

Swim Meet and Bid Procedures

A. a BID must contain the following -(complete Meet Bid Application):

1. Club name
2. Date (s) requested
3. Meet Director, phone or e-mail contact
4. Meet type: Metro Open, Invitational, Distance, Championship
5. Facility, Pool location - contract or verbal agreement must be in place
6. Sanction fee of \$25.00/session , except one that is exclusively a *Metro Distance Session* will be due with Meet information.
7. Any other meet on a 'Metro Championship Weekend' must be two levels removed. Example: on the Silver championship weekend, you may host an A or better meet.
8. A deposit of \$50 (check or check request) must accompany the bid. This is per Mary's recommendation.
9. Club must be in good standing in order to submit a Meet Bid.

B. MEET AWARD PROCESS:

1. Bid Applications are submitted at the beginning of the LSC meeting and placed for viewing. (January for long course meets and May for short course meets)
2. Upon viewing, a club may move its meet to another weekend, withdraw its bid altogether, or choose to remain on the original date(s), wherein the clubs concerned must reach agreement.
3. Requests may be sent by mail prior to the meeting, but if no representative is at the meeting, a club relinquishes the right to change a meet date(s).
4. Payment of \$50 deposit of the sanction fee(s) is due at the bid meeting. (check or check request)
5. Once a meet is granted, the Club shall accept by returning a Sanction Request form within 30 (thirty) days of the Metro meeting, If at the end of 30 days, the Sanction Request has not been received, a delinquency letter may be sent. If after 60 days, (30+30) the complete Sanction Request has not been received, the meet will be removed from the Metro calendar.
6. The Board of Directors has the right to grant additional meet sanctions if it feels that a significant need exists.

C. FAILURE TO HOLD A MEET - Penalties

1. *Postponement* by the Referee/Meet Committee is permissible for safety considerations.
2. *Canceled*, more than 12 weeks before the meet, or by the Fall meeting (for short course meets) of the LSC: loss of the Sanction fee.
3. *Canceled* between 6 and 12 weeks before the meet: loss of Sanction fee and a fine equal to the Sanction fee.
4. *Canceled* less that 6 weeks prior to the meet: Loss of Sanction fee , a fine equal to the Sanction fee and the granting of one less Sanction in the next year than the number of meets held in the year the meet was canceled.
5. *Canceled* after the meet information is sent out: loss of Sanction fee, a fine equal to the sanction fee and inability to hold any meets the following year.

D. EXCEPTIONS AND CLARIFICATIONS:

The penalties may be waived in part or in whole by the Review Section. They should consider:

1. Was the reason for cancellation beyond the control of the Club?
2. Was the reason foreseeable?
3. Did the reason lie primarily in lack of entries or lack of personnel? Neither of these is sufficient.
4. The date of cancellation will be considered to be the date the notice of cancellation is received by the Metro Office for posting on the Metro web site.
5. **Lack of entries to the Meet is not sufficient reason to cancel.**

The term "year" refers to the 12 month period following the Fall Metro meeting.

PROGRAM OF EVENTS

In all meets, at least 50% of the events must be from the long program for each sex and age group. *Note:* the 500 Free and 400 I.M. count as **two** events.

10 & Under	Short : all 50's and 100 I.M.	Long: all 100's, 200 Free and 200 I.M.
11 & 12	Short : all 50's and 100 I.M.	Long: all 100's, 200 & 500 Free, 200 I.M.
13 & 14	Short : all 50's, 100's and 200 I.M.	Long: 200's, 500 Free and 400 I.M.
15-18 /Open	Short : all 50's, 100's and 200 I.M.	Long: 200's, 500 Free and 400 I.M.

Note: AGE GROUP meets held between mid-September and mid-November are exempt from the "Long Event" requirement, as are April and May LONG COURSE meets.

METRO DISTANCE MENU

11-12, 13-14 or 13-18	400IM	may be combined event but must receive 11-12 & 13-14 awards
10-Under, 11-12	500 Free	may be combined event but must receive 10-Un & 11-12 awards
Open 1,650	Free	

All these events must be held on the same day. The 1,650 may be held in a separate session, however.

SWIM MEET PROCEDURES

- After being granted meet dates at the appropriate Metro bid meeting, Clubs must submit a Sanction Request Form within 30 days of that meeting. The information on the form must be completed and copies of *the meet information and event entry form* must be included when the form is sent in. [See p.1, B.4] Meet Information must be completed on approved Metro Meet templates.
- Method of cutting entries cannot discriminate against events from the *long program*. For Metro Meets, "Metro Clubs will be given priority on a first come/first served basis if received by [a date]; other LSC's teams, in order received, by [*same date*]; all other entries, UP TO DEADLINE as space allows, regardless of LSC. This applies to non-invitational meets. Teams being cut from a meet must be notified a minimum of 14 days prior to the first day of the meet.

- Invitational meets must be titled as "invitational" and must list all invited teams.
- Meet entry deadlines must be set at a minimum of 10 days prior to the first day of competition. (meet hosts using deadlines which are less than 14 days prior to the start of the meet are reminded to check the meet for over subscription at the 14 day mark to remain in compliance with the 14 day notification rule).
- Meet hosts may not accept entries for a meet before the meet is posted on the Metro web site.
- As soon as the meet is closed to further entries, the Metro web site must be updated (Contact Monique or Metro Office).
- Remember, all meet information must be submitted on approved Metro meet information template and include all the required disclosures.

BEFORE sending out *Championship* entry material, it MUST be submitted to the Age Group or Senior Chair, (as appropriate) and to the Technical Planning Chair for approval. *Entry material* for other meets must be sent to the Metro Office for review and approval.

The host Club must assure that the proper number of officials will be present. Volunteer Officials will be welcomed on deck within their certified position. The Club may either invite officials to serve or may have the Area Officials' Chair assign the necessary officials. Each Club should use a current list of officials and the positions for which they are certified. The Meet director must also be currently certified as a Meet Director by attending a clinic within three (3) years and successfully completing the Administration test with a score of at least 80%

ALL MEET INFORMATION AND MEET ENTRY FILES MUST BE POSTED ON THE METRO WEBSITE CALENDAR AT LEAST 6 WEEKS PRIOR TO THE MEET DATE. ALL MEET INFORMATION MUST BE COMPLETED AS SPECIFIED IN THE METRO MEET INFORMATION TEMPLATES. Meet information not in compliance with Metro standards risk losing their meet sanctions.

RECEIVING ENTRIES: Acceptance of entries must be limited to reflect the **Four Hour** per session limit as defined in as defined in Section 205.3.1.F . The Meet Director might have to appear at a Review hearing if any session runs beyond 4 ½ (four and one half) hours .

REGISTRATION VERIFICATION: As soon as entries have been closed, (any cuts have been made), a *Meet Manager* export file "Entries for SWIMS Times Recon" report must be e-mailed to the Metro office 7 days prior to the first day of the meet to verify that all swimmers are registered. If there are unregistered swimmers entered, the team/coach of the unregistered swimmers will be notified by the Metro office that those swimmers will not be allowed to participate. If swimmers are improperly registered, the team/coach will be notified that those registrations must be remedied or the swimmers will not be allowed to participate.

PROGRAM: in "Open" and "10-Under" events, the age of each swimmer must appear in the program and results, (examples; a 7 yr. old in a 10-U event, or a 14 yr. old in an Open event.)

OFFICIALS: Only USA Swim certified Officials may be used. At least FOUR officials per short course session and SIX officials per long course session must be on deck at each meet. For information on minimums, contact the Officials' Chair in the area where the meet is to be conducted.

DURING THE MEET: The Meet Director's responsibilities include ensuring that the meet is run in accordance with USA Swimming Rules and Metro Guidelines. Marshals are required. The Host club is responsible for providing timers. A warm-up schedule must be published, posted and followed. The Metro Safety Guidelines *must* be followed.

COACHES: must show current USA Swimming Registration cards in order to receive a meet packet and/or gain entry to the deck. The credential must be visible whenever the coach is on deck.

COMBINED HEATS/EVENTS: if heats or events are combined, the coach or representative of each swimmer affected must be notified personally.

A meet which has consecutive sessions without a break between a session and the following warm-up period, must provide refreshments for coaches who will not be able to leave the venue to eat.

AFTER THE MEET: Verify that the Meet Referee will post the 'Referee's Report' on the USA Officials Tracking System within 14 days of completion of the meet.

Also:

1. **Full Meet Backup** (file is Swimm3Bkp2010MR....) of results must be sent to Monique Grayson, mggrayson@aol.com within 24 hours after the meet is completed.
2. Any **Reports of Occurrence** must be filed with all parties as noted on the form, including the Metro Safety Coordinator, within 5 days.
3. The **Administrative Vice Chair** must receive: **within 14 days of completion of the meet:**
 - A printed copy of the meet results
 - A printed copy of the psych sheets or meet program
 - The completed income and expense report
 - The surcharge check or approved voucher payable to "Metropolitan Swimming, Inc".
 - Any team that does not complete and send post event report within 14 days of meet completion will not be granted the waiver of 20% surcharge of home team swimmers.
 - Any teams that do not submit their Post Event report as directed above will be considered a club not in good standing and may be denied the right to vote in the House of Delegates and may lose their right to receive future sanctions.

REQUIREMENTS FOR HOSTS OF METRO CHAMPIONSHIPS

All preceding provisions apply and the following additions and/or exceptions.

When the Application for Sanction is submitted, it must be accompanied by the completed "Championships Contract" from the host club.

No cuts or limiting of entries is permitted. However, in "No faster than" meets, "No time" entries are **not** permitted.

Entry materials must be submitted to the Age Group or Senior Chairman, as appropriate, for approval at least six weeks *before* being sent out and must include: the cut-off times listed next to their events, procedures for scratching, positive check-in and penalties attaching thereto.

Awards: *medals* must be given to the top places equal to the number of lanes used and ribbons equal to the number of lanes in the next heat.

A TIMING DISPLAY is required for all championships.

A minimum of 4 (four) certified officials must be on deck for each short course 6 lane or less course used in each session of the meet. If the Referee and Starter are on the same side, minimum is 5 (five). For seven lanes or more, the minimum is also 5 officials. For Long course meets the minimum number of officials will be 6 (six) officials.

The Metro Championships potentially include: S.C. and L.C. Senior Mets, S.C. and L.C. Junior Olympics, S.C. Zone Qualifier, S.C Silvers and S.C Age Group Championships.

In J.O.'s, Zone Qualifier and Senior Mets, individual **entry times** are each subject to a \$50.00 fine if the entry time is not proved. However, if a swim achieves placement in the finals session, then the fine is waived. Proof is required even if the swimmer scratches or is disqualified.

RESOLVED: that it is the purpose and intent of the "B" (Silver), "C" (Age Group)- - Championships in Metro to have competitors of equal ability swim against each other. Therefore, each entry in any Freestyle event must be based upon that swimmer's best time in that Freestyle event. It is contrary to the spirit of these championships to have a competitor swim Backstroke, Breaststroke or Butterfly in a Freestyle event. It is further resolved, that should a swimmer compete in *any* event in these championships who is not a true "B" or "C" swimmer in the entered event, it will be deemed a violation which brings disrepute upon Metropolitan Swimming and the sport of swimming. The club, coach and swimmer will be subject to disciplinary proceedings for such a violation.

SCRATCH PROCEDURES FOR METRO

As defined in USA Swimming rules