

Pacific Swimming Intra Squad Meet Template (for Sanctioned Meets)

First and foremost, any meet must follow the Guidelines and Safety Protocols as set forth by the Facility, City, County, State and USA Swimming.

Along with the Sanctioning Application, the Meet Host shall provide a "Safety Plan" for the Meet spelling out the safety protocols as dictated by the Facility, City, County, and State.

PRE-MEET: (NOTE: Only short course Timed Final Meets shall be sanctioned at this time)

- All meets at this time to be pre-seeded **(No check-in at meet)**. Meet/Session length shall be a maximum of 2 hours. Athletes shall be limited to 3 events **(no relay events shall be swum)**.
- Meet Host shall contact the Meet Referee and the Meet Referee shall obtain the required Officials, working with the Zone Chairs, i.e. Starter, Administrative Official, Stroke and Turn Official(s). Minimum total of 4 Officials, max of 10 Officials (roles to be determined prior to the start of the Meet). Please note that a minimum number of Officials shall be "working" at any one time. Additional Officials shall be used for rotations, additional sessions, etc.
- Meet Host to have all Volunteer positions filled prior to the meet **(No walk-ins)**. Host shall assign a Head Marshal who shall oversee all Covid-19 safety protocols, i.e. social distancing, wearing of face masks, etc. There shall be a Marshal(s) assigned to interview each person who enters the facility if they have any "flu-like" symptoms such as a cough, shortness of breath or a fever, or if they have been traveling out of the United States . Any person that has answers in the affirmative to any of these questions shall not be allowed to enter the facility.
- Meet Host shall set Timing Chair(s) 10'-0" back from the starting end of the pool. An area behind/to the side of the Timers shall be taped off for the athletes. 6'-0" spacing markers shall be used for social distancing for the athletes arranged by lane and heat.
- Timers shall be assigned by the Host. It is suggested that Timers are family members of the athletes. Timers to work the entire shift (No exchanging of watches, pencils, and clipboards).
- **Hospitality will not be provided.**
- Meet Referee shall email Head Coach/Host and to the assigned Officials to discuss any pre-meet information **(no Coaches Meeting or Official's Meeting)**.
- Meet Host to provide Hand Sanitizer at entrance and exit(s) of the Facility and at each end of the pool as well as the Starter's area for the Officials. Meet Host shall also provide hand washing station(s) if not available in the Restrooms).
- Based on the Facility's physical layout, two entrances (one entrance for the Athletes and one entrance for the remainder of the attendees) and a minimum of one exit shall be provided. These shall be clearly identified with signage.

AT MEET:

- All Athletes, Coaches, Officials, Team Personnel, Timers and Spectators shall be questioned prior to entrance to the facility if they have any flu-like symptoms, have had a fever in the past 24 Hours or have traveled outside of the United States within the previous 2 weeks. Anyone that has any of the above symptoms shall not be allowed to enter the facility. **People over the age of 60, or have underling health conditions are encouraged not to attend the Meet.**
- All Meet Personnel including, but not limited to Athletes, Coaches, Officials, Timers, and all Entrants into the facility shall wear facemasks while in the facility and practice social distancing (NOTE: This includes Athletes not competing or are not in the water).
- Unless otherwise noted, locker rooms shall not be open to the public. Athletes to arrive attired in their swim suits. Restrooms to be monitored by the Meet Marshals (If open at all). Sanitizing of Restrooms shall be per the County/Facility guidelines.
- A "Hand Wash" station with soap and running water shall be provided.
- There will be no Spectators allowed in the "Starting Area". Meet Host shall locate a Spectator Area prior to the arrival of entrants.

WARM-UPS:

- Team Coach shall plan warm-up rotations prior to the start of warm-ups. Maximum two (2) Athletes per lane swimming in opposite directions (Athletes not to be "on wall" at the same time). Athletes may enter from either end of the pool. Marshals shall help "police" this.
- Warm Up / Warm Down lanes shall be determined by the Meet Host and the Meet Referee prior to the Meet based on the Facility layout.
- Dive and Pace Lanes: Dive and Pace lane Athletes to exit pool at turn end. Marshalls to help with policing this.
- Duration time of warm-ups shall be discussed pre-meet with the Coach(s) and Meet Referee.

OFFICIALS: (All Officials shall be pre-assigned for the Meet)

- A minimum of four (4) Officials and a maximum of ten (10) Officials shall be used. The meet must have a Meet Referee, a Starter, a Stroke and Turn Official and an Administrative Official as a minimum. Maximum number of Stroke and Turn Officials per end shall be two (2) and stay near the "middle" of their jurisdiction. Extra Officials shall be Relief Teams. There shall be one Referee (Meet Referee) and one Starter per Session. The Referee and Starter shall maintain a 6'-0" social distance with the Starter being closer to the start end. The Referee shall blow the whistle for the announcing of the heat "away" from the Starter. After the whistle to announce the heat, the Starter shall then instruct the Athletes to "step-up" onto the blocks or step forward to the edge of the pool (the Starter shall instruct heat to step into the pool during the backstroke events. After the start of the race, the Referee shall then "re-mask" (note: the Starter shall keep their mask on).
- All Officials, including the Timing System Operator, Administrative Official and Deck Officials shall wear masks.

DURING COMPETITION:

- Only one heat shall be at the starting area at any one time. Timers/Timer chairs shall be 10'-0" behind starting blocks. Next heat shall be in the assigned "on-deck" area. Athletes shall be aligned per their lanes, 6'-0" apart. Athletes shall then "file-in" to their lanes when the heat is called. Athletes shall finish their heat, wait until entire heat is finished, and then swim a "warm-down" lap to the turn side of the pool and exit there. The next heat shall be called up as the previous heat leaves the wall for their warm-down lap.
- Timers shall use only one watch and use the same button for each finish (no exchanging watches or buttons. Note Head Timer shall disinfect each watch that is switched out with disinfecting wipes. The Head Timer shall wear gloves during the Meet). After the Athlete finishes their race, Timers shall return to their chairs to record the times.
- Disqualifications shall be written and put on a table at the starters area for the Deck Referee to pick up.

POST MEET:

- Meet Referee shall provide a written report as to what worked, what didn't work, any ideas/thoughts on what to add to the protocols, etc.
- All equipment to be disinfected after use.
- No awards shall be given.

IDEAS:

- Unless touch pads are provided, competition shall be swum in every other lane with two (2) timers per competition lane standing at the lane lines for the finish.
- Have the meet on a week day during a normal practice time in order to save on extra facility fees for the Team.
- Have a Meet Referee assigned to a "Host Team" in their Zone.
- No 25yard events (to many people moving).
- Use local Officials, or Officials from team.
- Possibility of dual sessions to minimize number of people at the facility at any one time.

SAMPLE SAFETY PLAN

SANCTION/APPROVAL REQUEST- COVID 19 MEET REQUIREMENTS

I understand as Meet Director for this event, I must be on site, on deck, working in the Meet Director capacity, not coaching, officiating, running snack bar, or any other responsibilities.

Name: _____ USAS Reg # _____

Signed: _____ Date: _____

PLEASE FILL-IN, CIRCLE and INITIAL as appropriate:

1. The STATE COUNTY CITY (circle one) Health social gathering number limit for this OUTDOOR INDOOR (circle one) aquatic facility is: _____. This number includes lifeguards, officials, coaches, timers, athletes, family members, vendors, etc.
Initial: _____
2. Are attendees screened in any way entering the facility? YES NO
If YES, please explain: Questionnaire/Survey, Body Temperature Other: _____
3. Is Social Distancing required YES NO Are Masks required? YES NO
 - If YES, the Host team must provide Meet Marshalls to enforce social distancing and wearing of masks by all those not in water.
 - Anywhere lines may form, the FLOOR or DECK must be marked 6 ft apart (behind blocks, entrance/inside restrooms/snack bar).
 - Social Distancing and Masks must be enforced everywhere: Admin area, Officials, Coaches, Timers (one per lane), Parents, Athletes (not in water), Snack Bar, Vendors, inside the facility. Anyone refusing to comply, the athlete and relative will be removed from the meet. Initial: _____
4. General Warm Up & Meet Warm Up/Cool down: no more than 2 per lane opposite ends Meet Marshalls observing and limiting. Initial: _____
5. No Check-in table or check in lines. Coaches turn in scratches.
6. Who is responsible for cleaning and sanitizing the Restrooms? _____
How often? _____ Who will check: _____ Initial: _____
7. Will Locker rooms be open to change or shower? YES NO Initial: _____
If open, who is responsible for cleaning and sanitizing? _____
How often? _____ Who will check: _____ Initial: _____
8. Are Spectator Areas allowed in facility: YES NO
9. Are teams or families permitted to set up on the pool deck? YES NO

The Meet Director, Meet Referee and/or Meet Admin is responsible to stop the meet if they observe any of the above requirements not being followed.

Initial: _____