

Swim Meet and Bid Procedures

A. a BID must contain the following:

1. Club name
2. Date (s) requested
3. Contact person, address and phone
4. Meet type and class(es)
5. Method of cutting, cannot discriminate against events from the *long program*. "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."
6. Sanction fee of \$25.00/session , except one that is exclusively a *Metro Distance Session*.
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.

B. MEET AWARD PROCESS:

1. File cards are submitted at the beginning of the LSC meeting and placed for viewing.
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 the sanction fee(s) is due AT the bid meeting.
5. Once a meet is granted, the Club shall accept by returning a Sanction Request form within 30 (thirty) days of the Metro meeting, (usually held in May and January.) If at the end of 30 days, the Sanction Request has not been received, a delinquency letter will be sent. If after 60 days, (30+30) the 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 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 than 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.

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	400 I.M.	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 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]

Remember, all meet notices must include the statement "**Swimmers with a disability are encouraged to enter. They should contact the meet director for any special accommodations or needs.**"

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

The host Club must assure that the proper number of officials will be present. The Club may either invite officials to serve or may have the Area Officials' Chair assign the necessary officials. Each Club should have a current list of officials and the positions for which they are certified. The Meet director must also be certified, at least as an Admin. Official, and all Marshals must be registered with USS.

AT LEAST SIX WEEKS PRIOR TO MEET, e-mail meet entry material to the Metro Web Master. If a club has so requested, meet material must be sent by regular mail. If a meet is an 'Invitational', the notice goes to the teams invited and all Metro Officers. The following must be included:

1. Sanction number, Date(s), Site, Class(es), Events and Time(s) of sessions.
2. Entry fees: Timed Finals = \$3.00/individ. **max.** and \$8.00/relay **max.**
Trials & Finals = \$4.00/individ. **max.** and \$8.00/relay **max.**
Metro run meets = the fees established by Metro.
3. Mailing address and Meet Director's name, phone number and e-mail.
4. Method of cutting entries in order to keep within the 4(four) hour time limit. **See p.1 A. 5.**
5. Award information: to how many places and the type(s), at **least** equal to the number of lanes.
6. A complete schedule of times and lanes for warm-ups.
7. If computer disks are required, which version. Whether printed copy is also required.
8. Entry deadline; may specify a time as well as date.
9. The *specific* Starting Time for each session, "not before ___" is not acceptable.

RECEIVING ENTRIES: Acceptance of entries must be limited to reflect the **Four Hour** per session limit. The Meet Director might have to appear at a Review hearing if any session runs beyond 4 ½ (four and one half) hours. See 4. in “six weeks prior” and p.1 A. 5.

IF cuts are to be made, the swimmer, coach or club representative must receive *personal* notification at least 7 (seven) days prior to the first day of the meet. If notification is not received, or not timely, the swimmer must be allowed to swim his/her event(s). Once cuts have been made, a refund of entry fees received must be made by or on the first day of the meet.

REGISTRATION VERIFICATION: As soon as entries have been closed, (any cuts have been made), a report must be sent to the Metro office to verify that the swimmers are registered. If there are unregistered swimmers entered, the team/coach **must** be notified that those 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 course must be used at each session. For information on minimums, contact the Officials’ Chair. or check the web site.

DURING THE MEET: The Meet Director’s responsibilities include ensuring that the meet is run in accordance with USA Swimming Rules and Metro Guidelines. Registered 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 is sending the ‘Referee’s Report’ to the Officials’ Chair **within 14 days.**

Also:

1. Complete meet results, including swimmer’s ages, must be provided to all participating clubs.
2. Remember, for relay results to be entered in the National Times database, the names of the swimmers, **in the order they swam**, must be shown.
3. Complete meet results must be e-mailed to the Metro Web Master within **24** hours of meet completion.
4. **Full Meet Backup** of results goes to Mary Ann Senecal, (Queens & L.I.) <msenecal@optonline.net> or Monique Grayson, (rest of NYC & North) <mggrayson@aol.com>
5. **Also**, send a “C” File of ANY Metro meet to Mary Ann Senecal as above.
6. Any **Reports of Occurrence** must be filed with HQ and as noted on the form, including the Metro Safety Coordinator, within **5** days.
7. The Administrative Vice Chair. must receive: a printed copy of the meet results, a copy of either the ‘psych’ sheets or program, the Income and Expense report, the Post Competition Report and the surcharge check, payable to “Metropolitan Swimming, Inc.” **within 14 days.**

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.

A TIMING DISPLAY is required for all championships as of 1991/92 season.

A minimum of 4 (four) certified officials must be on deck for each 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.

The Metro Championships include: S.C. and L.C. Seniors, S.C. and L.C. Junior Olympics, S.C. Zone Qualifier and others.

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), - - - 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

(Adopted September 18, 1988)

TIMED FINALS MEETS

Any swimmer who is seeded, must swim the event unless he/she declares his/her intention not to swim in the following manner:

1. Go to the Referee, before the event and state you do not wish to swim, and
2. Stand BEHIND your assigned block until the swimmers in your heat have been sent off by the Starter.
3. The swimmer is then disqualified from *that event* for delay of meet.
4. This counts as an event against the total-per-day allowance.

If a swimmer fails to follow this procedure, he/she will be barred from his/her next individual event of the meet.

TRIALS AND FINALS MEETS

Scratch procedures for Timed Finals meets will be followed during the trials and any timed-final events during the meet.

Any swimmer who does not intend to swim in a final, consolation or bonus final in an individual event, must declare his/her intention not to swim to the clerk within 30 (thirty) minutes of the announcement of results of that event and must confirm intention no later than 30 (thirty) minutes after *his/her* last preliminary event of the session.

If a swimmer fails to follow this procedure, he/she will be barred from further competition for the remainder of the meet (as in rule **207.7.9.D.1**), except as noted in rule **207.7.9.E**.

In addition, if a swimmer fails to follow this procedure during the last session of a meet, his/her club will be fined \$25.00 for each such occurrence.

This rule will apply to **all** Metro meets *unless* the meet entry material specifies otherwise.

NOTE: The scratch procedures for Senior Mets conform with the rules for National Championships and is included with the meet entry information. Clarification: a swimmer who has been checked in for an event which requires 'positive check in', and fails to compete, shall be barred from further competition in the meet.