

SECTION 4

SWIM MEET PREPARATION

A. Meet Announcement

1. Meets shall be conducted under current USA Swimming and Pacific Swimming Rule and Regulations. The sanction application and meet announcement shall be submitted by the deadlines outlined in the Pacific Swimming Policies and Procedures.
2. All sanctioned and approved meet announcements shall be posted in a pdf format by the Pacific Swimming Webmaster on the Meet Schedule page on Pacific Swimming's website within two (2) business days of the sanction being granted.
3. The meet announcement shall contain all statements required by United States Swimming including but not limited to the following statements:
 - a. "Held under the sanction of USA Swimming/Pacific Swimming."
 - b. "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."
 - c. "Photography and video recording from behind the blocks or starting areas is prohibited unless prior permission is granted by the meet referee. Use of any audio or visual recording electronic devices, including but not limited to film and digital camera, cell phones, tablets, and Google Glass, is not permitted in changing areas, rest rooms or locker rooms. Violation of this recording prohibition may result in the ejection from the swimming pool facility by the meet referee or his/her designee."
 - d. Information about water depth measured for a distance of 3 feet-3 ½ inches (1 meter) to 16 feet-5 inches (5.0 meters) from both end walls. USA Swimming Rules and Regulations Article 202.4C
 - e. A complete schedule of lanes and time for all warm-up procedures which shall be adhered to by all participants.
 - f. One of the following two statements as to the certification status of the competition course:
 - (1) "The competition course has been certified in accordance with 104.2.2C(4). The copy of such certification is on file with USA Swimming"; OR
 - (2) "The competition course has not been certified in accordance with Article 104.2.2C(4)"
 - g. "All coaches and deck officials shall visibly display their current USA Swimming membership card."
 - h. "Any athlete entered in the meet shall be certified by a USA Swimming member-coach as being proficient in performing a racing start or shall start each race from within the water. When unaccompanied by a member-coach, it is the responsibility of the athlete or the athlete's legal guardian to ensure compliance with this requirement."
 - i. "Any USA Swimming athlete-member competing at the meet shall be accompanied by a USA Swimming member-coach for the purposes of athlete supervision during warm-up, competition and warm-down. If a coach-member of the athlete's USA Swimming Club does not attend the meet to serve in said supervisory capacity, it is the responsibility of the athlete or the athlete's legal guardian to arrange for supervision by a USA Swimming member-coach. The meet director or meet referee may assist the athlete in making arrangements for such supervision; however, it is recommended that such arrangements be made in advance of the meet by the athlete's USA Swimming Club Member-Coach."

- j. "Changing into or out of swimsuits other than in locker rooms or other designated areas is prohibited."
- k. "Destructive Devices – Destructive devices to include but not limited to explosive devices and equipment, firearms (open or concealed), blades, knives, mace, stun guns and blunt objects are strictly prohibited in the swimming facility and its surrounding areas. If observed, the meet referee or his/her designee may ask that these devices be stored safely away from the public or removed from the facility. Noncompliance may result in the reporting to law enforcement authorities and ejection from the facility. Law enforcement officers are exempt per applicable laws."
- l. "If local conditions warrant it, the meet referee, with the concurrence of the meet director, may require a mandatory scratch down, subject to the provisions of Pacific Swimming Rules and Regulations."
- m. "No athlete will be permitted to compete unless the athlete is a member as provided in USA Swimming Rules and Regulations Article 302."
- n. A statement of the nature of prizes to be awarded.
- o. Wording shall be included in all non-championship meet announcements as follows: "Disability athletes are welcome to attend this meet and should contact the Meet Director or Meet Referee regarding special accommodations on entry times and seeding per Pacific Swimming policy." The preceding statement may also be included in meet announcements for championship meets at the discretion of the Meet Director and Meet Referee.
- p. The following paragraph relating to late entries shall be included in the Far Western meet announcement:
 "LATE ENTRIES: Any team or athlete missing the entry deadline will be permitted to enter late, subject to the following requirements:
 - (1) Late entries shall be submitted through the Online Meet Entry system (OME);
 - (2) These entries shall be received no later than 11:59 p.m. Pacific Time on day of the week, MM/DD/YYYY;
 - (3) The team of the athlete shall pay a one-time processing fee of \$75.00 and pay entry fees double the regular per individual entry fees per relay event.

Late entries shall close two days (48 hours) after the published close of the meet. The purpose of late entries is to assist coaches who have forgotten to enter relays or athlete(s) in event(s).

- 4. The meet announcement shall include whether on-deck registration will be permitted and under what condition.
- 5. All meets sponsored in whole or in part by Pacific Swimming shall include the statement "co-sponsored by Pacific Swimming" in the meet announcement under the heading which lists the meet host, the dates of the meet and the name of/or classification of the meet.

B. Entry Fees

1. Entry fees shall be charged for each meet category. The meet host is not required to accept entries that do not include applicable fees. Participation fees cannot be charged unless entry fees are charged. Pacific Swimming may charge a credit card processing fee for online meet entries (OME).

Meet Category	Individual Entry Fees			Relay Entry Fees		
	Total Fee	To Host	Due PC	Total Fee	To Host	Due PC
	LSC MEETS					
Preliminaries and Finals Senior Meets	\$8.50	\$5.95	\$2.55	\$20.00	\$14.00	\$6.00
Timed Finals Senior Meets	\$7.00	\$4.90	\$2.10	\$20.00	\$14.00	\$6.00
JO Championships	\$8.00	\$5.60	\$2.40	\$20.00	\$14.00	\$6.00
FW Championships	\$12.00	\$8.40	\$3.60	\$20.00	\$14.00	\$6.00
FW (late entry fee)	\$20.00	\$14.00	\$6.00	\$40.00	\$28.00	\$12.00
	AGE GROUP MEETS					
Other Preliminaries and Finals Meets	\$6.00	\$4.20	\$1.80	\$16.00	\$11.20	\$4.80
Age Group Meets	\$4.50	\$3.15	\$1.35	\$9.00	\$6.30	\$2.70
	"OTHER"					
Time Trials	\$50.00 flat fee (includes sanction fee)					

NOTES:

- a. Multi-class meets – applicable fee will be that of the highest category included in the meet.
- b. Host clubs may impose a participation fee not to exceed \$10.00 for short course meets and \$14.00 for long course meets per athlete to help defray meet expenses. Host clubs of meets scheduled by Zone 4 may increase the foregoing participation fee amounts by \$1.00 per athlete to help defray expenses of the Zone. Relay-Only athletes are exempt from this surcharge, except in relay-only meets.
- c. Leagues charging entry fees shall pay the Pacific Swimming portion applicable to the amount of the entry fee as listed above.
- d. Alternative entry fee formats for Dual, Tri, Quad, Closed Invitational and Super League are found in the Policies and Procedures.
- e. The Pacific Swimming fee does not apply to Disability Swimming Meets.
- f. If permitted in the meet announcement, any late fees collected for a preliminary and finals meet shall be distributed 30% to Pacific Swimming and 70% to the host club.

C. Events

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