requires that a Report of Occurrence Form be completed. The form should be completed by meet personnel with as much detail as available. The form should be faxed to USA Swimming as soon as possible. Copies should also be forwarded to the insurance company and LSC Safety Chairman. All inquiries should be directed to USA Swimming after the report is filed.

7.5 SAFETY GUIDELINES:

.1 Coaches' Responsibilities:

A. Coaches shall instruct their swimmers regarding safety guidelines and warm up procedures as they apply to conduct at meets and practices.

B. Coaches shall supervise their swimmers throughout the warm up session at meets and at all practices.

.2 Host Team Responsibilities:

A. Marshaling. A minimum of one marshal per each two lanes, who report to and receive instructions from the meet referee and / or head marshal, shall be on deck during the entire warm up session to enforce these Safety Guidelines and Warm up Procedures. Marshals shall also be provided for warm up / warm down areas for the duration of the meet **as well as the locker rooms.**

B. The meet referee may modify the time schedule or recommend lane assignments depending on pool configuration, number of swimmers, or other considerations, so long as safety considerations are not compromised. Any such changes shall be announced and / or posted prominently in the pool area.

C. An announcer shall be on duty for the entire warm up session to announce lane and / or time changes and to assist with the conduct of the warm up. The announcer shall announce race start lanes and warm up procedures and as periodic reminders of these items.

D. Hazards in locker rooms, on the deck, or in areas used by coaches, swimmers, spectators, or officials shall be removed or clearly marked.

.3 Safety Responsibilities During Competition:

A. The Meet Safety Committee shall consist of the meet director, meet safety director, (head marshal), and the meet referee.

B. The meet referee shall have responsibility to establish and enforce rules for safe conduct within the competition pool area during the duration of the swimming competition.

C. The meet safety director shall have responsibility for safety rules in all other areas during competition and shall assist the meet referee in the competition pool area if necessary.

D. The meet safety director shall see that the warm up / warm down area is divided into equal areas to insure the safety of all swimmers.

.4 Miscellaneous:

A. Backstrokers shall ensure that they are not starting at the same time as a swimmer on the blocks. Swimmers shall not step up on the blocks if there is a backstroker in the water waiting to start.

B. Swimmers shall not jump or dive into the pool to stop another swimmer on a recalled start.

C. Swimmers are required to exit the pool upon completion of their warm up to allow other swimmers adequate warm up time.

D. Warm up procedures shall be enforced for any breaks scheduled during the competition. Swimmers shall enter from the *ends* of the pool only.

E. There will be no training equipment of any kind used during warm ups.

F. Swimmers who are unsupervised will not be allowed to warm up, unless placed under the supervision of a coach by the meet referee.

G. Discretion and common sense shall be used when establishing procedures. The meet referee, according to the needs of the meet, may modify the above procedures.

.5 Penalties: Violation of these Warm up Procedures and Safety Guidelines may result in the imposition of penalties:

The penalty imposed shall be solely at the discretion of the meet referee after consulting with the meet safety director.

7.4 WARM UP PROCEDURE:

Warm-up Guidelines

I. General Warm-up in small pools (4-6 lanes)

A. No racing starts or diving off the starting blocks or off the edge of the pool at this time.

1. Outside lanes – kicking only

2. Inside lanes – swimming and pulling only, no hard paddles

3. No sprinting or pace work

B. In large pools (8 or more lanes) pace work may be conducted in the outside lanes.

II. Specific Warm-up Period

For a 10 lane pool:

(a) Lanes 1 & 10 push/pace from the start end of the pool (or general warm-up at the discretion of Meet Referee or his/her designee).

(b) Lanes 2 & 9 sprint lanes for racing starts from the starting block end of the pool, one length only and exiting the pool

(c) Lanes 3-8 general warm-up, no diving or racing starts. Any or all of these lanes may be converted to sprint lanes at the discretion of the Meet Referee or his/her designee.

For an 8 lane pool:

(a) Lanes 1 & 8 push/pace from the start end of the pool (or general warm-up at the discretion of the Meet Referee or his/her designee).

(b) Lanes 2 & 7 sprint lanes for racing starts from the starting block end of the pool, one length only and exiting the pool

(c) Lanes 3-6 general warm-up, no diving or racing starts. Any all of these lanes may be converted to sprint lanes at the discretion of the Meet Referee or his/her designee.

For a 6 lane pool:

(a) Lane 1 push/pace from the start end of the pool (or general warm-up at the discretion of Meet Referee or his/her designee).

(b) Lanes 2 & 5 sprint lanes for racing starts from the starting block end of the pool, one length only and exiting the pool.

(c) Lanes 3, 4, and 6 general warm-up, no diving or racing starts. Any or all of these lanes may be converted to sprint lanes at the discretion of the Meet Referee or his/her designee.

Swimmers are to sprint one way and climb out at the far end of the pool. Swimmers may be removed from warm-up for violating safety rules

No racing starts or diving are allowed in the outside lanes so that those who are supervising the warm-up do not have to move away from the pool to avoid getting wet.

Important points for specific warm-up period.

- No racing starts or diving in lanes other than those designed for diving.
- The starting blocks should be marked to remind swimmers they should not dive.
- Coaches should stand at the starting end of pool when verbally starting swimmers on sprint or pace work.
- Coaches should remind swimmers that breaststrokers need more lead-time than freestylers and butterflyers.
- Backstrokers should be reminded of the danger of leaving simultaneously with someone on the block. No one should be allowed on the starting block until the backstroker has executed his/her start.

Meet Administration

Meet Directors, Meet Entry Person(s) and Meet Safety Directors must read the Lake Erie meet personnel documents before a sanction is issued. This document is provided on the Lakeeriewimming.com website. The verification page must be mailed to the sanction coordinator.

7.1 GENERAL RULES: All meet directors, meet referees, safety **directors**, stroke and turn judges, starters and coaches shall conspicuously display their current USA Swimming membership card at all times while working on the deck at any LESI sanctioned meet or event.

Entries Committee

This is often a one-person committee. The entries person should be calm, pay attention to detail and have the time to do this job thoroughly. This individual will receive all meet entries, including entry fees, and is responsible for checking each entry form carefully. Each entry form should be marked for receipt, collated and checked for the information enumerated below.

1. Each entry form must be checked to ensure that it contains complete and accurate information, including each swimmer's name, USA Swimming number and age. Each competitor and coach must be a current member of USA Swimming. The LSC registration chair will verify your meet entry file for proper registration prior to the meet.

An LSC may impose a fine against a person signing a document which indicates a swimmer is properly registered with USA Swimming for a sanctioned meet when, in fact, that swimmer is not properly registered. This procedure is enforced by the LSC and the LSC is entitled to the fees imposed. (*USA Swimming Rules and Regulations Article 302.4*)

2. Entry cards (when used) must be crosschecked against the team entry forms.
3. Entry times must be checked against the time standards for the corresponding events. If the entries are being input into a computer, the computer program often has a provision for performing this function. In addition, for meets where entry times must be proven by the OVC process (such as National Championships), the program must have a means of designating non-proven times on the "psych" sheet.
4. The number of events per swimmer must be checked to verify that no swimmer has exceeded the meet entry limitation. If a swimmer has entered too many events on any day, a notation should be made (either on the check-in roster or a separate list) so that the swimmer can be notified at the meet of the necessity of scratching excess events.
5. The monies received must agree with the number of entries.
6. After each entry has been checked, it is suggested that individual entry cards (if used) be filed in numerical order by event, and then in entry time order within each event. If your meet is computerized, it may be desirable to leave all the entry cards for one swimmer together until they have been entered into the computer. Master entry forms should be filed alphabetically by team name.
7. It is often necessary to prepare an entry summary by team, sex and/or age. Summaries for each day by sex and age group, showing each swimmer's events for that day can be used as check-in sheets for deck-seeded meets.
8. If entry card problems cannot be resolved easily, team representatives should be contacted.
9. A list of changes and corrections should be kept.
After careful examination, the cards and/or entry forms are turned over to the person or committee that will be seeding the entries and preparing the heat sheets (for pre-seeded meets) or the psyche sheet (for deck-seeded meets).

Most LSCs now use computerized programs to enter and seed swimmers in a sanctioned meet. The meet director must verify that whatever computer program is used conforms to the seeding and lane assignment rules of USA Swimming (*USA Swimming Rules and Regulations Article 102.5*).

6.2 ENTRIES: Entries for all LESI meets shall be made by one of the following methods:

- A) A computer diskette or:
 - B) A consolidated individual or team entry sheet to be provided by the meet host, at the host's option. A surcharge for paper entries can be imposed by the meet host.
 - C) Entries may be made via e-mail, should the host team choose.
The entries should be submitted as an attached file to an e-mail message.
The aggregate entry fees shall accompany the entries or promptly sent by the postal service.
- .1 All entries shall be received by the stated deadline in the sanction package.
 - .2 Should teams submit entries via e-mail, fees shall be mailed and postmarked by the entry date.

Program Committee

The master heat sheet, which should contain all entrants in each event, is given to the program committee two to five days prior to the meet for duplication or printing. The heat sheet or program is the

schedule for the swim meet; therefore, it is essential that it be accurate and prepared correctly. The cover page should include basic meet information from the meet information flyer (e.g. the date(s), USA Swimming sanction number, meet sponsor(s), etc.). Suggested information to include in the program:

1. A meet timeline (often as the inside front cover page). It should be noted whether the timeline is an "estimate only" or whether it is an assurance that events will not start before the times listed.
2. The names of people in key positions (e.g., the meet director, meet referee, facilities manager, head marshal, etc.).
3. The names of deck officials (starters, stroke & turn judges, head timers, etc.) and administrative personnel (clerk of course, timing equipment operators, recorders, scorers, etc.)
4. An acknowledgment of the Committee chairmen and members who have been instrumental in meet preparation (e.g. entries, program, etc.)
5. Special notes (e.g., notes on parking regulations, the press area, etc.)
6. The name and address of the person responsible for lost and found.
7. Sponsors' advertisements or acknowledgments.
8. A pool and facility map, noting the location of the clerk of course, ready room, first-aid, etc.
9. A list of participating teams with the appropriate abbreviations and the number of swimmers entered.
10. The order of events.
11. Event records (e.g., meet, regional or age group).
12. Applicable qualifying times or standards.

After printing, the pages of the program need to be collated. The suggested order for the final program is: cover page, introductory pages, and event heat or psyche sheet pages interspersed with advertising pages. When trying to determine the total number of programs needed, there are three main groups to consider. Count on one program for every 10 entries in a 2-day meet, figuring in extra copies for the coaches and team files. Use one-third the total number of swimmers as a guide when calculating the amount of programs that will be available for sale. Additional programs, with the advertisements omitted if possible, will be needed for the timers, deck officials, administration desk, awards table, clerk of course, meet director and announcer. Printing a few extra programs is far better than running out. Senior meets often require fewer programs than age group meets.

Officials (*USA Swimming Rules and Regulations Article (102.12-102.23)*)

The procedure used for selecting or appointing meet officials varies among LSCs, but the LSC officials chairman can provide the meet director with a list of officials assigned to their meet. The meet referee will be responsible for the actual conduct of the meet and should be consulted during the planning process. A copy of the meet information flyer (order of events, etc.) should be sent to the meet referee. The meet referee must be a current USA Swimming member and certified by the LSC.

Other Required Officials: the Officials Chair of LESI will assign Deck officials. All referees, administrative officials, starters, **safety directors** and stroke and turn judges must be members of USA Swimming. (*U.S. Swimming Rules and Regulations Article 202.3*)

USA Swimming Rules and Regulations Article 102.12 requires that certain positions be filled at all times during the meet. Except for dual meets, the minimum number of required officials is:

One referee

One Administrative Official

One starter

One clerk of course*

Two lane place judges per lane or two across-the-board place judges

Two stroke judges and two turn judges or two stroke and turn judges

Relay take-off judges

Two recorders*

Two scorers*

One records recorder

One announcer*

Automatic equipment operators (timings equipment)*

Other suggested meet positions include: runners*, deck marshals*, head timer*, recall starter, replacement timers and administrative referee.

(* An explanation of duties is found in this handbook.)

Except for the referee, individuals may fill more than one position when sufficient qualified officials are unavailable, but no one individual may simultaneously time and judge a finish. (*USA Swimming Rules and Regulations Article 102*)

Meet Marketing

Advertising and Sponsorship Committee (*USA Swimming Rules and Regulations Article 102.9.3*)

Hosting a swim meet is an expensive undertaking. Meet costs can be partially defrayed with advertising and sponsorship revenue. The advertising and sponsorship committee often functions on a year-round basis. It takes a great deal of time and effort to solicit funds, but a small, dedicated committee with quality leadership can be very effective. Camera-ready copy and advertisements should be given to the program committee at least one to two weeks prior to the meet date. Many corporations can provide camera-ready materials, eliminating some typesetting costs for the committee, but sponsors should be forewarned of any copy, logo or photo restrictions in the meet program. If a contract is signed for in-kind services, special sponsor needs (e.g., free tickets, banners, public address acknowledgments, etc.) should be reviewed carefully with the committee, meet director and facilities manager.

Admissions

Admissions personnel distribute or sell meet programs and collect admission fees, if charged. They should arrive early. It may be necessary to provide some security at larger age group meets.

Publicity Committee

The publicity committee should maintain close contact with local newspapers, radio stations and television stations, generating as much pre-meet publicity as possible. (Consult USA Swimming publicity publications.) This committee is also responsible for distributing, delivering or sending all meet results to the local newspapers, radio and television stations, as well as *Swimming World*. This should be done as soon as possible after the meet's conclusion.

Snack Bar and Concessions Committee

The snack bar committee should begin planning early. The chairman (or co-chairmen) should be selected six to eight weeks before the meet. Couples serving as co-chairmen work very well. This committee is responsible for menu planning, shopping, food preparation and staffing the snack bar during the meet. The meet director or a member of the committee should check local ordinances regarding the preparation and sale of food. Soliciting food donations and shopping for advertised specials can save a great deal of money.

The meet concessions may be organized by the snack bar committee or may be offered to a professional swim shop for a percentage of sales. Stocking of a concession stand will often be dictated by the host club and locale of a meet.

Clerk of Course and Ready Bench

The Clerk of Course (*USA Swimming Rules and Regulations Article 102.17*)

The clerk of course is responsible for much of the pre-competition paperwork at the meet, and is the custodian of the scratch box and relay forms, when these are used. The clerk of course should have a protected, but easily accessible, work location on or adjacent to the pool deck during the meet. The functions described in the following sections under Check-in, Seeding, and Relay forms are the responsibility of the Clerk of Course.

Check-in

For deck-seeded events, swimmers are required to check in with the clerk of course at least 30 minutes prior to each session. This should be stated in the Meet Information. Swimmers or coaches should be asked to initial or sign all of their check-ins and/or scratches.

7.2 CHECK-IN PROCEDURE

- .1 Check - in postings will be separated by age, sex, or team.
- .2 All check - in sheets shall have a blank line next to each swimmer's name for each event.
- .3 Check - in has three options:
 - X Indicates that the athlete is present and will swim the event.
 - SCRATCH Indicates the swimmer has scratched from this event.
 - Indicates swimmer is not swimming this event for reasons unknown.

7.3 SCRATCH RULE:

LAKE ERIE SWIMMING, INC. **INDIVIDUAL AND 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.

- A. Pre-Seeded Meets - Each swimmer/relay team shall report promptly to the Clerk of Course prior to the race in which the swimmer/relay team is entered. Any swimmer/relay team not reporting for or competing in a timed final event or in a preliminary heat when finals are scheduled shall not be penalized.
- B. Events Seeded on the Deck –
 - (1) 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.
 - (2) 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 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 \$25.00 to the swimmer, except as noted in "Exceptions for Failure to Compete" (below).
 - (3) 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 may cause a fine of \$2.00 per swimmer per day to be levied against that team.
- C. Scratching from Consolation Finals and Finals
 - (1) Any swimmer qualifying for a consolation final or final race in an individual event who fails to compete in said consolation final or final race shall be barred from further competition for the remainder of the meet, except as noted below in "Exceptions for Failure to Compete." If such failure to compete occurs on the swimmer's last day of the meet, the swimmer shall be fined twenty-five dollars (\$25.00) by LESI.
 - (2) In the event of withdrawal or barring of a swimmer from competition, the Referee shall fill the consolation final or final when possible with the next qualified swimmer(s). First and second alternates shall be announced along with the final qualifiers. These alternates shall not be penalized if unavailable to compete in the finals.
 - (3) When consolation finals have not yet been swum and a barring or withdrawal is known to the Referee, the Referee shall re-seed the consolation final and the final, if necessary, to insert the alternate(s) in the appropriate lane(s), filling all lanes in the final.
 - (4) If a consolation final has already been contested, the final shall be swum without reseeding for the empty lane(s).
- D. Exceptions for Failure to Compete - No penalty shall apply for failure to withdraw or compete in an individual event if
 - (1) The Referee is notified in the event of illness or injury and accepts the proof thereof.
 - (2) 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.
 - (3) The Referee determines that failure to compete is caused by circumstances beyond the control of the swimmer.
 - (4) It is determined by the Referee that there were no alternates for the consolation final or final race in which the swimmer failed to compete, and that the swimmer's failure to compete did not affect any other swimmer's ability to compete in the consolation final or final race.

Seeding (*USA Swimming Rules and Regulations Article 102.5*)

After all swimmers have checked in for a deck-seeded meet, the clerk may seed the event(s). When cards are used, they should first be labeled with the appropriate heat and lane numbers and then distributed to the swimmers. Time is of the essence. The referee should be consulted when problems arise (e.g., late check-ins or no-shows). If the meet is computerized, close coordination is required between the Clerk of the Course and the Computer Operator since the Clerk must notify the Computer Operator of any scratches prior to the seeding of each event. It is also essential that the Computer Operator be aware of and able to adhere to the meet timeline. Results can usually be delayed for a few minutes, but it can be very embarrassing to have a swim meet come to a complete halt because the Computer Operator did not seed the next event in time. The announcer should be informed of the event being seeded and when cards are ready for distribution. Occasionally, the clerk may be required to distribute seed cards for pre-seeded events.

In deck-seeded meets, it is usually easier to use traditional seeding cards for individual events since these can then be distributed to the swimmers as notification of their heat and lane assignments. Preparation of these cards can vary greatly depending on the type of meet, LSC requirements, and local club preferences. The more commonly used methods are:

1. After seeding an event, the cards are generated by the computer and include all pertinent information including the heat and lane assignment;
2. Labels printed by the computer, after an event has been seeded, are affixed to blank cards; or
3. When standard format cards are completed by swimmers and mailed to the host club on an individual entry basis, heat and lane assignments can be manually added to these cards from computer-generated heat sheets. These heat sheets are not prepared until after check-in and scratches for the event have been completed.

For pre-seeded meets, the Entries Committee will have already produced a seeded heat sheet by meet day which serves as notification to the swimmers of their heat and lane assignments in each event, and traditional seeding cards are used primarily only for recording times. In these meets, computer-generated "lane timer slips" for each lane for each individual event are often used as a substitute. These "lane timer slips," which list the swimmers in each heat for that event and lane, are distributed to the timers prior to each session. These slips are collected by the runners at the end of each event. For relay events, either cards or entry forms (such as the three-part forms used at National meets) are still preferable so that the names of relay swimmers and alternates can be listed and their order of swimming declared. The responsibility of the clerk of course in pre-seeded meets is to report scratches and no-shows to the referee and administrative desk personnel. For pre-seeded events, the scratch box must be available prior to each session and throughout the meet at the clerk of course. The scratch box should never be left unattended.

Whatever seeding method is used, it is the Meet Director's responsibility to make sure that all necessary supplies (cards, labels, etc.) are on hand. It is essential that the Meet Director, Meet Referee, Clerk of the Course, and Computer Operator confer well before the first day of the meet to determine just what will be needed. *Please note: All relays and events 400 Y/M or longer must be deck seeded.

Straight Seeding

1. Make sure cards are in time order, fastest to slowest.
2. Separate cards, starting with the fastest seedtime, in piles of 6 to 10 depending upon number of lanes in the pool.

3. Then starting with the slowest heat (Heat 1), fastest to slowest swimmer assign lanes using the following chart:

Lanes in pool	
6	5 3 1 2 4 6
7	7 5 3 1 2 4 6
8	7 5 3 1 2 4 6 8
9	9 7 5 3 1 2 4 6 8
10	<u>9 7 5 3 1 2 4 6 8 10</u>
Lane>	1 2 3 4 5 6 7 8 9 10

4. No heat shall contain less than 3 swimmers - if needed take a swimmer from the next fastest heat to fill the required number.

The Ready Bench

The Ready Bench is generally located close to the Clerk of Course, where the swimmers assemble prior to their events. Benches or chairs should be provided to the swimmers while they wait for their heat. Two or three individuals should be selected to assist the Clerk of Course. The following list describes duties of the Ready Bench personnel:

1. Distribute cards to swimmers.
2. Separate girls and boys on the ready bench.
3. Put young swimmers on benches in heat and lane order and move them en masse to the blocks. No swimmer should be left on the bench.
4. Send next heat to stand behind timers when preceding heat steps behind the blocks. Instruct swimmers to hold their cards till they give them to the timers.
5. Tell announcer, referee, and starter of any changes in heats, such as combinations, excessive scratches, failure to check in, etc.
6. If you post the heat sheet on the wall in your area for swimmers to look at, there will be fewer interruptions for questions.
7. For 50 meter events at 50 meter pools and 25 yard events at 25 yard pools, it is easier if you keep the younger children together at the clerking area and move them en masse to the start end of the pool, pick up their cards and run them down to the finish (timers) end of the pool. Hand the cards to timers, while the heat is in the water. For older children in 50-meter events, use fast runners.
8. Keep team entry sheets in alphabetical order at your desk. If swimmers say that they are in an event but are not listed on the heat sheet, verification is simple. If you have made an error, put the swimmer in the event. If there is any other reason why the swimmer is not on the heat sheet, talk to the Meet Referee.

Once a routine is started on distributing cards and the moving of the swimmers to the blocks, stay with that routine throughout the whole meet. Once swimmers learn the routine, they will usually follow it. Remember that the purpose of the meet is to let the kids swim, not to keep them out. Every effort that is legal should be made to allow them to swim.

Meet announcers must be selected with great care. An announcer should have a clear, pleasant voice and be able to function under pressure in the midst of a noisy crowd and a demanding referee. A knowledgeable swim-parent with a pleasing "radio" voice and a willingness to help can be an invaluable asset as an announcer, but must be forewarned to remain impartial.

At most age group meets, the function of an announcer is to state the facts (i.e. event, heat, swimmer's names, etc.), not to commentate. Unnecessary comments or announcements merely add to the confusion at such meets. At Championship meets, however, a talented well-informed announcer can often add great excitement to the meet by providing background on the finals swimmers as they are introduced at the blocks and by providing comments during the swim about split times and potential records.

The announcer shall be present at the microphone during warm-ups and for all sessions of the meet.

Timing Equipment and Timing Personnel

SECTION IX TIMING SYSTEM AND EQUIPMENT

Lake Erie Swimming has certain equipment available for rental. In the appendix you will find a form showing the available equipment and the cost of rental. This equipment is available from Pam Cook at the Home Office of LESI.

Electronic Timing Operators *(USA Swimming Rules and Regulations Article 102.16.3.D)*

Many major meets make use of electronic timing equipment. Using this type of system requires recruiting thoroughly trained and experienced operators well before the meet. It is recommended that at least two experienced operators be recruited. They should be capable, not only of operating the equipment, but also of hooking it up properly and trouble-shooting any problems. During the meet, it is the equipment operator's responsibility to report to the referee any malfunctions or missed touches that may occur.

The Chief Timer and Timers *(USA Swimming Rules and Regulations Article 102.16.3.A-C)*

Timers are the key volunteers at all swim meets. The purpose of a competitive meet is to achieve times for each swimmer; therefore, these workers must be diligent and dedicated to ensure success. It is EXTREMELY important to have an adequate number of timers available for each session of the meet. Having the announcer requesting volunteer timers to come out of the stands in order to start the meet does not reflect on the host team as running an organized meet.

Another key worker at any meet is the chief timer, who is responsible for recruiting both the timers (minimum of two per lane) and runners prior to the meet and then supervising these people during the meet. The chief timer ensures that all timers and their watches are functioning properly throughout the meet, replacing timers or watches when necessary. The head timer's watch is started for each heat and is used to replace any watch that may malfunction or that did not start during any given heat. The chief timer delivers all times recorded by the lane timers to the meet recorders as required.

Runners

Runners, often the host club's age-groupers, shuttle material (e.g. seed cards, results) from station to station during the meet. These workers are literally "runners." It is helpful to have one person coordinating the efforts of all runners to avoid confusion and lost material. Courtesy, praise and a small reward (e.g., a meet T-shirt) are all that is needed to promote dedication in this invaluable group of volunteers.

Timing Judge *(USA Swimming Rules and Regulations Article 102.16.3.E)*

This position was created as a part of the newly revised timing section of the 1993 USA Swimming Rulebook. The Timing Judge, under the direction of the Referee, determines the Official Time for each swimmer. This must be a knowledgeable, well-trained and experienced person familiar with both manual and electronic timing systems, as well as judging and the rules regarding Official Times as contained in USA Swimming Rules and Regulations Article 102.17.4. It is the Timing Judge's responsibility to compare primary and secondary times or watch times and judging when a manual system is used) and to recognize those circumstances which must be brought to the Referee's attention, e.g., when a touchpad didn't register properly, when a timer missed the strobe light and started his watch late, or when a timing system adjustment must be made. The Timing Judge should be stationed on the deck, preferably near the electronic timing equipment if it is used. This allows immediate investigation of unusual situations by consultation with timers, judges, timing equipment operators, and the referee. Determination of official times can then be completed prior to being sent to the desk.

Administrative Desk Personnel

Administrative desk personnel should be recruited at least four weeks before the meet. The primary responsibility of the administrative personnel, which includes recorders and scorers, is to provide an accurate record of the official times, places and positions for each swimmer in the meet. Much of this is now performed by software programs with the proper qualified operators of the software.

There should be two recorders and additional runners or assistants to receive and record all times and disqualifications for each heat. The recorders then compile an order of finish for each event, which is compared with the cards or automatic timing tapes for verification. If these agree, the results are then furnished to the scorers, the awards table the announcer and the press attending the meet.

Suggested Administrative Equipment/Supplies

- Clipboards
- Copy machine
- DQ slips
- Duct tape
- Extra seed cards
- Masking tape
- Nametags
- Paper clips
- Paperweights and clothespins
- Pencil sharpener
- Pens, pencils, and erasers
- Place judge slips
- Plain paper
- Relay take-off slips (if dual competition is used)
- Rubber bands
- Scoring sheets (unless computerized)
- Scratch box
- Scratch paper
- Staplers and staples
- Tool kit and scissors
- Typewriters (or computers)
- USA Swimming Rule Book
- Timing watches

Recording of Times

It is the responsibility of the Electronic Timing Operator, the Timing Judge, and the Computer Operator to ensure that each swimmer receives a fair and accurate time for each swim. The old computer rule of "Garbage in/Garbage out" must pay attention to each heat visually observing each turn and each finish, making sure each touch registers accurately and that each lane is armed for the finish. Missed touches, missed backup button pushes, defective touch pads and buttons should be reported immediately to the Timing Judge. The Timing Judge determines the official time for each lane and, in turn, must notify the computer operator if there are any disqualifications or if any of the automatically registered times must be adjusted. The computer operator should try to stay just one or two events behind the event in the water.

Having swimmer identification numbers (if used) already on the relay cards allows the computer operator to enter relay swimmers rapidly while checking for "unattached" swimmers. It is up to the computer operator to detect this illegal procedure, if other meet personnel have not already detected it.

When all times in an event have been verified and declared official, the event summary can be printed. The basic recording procedure is as follows:

1. Each swimmer's official time is recorded on the corresponding seed card or entered into the computer. If the time has already been recorded by the Timing Judge or is fed directly into the computer by the electronic timing equipment, the recorder should check to be sure all times have been written correctly or should note whether any computer times need to be adjusted based on the Timing Judge and Referee's decision.
2. After the completion of all heats in a given event, the seed cards (if used) are sorted and numerically ordered from the fastest to slowest times. DQ slips are attached to the disqualified swimmer's card and placed at the back of the sorted cards.
3. Places are awarded in descending order. In case of a tie, the same place is awarded to all swimmers involved and the next place is eliminated.
4. Each swimmer's final place should be noted on the respective seed card.
5. A referee must resolve any recording or scoring problem or discrepancy.
6. Event records must be noted on the appropriate seed cards or forms.
7. Notation of no-shows must be kept with each event and heat. In deck-seeded meets, where there is often a prescribed penalty for "no-shows", these should also be reported to the seeding desk and/or computer operator for implementation of the scratch rule penalty.
8. All cards should be reviewed before they are sent to the Scorers and/or filed.
9. If electronic or automatic timing equipment is used, the tape or printout must be kept with the seed cards or forms.
10. Finally, cards are given to the typist (or computer operator) who will produce the event summary. Copies are sent to the announcer, as well as the awards and scoring personnel; one copy is retained at the records table. Arrangements must be made with the recorders to have copies of each event's results posted, including the order of finish and times. Posting one set of results at each end of the facility is suggested.

Printing Event Results

Copies of the event results should be given to the Administrative Desk Personnel for posting and distribution to the Announcer, as well as to Awards and Scoring. Any required swim-offs should be immediately reported to the Meet Referee.

The timing system printouts, cards or lane timers slips, DQ slips, and any other pertinent information, should be bundled together by event and accompany the copy of the event results to be filed by the Administrative Desk Personnel.

In most instances, the Computer Operator will generate the awards labels and perform the scoring operations. In that case, the awards labels should accompany the copy for the Awards personnel and the Computer Operator would retain the scoring copy.

The Computer Operator should make one or two backup copies of the meet onto floppy disks before shutting down for each session or day.

Final Results Format

Published with All Events for Girls Listed Together by Age Group
Followed by All Events for Boys Listed Together by Age Group

Age Group Order

- 10& Under
- 11-12
- 13-14
- 15-18

Event Order

- Free: 25, 50, 100, 200, 400/500, 800/1000, 1500/1650
- Back: 25, 50, 100, 200
- Breast 25, 50, 100, 200
- Fly: 25, 50, 100, 200
- IM: 100, 200, 400
- Relays: Medley, Free (Include Names of Relay Swimmers)

Also Include Names of Participating Swim Clubs with Abbreviations

Meet Scoring and Awards

Scoring Points

It is usually desirable to delay publishing any points until the events have been announced and posted. If there are any errors, someone is sure to complain and a correction can be made before points are awarded. At meets over multiple days and sessions, team and individual points should be posted at the end of each session. Software should include a "un-score" option and the ability to score a block of events. If an error is detected, all points awarded thus far should be revoked and the meet re-scored from the beginning. If two computers are in use, the operator must merge the two files before printing the final scores each day. A modem should be used in a two-pool meet conducted in different locations. Results can then be transferred for scoring and posting results. Some programs will support a local area network.

Scorers receive the order of finish in each event from the recorders. Where applicable, they should compile team and high point scores. The number of lanes used during the meet determines points for each place in each event. Any meet giving high point awards to teams and/or individuals utilizes some type of scoring system (*USA Swimming Rules and Regulations Article 102.7 -Scoring*). Some samples of scoring systems follow:

Five lanes -

Relays: 12-8-6-4-2 points

Individual events: 6-4-3-2-1 point(s)

Six lanes –

Relays: 14-10-8-6-4-2 points

Individual events: 7-5-4-5-2-1 point(s)

Eight lanes -

Relays: 18-14-13-10-8-6-4-2 points

Individual events: 9-7-6-5-4-3-2-1 point(s)

If scoring is done manually, the basic procedure includes the following:

1. Completing seed cards, or the event summary, with the swimmers' respective places so that points may be awarded.
2. Awarding the points and then transferring those points to individual and team score sheet which are prepared before the meet.
3. In the case of a tie, points for all places corresponding to the number of tied swimmers are totaled and divided equally among the competitors involved.

Score sheets are designed to fit the needs of the particular meet. Checking team point totals at the end of each event for errors will save time later. Unattached points must also be tallied for the point totals to balance.

Awards Committee (*USA Swimming Rules and Regulations Articles 102.6 and 204.6*)

The meet director or awards committee chairman should have already ordered the awards before the committee itself is formed. This committee is responsible for organizing and presenting the meet awards. Preparing awards for distribution takes time; pre-planning and organization are essential. Awards can be sorted by event into labeled paper lunch bags before the meet. Awards not collected by swimmers should either be forwarded to the swimmer's club coach or representative at the meet or by mail.

Ordering Awards

Awards can be the single largest expense for a swim meet. Careful consideration should be given to the level of competition and to any specific LSC guidelines when selecting the awards. A common practice is to award medals for first through third place, with ribbons given to the fourth through eighth place competitor. Sufficient lead-time for ordering awards is essential. A minimum of six weeks is usually required from the time of the order to the actual delivery. Ordering awards that are not pre-packaged can save considerable expense, especially if less than 2,000 pieces are ordered. Extra awards should always be ordered to allow for ties or errors. The cost of age group awards is limited by *USA Swimming Rules and Regulations Article 204.6*. For senior meets, hosts and swimmers should be aware that the cost or value of any prizes might affect high school or college eligibility.

No medals are given as awards for events limited to swimmers slower than "A". (Ribbons only)

Meet Results and Meet Reports

Final Meet Results

Published meet results are an accurate and complete record of the official times achieved by all swimmers at the meet. The final results should include both the preliminary and final times of all swimmers competing in each event. If time trials are held, those results must also be included in the final results.

The final meet results must be in publication order. The computer operator should provide a meet backup electronic file to Pam Cook for posting to the LESI web site after the meet has been scored. Additionally, the computer operator should transfer meet results onto the disks of all teams who provided entries on disks.

As required by many LSCs, all splits and relay names should be included on the final results if the program software allows. Some software permits splits either in the lap (subtracted) or cumulative mode. The computer operator must be sure to include team and high point scoring totals in the final results along with any other items required by the LSC. All disqualifications, signed by the referee, must be recorded at the end of each event with "DQ" noted in lieu of a time. Respective record-breaking times should be noted for each event

To reduce copy expenses, results can be printed in a condensed font, however, make sure that your print is large and clear enough so that times can be read accurately.

It is essential that the final results be published as soon as possible after the completion of the meet. Many LSCs mandate a period of time in which the results must be published. Copies of the results should be sent to the appropriate LSC officers, all teams participating in the meet and any others who have requested them. A fee is usually charged for copies sent to individuals not receiving results in an official capacity.

Meet Evaluation

It is recommended that each meet be evaluated after its conclusion; not only to determine its success or failure, but also to solicit ideas on how future meets could be improved. Meet evaluation forms are available from USA Swimming Headquarters in Colorado Springs or may be available from your LSC. A sample copy of the Lake Erie Swimming Meet Evaluation form is included in the Appendix. Swimmers, coaches, officials and meet administration before leaving the competition site should complete forms. If desired, the results can then be compiled and made available to the LSC or other clubs holding similar meets.

Each meet director should also keep his own personal observations for use in improving the next meet or for aiding successive meet directors in the club. The meet director should also file a post-meet report with suggestions for change and improvement.

SECTION VIII MEET REPORTS AND DEADLINES

8.1 FINAL RESULTS:

- .1 The following shall be included in the Final Results:
 - . A Name of meet, dates, site and pool length.
 - . B Sanction number (required for reporting National Age Group Top 16 consideration times).
 - . C Full names, ages and official times of all swims, time trials, preliminaries, and finals, in order, fast to slow in publication order. For B and C meets, indicate all A, BB, and B times achieved respectively.
 - . D Full names and ages of all relay team participants and leadoff splits, if available.
 - . E List of officials who worked the meet.
- .2 Final results shall be submitted or mailed no later than 10 days of the final day of the meet by the host team.
 - . A A printed hardcopy of the final results shall be mailed to the LESI Records Chair.
 - . B An electronic version shall be electronically submitted to the LESI website administrator and LESI Top 16 tabulator.
 - .1 The media and format for electronic submittal shall be determined by the LESI website administrator and the LESI Top 16 tabulator.

.2 The media and format shall be communicated to the member clubs during the annual meet operations training class.

8.2 FINANCIAL REPORT AND SURCHARGES:

1. Prepare and submit to the LESI Treasurer the Meet Director's Financial Report due 45 days after the conclusion of the meet
2. Prepare and submit the After Meet Registration Report to the Registration Chair with 48 **hours** after the conclusion of the meet
3. Prepare and submit to the LESI Treasurer the Worksheet for Sanction Fee Owed Lake Erie Swimming with 14 days of the conclusion of the meet

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Meet Forms

Listed below is a typical checklist of the needed forms and printing required for a swim meet. The meet director should check with the LSC chairman for any additional LSC forms that must be completed.

1. * Application for sanction form (page 44)
2. * Meet Entry Information Template (pages 33-38)
3. * Meet Entry Sheets (pages 39-42) For entries not submitted on Hytek
4. Deck entry forms (three-part)
5. Psych sheet
6. Heat sheet
7. Program
8. Disqualification (DQ) slips (two-part)
9. Relay entry cards
10. * After Meet Registration Report (page 46)
11. * Worksheet for Sanction Fee Owed Lake Erie Swimming (page 45)
12. * USA Swimming Report of Occurrence (Accident) forms (page 31)
13. * Meet Evaluation Form (page 32)
14. * Meet Financial Report (page 43)
15. * Deck entry USA Swimming Membership Verification Form (page 47)
16. * Transfer Application (page 48)
17. * Lake Erie Swimming Meet Policies Summary (page 49)
18. * Meet Host Registration Procedures (pages 50-52)
19. * Lake Erie Sanction Instructions (pages 53-54)
20. Application for approved meets (page 55)

* Sample forms included in Appendices.

USA SWIMMING
Report of Occurrence

Personal Injury/Property Damage (Please Print)

Date of Accident: _____ LSC: _____ Name of Club: _____

Injured: Registered Athlete Seasonal Athlete Registered Non-Athlete Guest/Spectator Other _____

Name (Legal): USA Swimming Athlete ID#: _____

Date of Birth: Age: Sex: M F Phone: _____

Address: _____ City/State/Zip: _____

Place where accident occurred: Deck Offsite Outside Pool In Water On Blocks Bleachers
Locker Room Hallway Gym Cafeteria Stairs Other _____

Activity: Meet Practice Warm-Ups Dryland Practice Warm-Down Other _____

Facility Name: _____ City/State: _____

Describe the Accident: _____

Injured Body Part (Specify R or L): Leg/Foot Head/Neck Ears/Nose/Mouth/Teeth Knees Torso Internal
Shoulder Hand/Arm Other _____

Probable Nature of Injury: _____

On Site Care Given by: Coach Parent EMT/Paramedic Other _____

Care Given on Site: Ice Immobilized Bandage Cleaned Other _____

Taken to (Name/Location): _____

Please include names and phones numbers of three (3) witnesses:

_____ Name	_____ Address	() _____ Phone
_____ Name	_____ Address	() _____ Phone
_____ Name	_____ Address	() _____ Phone

Activity Supervisor: _____ Phone: () _____

Report Submitted By: _____ Phone: () _____ Date: _____

Instructions: Club Personnel or Club Safety Coordinator is responsible for returning completed form immediately following an accident to:
USA Swimming and Risk Management Services and LESI Safety Chair:
Risk Management Department P. O. Box 32712 Marilyn Duman
One Olympic Plaza... Phoenix, AZ 85064-2712 P.O. Box 30700
Colorado Springs, CO 80909 FAX: (602) 274-9138 Middleburg Hts., OH
FAX: (719) 575-4050 44130-0700

Rev.09/20/07: address of safety director

Lake Erie Swimming

Meet Evaluation

Name of Meet _____ Date _____

Please rate the following aspects of this meet:

	Excellent	Good	Fair	Poor	Comments/Suggestions
Preparation of the facility					
Condition of the water					
Clerk of Course					
Results					
Awards					
Hospitality					
Officials					
Locker Room					
Deck					
Spectator Area					
Sound System					
Parking					

Please make additional comments/suggestions on the back.

Please check all that apply: Coach ____ Athlete ____ Official ____ Parent ____

Optional: Signature _____ Club _____

Return to Meet Director

INSTRUCTIONS:

LESI Meet Template: *Red lettering: adjust wording to correspond to your meet* Black lettering: use as stated.

Wording in italics is informational only and should NOT be included in your final document.

Please remember to remove all color-coding and italics from your document before submitting it.

Emergency Evacuation Plan: Please provide written plan along with Meet Entry Info. Also post at your venue and include in meet psych/heat sheets.

THE ABC MEET

Sponsored by

THE ABC CLUB

April, 1-99, 0000

Held under USA Swimming Sanction # LE____; Time Trials # LE____

LOCATION: Mickey Mouse Natatorium, 1111 Minnie Ln., Orlando, FL, 00000

POOL: 25 yards/meters by 10 lanes, (describe pool – continuous warm-up pool, locker rooms, seating, scoreboard (if any), concessions, parking, etc.)

STARTING TIMES: Friday night warm-up: 4:30 PM – 5:15 PM, with the meet starting at 5:20 PM. Both Saturday and Sunday morning session warm-ups are from 7:45 – 8:30 a.m., with competition starting at 8:35 a.m. *If the meet has more than one session per day, publish instructions on how, when, and where the warm up time and session start time can be found. Reminder that there should be a 15 minute break between the conclusion of the morning session and the start of warm ups for the next session.* Afternoon warm-up will begin 15 minutes after the conclusion of the morning session. **State warm-up length of time. Remember that warm ups must be at least 45 minutes long unless split by age group, gender, team, or other means, then each group must have at least 30 minutes to warm up. Afternoon start times will be posted at Lakeeriewimming.com (add whatever other website here) by give date for posting.** At the discretion of the Meet Safety director, warm ups may be split by gender or age group or team. **The finalized warm up plan may be found at website by March 15, 2006. It is recommended that you not publish a split warm up prior to receiving the entry unless you are certain that you will need it. Remember if there is not a continuous warm up pool and you have any events 400 yards/meters or longer, you must give the swimmers a 10-minute warm up in the competition pool.**

ENTRY DEADLINE: The due date for entries, electronic or otherwise, is _____. The meet will be closed before the entry deadline if the sessions are estimated to be at four hours, so mail early. **The host team reserves the right to limit the number of heats in events of 400 yards/meters and over (see conduct). Times may be upgraded until the entry deadline. Swimmers may be added until the entry deadline or the meet is closed whichever is first (optional).** Hard copy, meet summary sheet and check must be received by date *(or what will happen-entries removed?)*. Mail entries to Walt Disney, 1111 Minnie Lane., Orlando, FL 00000, wdisney@aol.com, fax # (if applicable).

ENTRY FEES: Individual events \$0.00; Relays: \$0.00; plus a \$2.00 per swimmer LESI surcharge. **There is a \$1.00/swimmer handling fee for entries not furnished in an electronic file.** Make checks payable to _____.

ENTRY LIMITATIONS: Swimmers may enter up to _____ individual events/day, exclusive of relays **and may compete in no more than ___ per day or ___ for the meet. Teams may enter ___ relays per relay event. Swimmers may compete in _____ relays/day. If time trials are offered, explain whether they are part of the meet limitation and daily limitation.**

DECK ENTRIES: Deck entries will/will not be taken on a space available basis up to 35 minutes before the start of the session and seeded at time/NT. Deck entrants should sign up in the deck entry office @ \$5.00 per individual event and \$ 10.00 per relay. Will deck entries be allowed to score? Explain procedures if swimmers get closed out of events, refunds, etc. Deck entry swimmers new to the meet will be charged \$2.00 LESI surcharge and must provide proof of USA Swimming registration.

ELIGIBILITY: Swimmers must be athlete members of USA Swimming and have met the time standard requirements. All swimmers must be members in good standing of Lake Erie LSC (for LESI Championship meets). Coaches must be current coach members of USA Swimming and must display their coach membership cards on deck. Age is as of the first day of the meet, April 1, 0000. On deck USA Swimming registration will/will not be available (does not include coach registration)

QUALIFYING TIMES: Please see event listings. Swimmers must be equal to or faster than or slower than the qualifying time listed as of the entry deadline. Bronze meets, if the swimmer has no time, please include a time even if it is a practice time. Specify the qualifying time period if there is one. The schedule of event template may be modified if you want to include a separate chart of qualifying times for all courses (LCM, SCM, Yards). If you do this, please refer people to the attached chart. Specify whether times must have been achieved in a certain course, whether they may convert times, or whether non-conforming times may be entered.

SLOWER THAN: These meets have times investigated after the meet if a protest is filed. Swimmers may not compete in an event in which they are faster than the listed time standard as of the meet entry deadline.

FASTER THAN: (Use when events require “faster than” time standards) Swimmers should enter an event only if they have achieved the listed time standard for that event. Teams of swimmers who fail to achieve the qualifying time at the meet will receive a notice of those times that cannot be verified in the SWIMS database. Teams shall submit proof of time or a fine of \$10.00 for each swim listed in the notice. Failure to resolve time verification issues within one week of receipt of notice shall result in debit to the team’s account in the amount of the fine. Unattached swimmers will receive similar notice. Qualifying times for 50-yard/meter events will be waived for swimmers with a disability. Swimmers with a disability may enter an event (such as the 100 free) and swim it with a longer yardage event (such as the 200 free) provided his/her time for the lesser yardage event (100 free) is equal to or faster than the listed qualifying time for the longer yardage event (200 free).

SWIMMERS WITH A DISABILITY: Entries for swimmers with a disability should be handled in the following manner: (1) enter the swimmer in the Hy-Tek database (or on the regular entry form); (2) list in the email accompanying the Hy-Tek entry file (or on a separate sheet of paper) the name of the swimmer, the stroke(s)/distance(s) s/he wishes to swim, the entry times, the day/session s/he wishes to swim the event(s), and the manner in which s/he prefers to be seeded (with a longer distance or with a different age group); and (3) provide any information about special accommodations needed by the swimmer. The final determination of seeding will be made by the Meet Referee after consultation with the swimmer and his/her coach.

CONDUCT: The meet will be conducted according to the rules set forth in the current USA Swimming Rules and Regulations. Events will be contested in a 25-yard/meter course. State whether the events are timed finals, prelim/finals (consols, bonus), heat order in finals, etc. Order of heats in prelims (slowest to fastest, etc.) Explain any events that will have heat limitations and whether these will be limited to fastest seeded or first come. Explain what happens if anyone is closed out of an event due to heat limitations.

SEEDING & CHECK IN: Individual events will be pre-seeded/deck-seeded, except for individual events 400 yards/meters or longer. These events will be seeded on the deck. All relay events will be seeded on the deck. All swimmers must check in at least 30 minutes prior to the start of their session for events seeded on the deck. Check-in sheets will be posted in the Clerk of Course. Relay cards must be turned in upon call in order to be seeded. May provide an alternate method of check in for distance events. How will non-conforming times be seeded? Will there be marshalling of swimmers (i.e. bull pen, clerk of course)? Scratch procedures? In accordance with 102.1.4, events may be seeded together but scored separately. The Lake Erie scratch rule

(attached) will be in effect. List any exceptions to scratch rule if the Board of Directors has granted a waiver.

SCORING: INDIVIDUAL: 11-9-8-7-6-5-4-3-2-1; RELAYS...22-18-16-14-12-10-8-6-4-2; 8 AND UNDER EVENTS WILL NOT BE SCORED. Default scoring is listed, but meet hosts may improvise. Meet may not be scored.

AWARDS: Individual Events: - what and how many?
Relay Events: what and how many?
Individual High Point – how many places? Age groups?
Pentathlon or specialty awards?
Team – men's, women's, combined?
Heat winners? Participation?

ADMISSION COST: Cost Per Person: Cost for Heat Sheets, Parking.

RESULTS: Will be posted on Lakeerieswimming.com and other website if applicable. Teams may request a backup at the conclusion of the meet.

TIME TRIALS: Eligibility for time trials (must be entered in individual event, meet a qualifying time, etc.) When will time trial sessions be conducted? Sign-up procedures? Cost? Conduct/limitations of time trials. Swimmer event limitations. USA rules restrict any swimmer from competing in more than 5 timed final events on a given day, this includes time trials. Where preliminaries are conducted, an athlete may complete in no more than 3 individual events for the day, inclusive of time trails.

SAFETY/WARM-UP: Lake Erie Swimming safety guidelines and warm-up procedures will be in effect at all times. Coaches must maintain contact with their swimmers during warm-up. All entry into the pool for warm-up is feet first from the starting block end of the pool. There is no diving during warm-up, except in designated sprint lanes. The final 20 minutes of a 45 minute warm-up or 15 minutes of a 30 minute warm-up shall be conducted as follows: (use the appropriate wording for your venue)

For a 10 lane pool:

- (a) Lanes 1 & 10 push/pace from the start end of the pool (or general warm-up at the discretion of Meet Referee or his/her designee).
- (b) Lanes 2 & 9 sprint lanes for racing starts from the starting block end of the pool, one length only and exiting the pool
- (c) Lanes 3-8 general warm-up, no diving or racing starts. Any or all of these lanes may be converted to sprint lanes at the discretion of the Meet Referee or his/her designee.

For an 8 lane pool:

- (a) Lanes 1 & 8 push/pace from the start end of the pool (or general warm-up at the discretion of the Meet Referee or his/her designee).
- (b) Lanes 2 & 7 sprint lanes for racing starts from the starting block end of the pool, one length only and exiting the pool
- (c) Lanes 3-6 general warm-up, no diving or racing starts. Any all of these lanes may be converted to sprint lanes at the discretion of the Meet Referee or his/her designee.

For a 6 lane pool:

- (a) Lane 1 push/pace from the start end of the pool (or general warm-up at the discretion of Meet Referee or his/her designee).
- (b) Lanes 2 & 5 sprint lanes for racing starts from the starting block end of the pool, one length only and exiting the pool.
- (c) Lanes 3, 4, and 6 general warm-up, no diving or racing starts. Any or all of these lanes may be converted to sprint lanes at the discretion of the Meet Referee or his/her designee.

Swimmers are to sprint one way and climb out at the far end of the pool. Swimmers may be removed from warm-up for violating safety rules **Add information for continuous warm-up if there is a continuous warm-up pool available.**

No recording devices, including cell phones, can be used in the locker rooms at the site of a swim practice or meet. (NOTE THIS IS NEW PER USA CONVENTION, 2007)

OFFICIATING OPPORTUNITY – Anyone that is a USA Swimming certified official is welcome and encouraged to join the Lake Erie Swimming (LES) officials in officiating this meet. Please contact the meet director, _____, or LES's Officials Chair, Chuck Kunsman, in advance of the meet if at all possible to let either know of your availability. The meet director's and Chuck's contact information is listed below. We are also looking for anyone that is interested in becoming an official, for more information please contact the Official's Chair, Chuck Kunsman.

Meet Director's E-mail: _____

Official's Chair: Chuck Kunsman: E-mail: chuck163@yahoo.com

COACHES: **Packets? Meetings? Sign-in? Where**

UNSUPERVISED SWIMMERS: Swimmers without coach supervision must contact the Meet Director or Meet Referee to be assigned to a coach on deck.

NOTE: Only athletes entered in the meet, working coaches, officials, and meet workers are allowed on deck. Other non-participants are expected to remain in the spectator area.

MEET DIRECTOR: _____
Name e-mail phone

SAFETY DIRECTOR: _____
Name e-mail phone

ENTRY PERSON: _____
Name e-mail phone

DIRECTIONS: Provide directions and/or map to pool

HOTEL: List any special rates and hotel information.

EVACUATION PLAN: Send written plan with meet info. Have written and detailed drawing posted at venue and included in psych/heat sheets.

LAKE ERIE SWIMMING, INC.
INDIVIDUAL AND 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.

- A. Pre-Seeded Meets - Each swimmer/relay team shall report promptly to the Clerk of Course prior to the race in which the swimmer/relay team is entered. Any swimmer/relay team not reporting for or competing in a timed final event or in a preliminary heat when finals are scheduled shall not be penalized.
- B. Events Seeded on the Deck –
 - (1) 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, and/or fax) for swimmers who do not plan to arrive before the scratch deadline.
 - (2) 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 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 \$25.00 to the swimmer, except as noted in "Exceptions for Failure to Compete" (below).
 - (3) 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 may cause a fine of \$2.00 per swimmer per day to be levied against that team.
- C. Scratching from Consolation Finals and Finals
 - (1) Any swimmer qualifying for a consolation final or final race in an individual event who fails to compete in said consolation final or final race shall be barred from further competition for the remainder of the meet, except as noted below in "Exceptions for Failure to Compete." If such failure to compete occurs on the swimmer's last day of the meet, the swimmer shall be fined twenty-five dollars (\$25.00) by LESI.
 - (2) In the event of withdrawal or barring of a swimmer from competition, the Referee shall fill the consolation final or final when possible with the next qualified swimmer(s). First and second alternates shall be announced along with the final qualifiers. These alternates shall not be penalized if unavailable to compete in the finals.
 - (3) When consolation finals have not yet been swum and a barring or withdrawal is known to the Referee, the Referee shall re-seed the consolation final and the final, if necessary, to insert the alternate(s) in the appropriate lane(s), filling all lanes in the final.
 - (4) If a consolation final has already been contested, the final shall be swum without reseeding for the empty lane(s).
- D. Exceptions for Failure to Compete - No penalty shall apply for failure to withdraw or compete in an individual event if
 - (1) The Referee is notified in the event of illness or injury and accepts the proof thereof.
 - (2) 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.
 - (3) The Referee determines that failure to compete is caused by circumstances beyond the control of the swimmer.
 - (4) It is determined by the Referee that there were no alternates for the consolation final or final race in which the swimmer failed to compete, and that the swimmer's failure to compete did not affect any other swimmer's ability to compete in the consolation final or final race.

ABC MEET
SPONSORED BY
DISNEY, APRIL 1-99, 9999

MEET ENTRY SUMMARY PAGE

Team Name: _____ Team Code: _____ LSC Code: _____

Contact Person: _____ Phone: _____ Email _____

Address: _____ City: _____ State: _____ Zip _____

_____ (Total # of swimmers) X \$2.00 (LESI Surcharge) =
\$ _____

_____ (Total # of individual events) X \$0.00/event =
\$ _____

_____ (Total # of relay events) X \$0.00/relay entry =
\$ _____

_____ (Total # of swimmers) X \$1.00 (handling fee for paper entries)
\$ _____

TOTAL AMOUNT REMITTED:

\$ _____

- Swimmers will be without a coach on deck:
 Fri. p.m., Sat. am, Sat. p.m., Sun. am, Sun p.m.
 I have arranged for my swimmer/s to be supervised by
_____.

I VERIFY THAT EVERY SWIMMER LISTED ON THE ENCLOSED ENTRY FORM IS A REGISTERED ATHLETE MEMBER OF USA SWIMMING AND THAT EVERY COACH REPRESENTING OUR TEAM AT THIS MEET WILL BE A CURRENT COACH MEMBER OF USA SWIMMING.

SIGNED: _____ (coach or member team representative). DATE:

Make checks payable **ABC CLUB**. **Please note:** All entries submitted with this sheet should be covered by a single check. **DEADLINE FOR RECEIPT IS April 99, 9999**. This sheet must accompany all entries including HY-TEK Meet Manager disk entries, hard copy & check. Mail to: **Walt Disney, 99 Disney Dr., Orlando, FL 99999**.

ABC MEET
SPONSORED BY
DISNEY, APRIL 1-99, 9999

MEET ENTRY SUMMARY PAGE

Team Name: _____ Team Code: _____ LSC Code: _____

Contact Person: _____ Phone: _____ Email _____

Address: _____ City: _____ State: ____ Zip_____

_____ (Total # of swimmers) X \$2.00 (LESI Surcharge) = \$_____

_____ (Total # of individual events) X \$0.00/event = \$_____

_____ (Total # of relay events) X \$0.00/relay entry = \$_____

_____ (Total # of swimmers) X \$1.00 (handling fee for paper entries) \$_____

Total Amount Remitted: \$_____

Swimmers will be without a coach on deck:

Fri. p.m., Sat. am, Sat. p.m., Sun. am, Sun p.m.

I have arranged for my swimmer/s to be supervised by

_____.

I VERIFY THAT EVERY SWIMMER LISTED ON THE ENCLOSED ENTRY FORM IS A REGISTERED ATHLETE MEMBER OF USA SWIMMING AND THAT EVERY COACH REPRESENTING OUR TEAM AT THIS MEET WILL BE A CURRENT COACH MEMBER OF USA SWIMMING.

SIGNED: _____ (coach or member team representative).

DATE: _____

Make checks payable **ABC CLUB**. **Please note:** All entries submitted with this sheet should be covered by a single check. **DEADLINE FOR RECEIPT IS April 99, 9999**. This sheet must accompany all entries including HY-TEK Meet Manager disk entries, hard copy & check.

Mail to: **Walt Disney, 99 Disney Dr., Orlando, FL 99999**.

REV: 11/01/07

USA SWIMMING - LAKE ERIE SWIMMING, INC.
APPLICATION FOR SANCTION

Date: _____

I, _____, apply on behalf of _____ for a sanction to hold swimming competitions at _____ on the _____ day(s) of _____, _____. Our sanction deposit was sent along with the bid. A copy of the complete event information, event entry form, and a schedule of warm-ups and warm-up procedures that must be adhered to by all participants are enclosed.

As a condition of obtaining such a sanction, I and the above organization, which I represent, agree to abide and govern this event under the rules and regulations of USA Swimming and Lake Erie Swimming, Inc., and all other terms and conditions upon which this sanction may be granted. These terms specifically include all local rules and regulations and those set forth in Article 202 of the current edition of USA Swimming Rules and Regulations, specific reference to Paragraph 7 of Article 202.2, which provides that:

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.

Officials for this meet shall be qualified persons as certified by USA Swimming, and a list of such officials will be submitted one week prior to the event, if requested.

It is further attested that all swimmers, meet directors, safety directors, marshals, coaches, and officials will be current members of USA Swimming. All persons serving as meet directors and safety directors at this competition have signed below.

_____/_____-_____/_____/_____
Signature of Meet Director(s) Phone Date E-mail

_____/_____-_____/_____/_____
Signature of Safety Director(s) Phone Date E-mail

Return Sanction To: _____

Mail application to: Frank Campbell, 1040 Colony Drive, Cleveland, OH 44143

For official use only Sanction Number _____ Issued ____/____/____
--

WORKSHEET FOR SANCTION FEE OWED TO LAKE ERIE SWIMMING

MEET _____ MEET DATE (S) _____
 HOST CLUB _____

ADD

TOTAL # INDIVIDUAL SPLASHES (including deck entries and time trials) _____
 TOTAL # INDIVIDUAL SCRATCHES + _____
TOTAL # INDIVIDUAL ENTRIES _____

ADD

TOTAL # RELAY SPLASHES (including deck entries and time trials) _____
 TOTAL # RELAY SCRATCHES + _____
TOTAL # RELAY ENTRIES _____

MULTIPLY

TOTAL # INDIVIDUAL ENTRIES (above) _____
 ENTRY FEE FOR INDIVIDUAL EVENT ₺ _____
TOTAL FEE FROM INDIVIDUAL EVENTS _____

MULTIPLY

TOTAL # RELAY ENTRIES (above) _____
 ENTRY FEE FOR RELAY EVENT ₺ _____
TOTAL FEE FROM RELAY EVENTS _____

ADD

TOTAL FEE FROM INDIVIDUAL EVENTS (above) _____
 ENTRY FEE FROM RELAY EVENTS (above) + _____
***TOTAL ENTRY INCOME SUBJECT TO SANCTION FEES** \$ _____

**Entry money in excess of this amount, due to a higher fee for deck entries is not subject to the sanction fee.*

MULTIPLY

TOTAL ENTRY INCOME SUBJECT TO SANCTION FEE (above) _____
 20% LESI SANCTION FEE ₺ _____ **.20**
TOTAL SANCTION FEE \$ _____

SUBTRACT

TOTAL SANCTION FEE (above) _____
 SANCTION DEPOSIT (already paid to LESI) - _____

Date Paid _____ Check Number _____

TOTAL SANCTION FEE BALANCE DUE LAKE ERIE SWIMMING, INC. \$ _____

Name _____ Date _____ Phone _____ Ch. # _____

Date Rec'd _____ Amt Due _____ Amt Rec'd _____ Copy to: _____
 Bal. Due _____ - Date Rec'd _____ Copy to: _____

**LAKE ERIE SWIMMING
AFTER MEET REGISTRATION REPORT**

MEET DATE _____

MEET NAME _____

MEET DIRECTOR _____

No USA Swimming registrations were accepted at this meet. (Return form even if checked)

If USA Swimming registrations were accepted at this meet, complete the following:

	# RECEIVED	REGISTRATION FEE	AMOUNT RECEIVED
Athletes		\$44.00	
Seasonal Athletes		\$23.50	
Transfers		\$2.00	
Family		\$85.00	
Open Water		\$10.00	
Non-Athletes		\$47.00	
		TOTAL	

Return this form, registration and transfer forms, Deck Entry USA Swimming membership verification forms and appropriate fees **within 48 hrs.** of the meet to:

Pam Cook
301 Rockledge Dr.
Bay Village, OH 44140
(440-808-9192)
pamswim@aol.com

DECK ENTRY USA SWIMMING MEMBERSHIP VERIFICATION FORM

(This form must be filled out for any swimmers who were not entered into the meet and are deck entering events. This form will be returned to the Registration Coordinator at the completion of the meet)

ATHLETE _____ MEMBERSHIP NUMBER _____

LSC (if not LE) _____ CLUB AFFILIATION _____ SEX ____ AGE _____

PROOF OF REGISTRATION PROVIDED BY:

(to be filled out by Deck Entry personnel)

- USA SWIMMING MEMBERSHIP CARD
- VERIFICATION STATEMENT
- REGISTRATION ON DECK
- VERIFICATION FROM REGISTRATION COORDINATOR

(Registration Coordinator's Name)

(Date)

(Time)

VERIFICATION STATEMENT

I certify that the above athlete is currently registered as an athlete member of USA Swimming and is eligible to participate in this meet:

Signature of Swimmer's Coach

Date

* If the coach is unavailable, this may be signed by a **non-athlete member of USA Swimming** whose registration you have verified.

Signature of Non-Athlete Team Representative

Date

** Out of LSC athletes may sign the form themselves if they are 16 or older or have any adult team representative sign on their behalf.

Signature of Athlete or Team Representative

Relationship

Date

TRANSFER APPLICATION

ATHLETE NAME (L) _____ (F) _____ (M) _____

STREET _____

CITY _____ STATE _____ ZIP _____ PHONE _____

BIRTHDATE _____ SEX M F USA NUMBER _____

OLD CLUB NAME _____

(Give city, state and LSC if club is not in Lake Erie)

NEW CLUB NAME _____

MUST COMPLETE DATA BELOW BEFORE SUBMITTING APPLICATION

LAST DATE REPRESENTING OLD CLUB:

NAME OF MEET _____ **DATE:** _____

I understand that in order for me to represent my new USA club in a competitive event, 120 consecutive days must have elapsed without having represented any other USA club in USA competition. I also certify that I have no outstanding fees or debts with my old club and the above information is true and correct to the best of my knowledge and belief.

SIGNATURE _____

(athlete, parent or guardian signature)

NOTE: Your new club will be notified of the date you may attach with them. Those swimmers transferring to UNATTACHED status will be transferred immediately.

SEND FORM AND \$2.00 TRANSFER FEE (PAYABLE TO LAKE ERIE SWIMMING) TO:

Pam Cook (pamswim@aol.com)

301 Rockledge Dr.

Bay Village, OH 44140

440-808-9192

Meet Policies: LAKE ERIE SWIMMING, INC.

**Refer to Lake Erie Handbook, Policy & Procedures & USA Swimming Rules and Regulations, Parts 1 & 2.
Please incorporate the following into your meet planning and/or entry information:**

1. There must be a break of at least 15 minutes between the end of the morning session and the start of afternoon warm-ups.
2. There must be a break of at least 90 minutes between the conclusion of prelims and the start of finals.
3. There must be a minimum of 15 minutes between the conclusion of a given age group's event and the start of that age group's next event unless it can be shown that no swimmer is entered in both events. This applies to Open where Open represents a designated age group (15-18).
4. 8-Under events are not to be scored. Obviously, no individual high point awards for 8- under age group.
5. No medals for events limited to swimmers slower than "A." (Ribbons only.)
6. Entry information should state that qualifying times for 50's would be waived for swimmers with a disability. Further, it should state that swimmers with a disability may enter an event (such as the 200 free) and swim a lesser yardage (100 free) provided his/her time for the lesser yardage event (100 free) is equal to or faster than the qualifying time for the longer yardage event (200 free).
7. USA Swimming registration must be available at the meet unless stated otherwise in the entry information.
8. The postmark entry deadline for entries shall be no earlier than 2 Mondays prior to the first day of the scheduled event.
9. There is a surcharge of \$2.00 per swimmer for the Zone Fund. The surcharge is waived for meets where there is no entry fee charged. A penalty fee may be established for teams not entering the meet on disk. No additional surcharge may be assessed without permission from the Board of Directors.
10. LESI scratch rules must be followed and published in entry information. Make certain the Clerk of Course understands the scratch rule.
11. Length of warm-ups: Prelim sessions and timed finals - *minimum of 45 minutes. (*If split, minimum length of 60 minutes, 30 minutes per group); Finals: minimum of 30 minutes. Meet start is to be 5 minutes after the conclusion of warm-ups.
12. The program in age group meets shall be arranged to allow the events in 10-Under and 11-12 age groups to be completed in 4 hours or less. If session runs longer than 4 hours, the host club may be subject to a fine.
13. For meets needing a 50-meter cable and/or 10-lane cable harness: These items may be rented through the district. Contact the LESI Officials Chair.
14. Additional warm-ups of 10 minutes must be provided prior to individual events that are 400 Y/M or more (unless continuous warm-up is available).

The following people should be contacted if you have questions:

Frank Campbell	440-473-0269	Sanction information & procedures; facampbell@sbcglobal.net
Pam Cook	440-808-9192	Registration procedures; Pamswim@aol.com
Lori King	330-518-2028	Financial reporting; lkingims@aol.com
Marilyn Duman	440-234-3362	District records; Final results; dumanswims@aol.com Safety and warm up procedures
Carol Telljohann	440-248-8756	SWIMS Database; OVC's; telljohann@sbcglobal.net
Chuck Kunsman	216-731-3621	Assignment of officials; cable harness; chuck163@yahoo.com

LAKE ERIE SWIMMING INC
MEET HOST REGISTRATION PROCEDURES

You have applied to host a USA Swimming Meet in Lake Erie Swimming. According to USA Swimming rules, every participant as well as every club must be registered with USA Swimming before competing in a meet. While it is the responsibility of each club to register itself, its coaches, and its swimmers, it is the duty of the meet management to confirm that in fact each participant is registered and has a USA Swimming membership number. Any club, which accepts entries without a full complement of USA Swimming membership numbers and verifications or has unregistered swimmers in its meet, accepts the risk of penalty, including loss of sanctions.

Please read the following instructions and attached guidelines and forward the information to the appropriate people within your meet management staff.

Meet Template Information File

A meet template information file is available on the LESI website to download. This file is located under FORMS. Double-click on the file and when it appears on the screen, click on File – Save As to download the file to a particular folder on your computer’s hard drive. Please modify/add/delete any information in red. Change the red text to black for the final copy. This file will be sent to the sanction coordinator and when a sanction number is issued, this file will be posted to the web.

Creation of Event File

After receiving your sanction number, create a meet event file in Meet Manager. After checking this file thoroughly (event number and event name), email this file as an attachment to Pam Cook (pamswim@aol.com) and she will post it to the web for use by clubs when preparing their electronic meet entries.

Dissemination of Meet Entry Information File

If meet entry information will be emailed or available only on the LESI website, (as opposed to mailing hard copy through the regular mail), send a postcard to club contacts or include that information in the meet entry information. If you send postcards, club contact labels are available on the web under FORMS. Click on labels, put the appropriate label paper in your printer and choose File – Print.

Entries

1. Any entry that is sent to you without USA Swimming membership numbers must be returned promptly to the club for completion.
2. A signed statement verifying USA Swimming membership of each meet participant must accompany each entry:

I verify that all swimmers listed on the enclosed entry form for the _____ Meet are current athlete members of USA Swimming and all coaches representing our team at the meet are current members of USA Swimming.

Signature of Coach or Member Team Representative Date

3. Entries, including USA Swimming membership numbers and verifications, must be kept for one year as well as all meet results including tapes, heat sheets or cards and official order of finish.
4. A pre-meet file - the **Hytek backup file (from menu choose File-Backup)** - must be provided to the LE Registration Coordinator by the Monday prior to the meet. Email the file as an attachment to pamswim@aol.com. The LE Registration Coordinator will contact the computer entry chairman

/meet director about unregistered swimmers and club affiliation problems and give specific instructions for resolution of any problem. If a swimmer that appears on the pre-meet listing is not registered before the meet, the swimmer will be removed from the meet. Swimmers removed from the meet to not receive any refunds. They can, however, deck enter the meet on a space available basis, present registration forms and pay all associated fees.

5. A post-meet file - the Hytek backup zip file - should be emailed as an attachment to pamswim@aol.com **the evening the meet ends so that results may be posted to the web.** In the email message, list the swimmers who were registered at the meet and any swimmers who filled out a transfer form (list old and new club)

Meet Host Activities

PRE-MEET

1. The Meet Director is the appointed Lake Erie Swimming Deputy Registrar for the meet. As such the Meet Director or their appointee is authorized to take registrations at the meet. This appointment is in effect only for the duration of your meet. For this reason, get USA Swimming athlete registration forms, non-athlete registration forms and transfer forms from your club registrar to have on hand at the meet to take registrations or transfers. These forms are available on the LESI website.
2. Make copies of the Deck Entry USA Swimming Membership Verification Form in case a swimmer not previously entered in the meet, deck enters events.

DURING THE MEET

1. The meet deputy registrar is responsible for taking the following registrations and transfers:
 - **Athlete Registrations** - The swimmer should present to you a completed USA Swimming Registration form along with the appropriate registration fee. Make sure and mark the date of registration on the form.
 - **Athlete Transfer Form** - The swimmer should present to you a completed transfer form and the \$2 transfer fee. Mark the date on the form that it was "Received". Be sure the swimmer fills out the "Date of Last Competition" box. If the Date of Last Competition is greater than 120 days, the swimmer may affiliate immediately with the new club. If not, the swimmer must participate in the meet as unattached (UN).
 - **Non-Athlete Registrations** - You should receive a completed Non-Athlete or family Registration form along with the appropriate fee. Mark the date you received the registration on the form. **NO COACH REGISTRATIONS MAY BE ACCEPTED AT THE MEET.**
2. The meet deputy registrar is also responsible for making certain that any swimmer who deck enters the meet, who was not previously entered in the meet, fills out the Deck Entry USA Swimming Membership Verification Form and satisfies one of the verification methods listed on the form. (See Deck Entry USA Swimming Membership Verification Form)
3. Prior to the beginning of the meet, the Meet Host and Referee should print out the Coach Ineligible List (from the weekly electronic newsletter, which is emailed to all non-athlete members on Friday and is also available on the LESI website). Coaches on this list have lapsed certifications and cannot be on the pool deck. Coaches on this list **MAY NOT sign the Lake Erie Swimming-provided "USA Swimming Coach-Member Verification Form" to get around not having the noted, current certifications.**

4. The Meet Host should check all coaches on the pool deck for a coach's badge. If a coach cannot produce the coach badge, he / she should sign the "**USA Swimming Coach-Member Verification Form**" verifying that he / she is currently a registered coach. The meet host should notify the coach that if they falsely sign the form, their club incurs an automatic \$100 fine.

AFTER THE MEET

1. The Meet Director is responsible for completing the **After Meet Registration Report** (posted on LESI website under FORMS) and sending the following items to Pam Cook, 301 Rockledge Dr., Bay Village, OH 44140 **within 48 hrs.**
 - Registration and transfer forms received at the meet
 - After Meet Registration Report
 - Deck Entry USA Swimming Membership Verification Forms
 - Appropriate fees
2. The Meet Host should keep a listing of the names for which registrations were received, monies received and method of payment for your records.

LAKE ERIE SWIMMING, INC.
SANCTION INSTRUCTIONS

1. Fill out the application for sanction.
2. Submit **all** of the following items with the application. Use the template file to help you complete your sanction. The parts of the file appearing in red are to be modified, deleted or added to, in order to customize this template for your club's specific meet. This template will make your sanction and entry file much less complicated and time consuming. If you chose not to use this template, make sure that you do include (meet information should be e-mailed):
 - a. **Meet entry information**, which must include all **safety and warm-up procedures** and the **scratch rule**. The following statement must appear in the meet information: "**Lake Erie Swimming meet safety guidelines and warm-up procedures will be in effect at this meet.**"
 - b. Meet entry guidelines should include a statement about disability accommodations for swimmers and spectators. If there are qualifying times for the meet, list the exceptions for swimmers with a disability.
 - c. **Meet entry blanks and summary sheet** which should include a statement to be signed by the coach or member team representative that attests that all entrants are athlete members of USA Swimming and that all coaches who will be representing the team at the meet are current coach members of USA Swimming.
 - d. **Sanction fee deposit**. Checks should be made payable to Lake Erie Swimming. Deposits are as follows: distance meets (\$10.00), meets where no entry fees are charged (\$5.00), at other meets (\$50.00).
3. At the time of the Application for Sanction, the Meet Director and Safety Director must be registered for the year in which the meet falls and have read all sections of the meet personnel documents and the verification page must be signed and returned to the sanction coordinator. The entry chair must have read the meet personnel document and signed and returned the verification page, too.
4. Any changes / additions to Meet Director or Safety Director, must be submitted via email, to the Sanction Coordinator prior to the meet (changes in red).
5. Application for sanction should be submitted to the LESI Sanction Coordinator 12(twelve) weeks prior to the start of the meet except for dual meets or closed competition, which should be submitted at least one week prior to the meet. Please send the completed Application for Sanction along with the items listed above to Frank Campbell, 1040 Colony Drive, Cleveland, OH 44143. Email: facampbell@sbcglobal.net
6. The Official Sanction will be mailed to you (unless corrections or additions are required).
7. **Do not release any entry information prior to receiving your sanction. The Sanction Coordinator will email the meet entry information file with a Sanction #(s) included to Pam Cook and copied to you. It is your responsibility to review the information and send a meet event file (prepared by your entry person) to Pam Cook and inform her if you do not want the meet to be posted immediately.**
8. As soon as meet entries are completed (minimum time 3 days prior to start of meet), email Pam Cook (pamswim@aol.com) the backup zip file. Pam will get back to you regarding unregistered swimmers and affiliation problems. Unregistered swimmers, appearing on the pre-meet listing, have until 48 hours prior to the beginning of the meet to get their registrations to Pam or else they will be deleted from the meet. Swimmers deleted from the meet do not receive refunds and must check in at the meet paying all appropriate fees (except the LESI surcharge) in order to participate in the meet.
9. At the conclusion of the meet (that evening), email Pam Cook the backup zip file from the meet so results can be posted to the web. The next morning, mail to Pam Cook (through the post office) the following items that were taken in deck entry:

1. After-Meet Registration Form (completely filled out)
 2. Registration forms
 3. Transfer forms
 4. Deck Entry USA Swimming Membership Verification Forms
 5. All fees associated with registration and transfers
10. Mail the swimmer surcharge report and check for surcharge to the LESI Treasurer within 14 days of meet conclusion.
11. Final results will not be mailed out at the conclusion of any meets. Teams may request, free of charge, a hard copy and / or the electronic files from the meet director at the meet. Results will be posted on the www.lakeerieswimming.com website for no less than the course of the season. Hard copy or disk must still be mailed to the persons listed by the Records Chair.
12. Mail financial report form and sanction check to Treasurer within 45 days of meet conclusion.

Rev.11/01/07

APPLICATION FOR APPROVED MEET

Date: _____

I, _____, apply on behalf of _____ for an approval to hold swimming competitions at _____ on the _____ day(s) of _____, _____. Our sanction deposit was sent along with the bid. A copy of the complete event information, event entry form, and a schedule of warm-ups and warm-up procedures that must be adhered to by all participants are enclosed.

As a condition of obtaining such an approval, I and the above organization, which I represent, agree to abide and govern this event under the rules and regulations of USA Swimming and Lake Erie Swimming, Inc., and all other terms and conditions upon which this sanction may be granted. These terms specifically include all local rules and regulations and those set forth in Article 202 of the current edition of USA Swimming Rules and Regulations, specific reference to Paragraph 7 of Article 202.2, which provides that:

In granting this approval 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.

Officials for this meet shall be qualified persons as certified by USA Swimming, and a list of such officials will be submitted one week prior to the event, if requested.

It is further attested that all swimmers, meet directors, safety directors, marshals, coaches, and officials will be current members of USA Swimming. All persons serving as meet directors and safety directors at this competition have signed below.

_____/_____-_____-_____/_____/_____
Signature of Meet Director(s) Phone Date E-mail

_____/_____-_____-_____/_____/_____
Signature of Safety Director(s) Phone Date E-mail

Return Approval To: _____

Mail application to: Frank Campbell, 1040 Colony Drive, Cleveland, OH 44143

For official use only Approved Meet Number _____ Issued ____/____/____

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Rev. 11/01/07