



Maryland Swimming Incorporated Meet Management Guide

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Date Approved

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PLANNING

Meet Bid Procedures & Requirements

Teams shall submit a [Meet Bid & Sanction Application Form](#) at the annual Coaches Scheduling Meeting for all meets including open, dual/tri/quad meets and closed invitational meets. MDSI does not sanction or approve single team meets.

Teams submitting a Meet Bid shall have a representative present at the Spring Coaches Planning Meeting and at the House of Delegates meeting. Teams that do not have a representative at the Spring Coaches Planning meeting may not have their Meet Bid approved.

Teams submitting a Meet Bid shall have the following current USA Swimming certified officials; Meet Referee, Starter, Admin Referee or Admin Official, and 2 Stroke and Turn Officials. Teams that are not able to meet the requirement may secure the services of a Meet Referee and Starter from another team and shall host two officials' clinics annually until the team meets the minimum staffing requirements. The Officials Chair is responsible for monitoring compliance.

Teams submitting a Meet Bid shall have a current MDSI certified Meet Director and certified Meet Entry Director as well as a current USA Swimming registered Operational Risk Meet Director.

Facility Rental

Teams submitting a Meet Bid shall secure an appropriate venue to hold the meet and are responsible for all associated facility rental fees and contract stipulations.

Right First of Refusal

Teams shall submit a Meet Bid each year to maintain Right of First Refusal to host a meet.

Teams that do not meet the minimum requirement for current USA Swimming certified officials for three consecutive years, may lose the right of first refusal to host a meet.

Meet Types – Sanctioned, Approved & Observed

A Sanction is a permit issued by an LSC to a USA Swimming group member to conduct a meet in conformance with all USA Swimming rules in which all participating swimmers are swimmer members of USA Swimming, except as provided by the Open Borders Policy as found in the USA Swimming Registration Manual.

An Approval is a permit issued by an LSC for meets conducted in conformance with USA Swimming technical rules in which both USA members and non-members may compete. The associated Meet Notice shall state that the technical rules contained in Part One of the current USA Swimming Rules and Regulations will be followed.

An Observation is issued for High School Championship Meets only.

Teams who host a reviewed MDSI meet shall pay a \$30 Sanction, Approval or Observation Fee as listed on the MDSI [Post Meet Financial Report Form](#).

Meet Types – Open & Closed

An Open Meet is a competition open to USA Swimming Members who meet the qualifications as listed in the applicable meet notice.

A Closed Meet is a competition that is limited to only swimmers of invited teams.

Meet Schedule Approval

The Proposed MDSI Open Meet Schedule, and the Proposed MDSI Closed Meet Schedule for the upcoming year (September-August) are developed at the annual Coaches Scheduling Meeting upon review of received Meet Bids and are posted on the MDSI website prior to the House of Delegates meeting.



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The Proposed MDSI Meet Schedules, Open and Closed, are approved, separately at the House of Delegates meeting.

Meet Schedule Denial

MDSI shall notify each team denied inclusion in the MDSI Meet Schedule within 10 days of denial.

Teams have 30 days to file an appeal with the Eastern Zone Sanction Appeal Panel for a denied request.

Sanction Number

Upon House of Delegates approval of the MDSI Meet Schedule, a sanction, approval or observation number is generated by the MDSI office for each meet.

Failure to Hold a Meet

Any team that cancels a meet listed on the approved MDSI Meet Schedule, less than 120 days before the start of the meet, is prohibited from hosting a competition for the next 2 years, unless an exception is granted by the MDSI Board of Directors.

Failure to have a Meet Referee

A team that does not have a current USA Swimming certified Meet Referee present at an approved meet is subject to a \$100 fine, loses all rights to run the meet and is not be allowed to host any swim meets for a period of 2 years. In addition, all times from the meet are unofficial. The Officials Chair is responsible for monitoring compliance.

Meet Schedule Dates

Dual/Tri/Quad Meets or Closed Invitational meets may not be conducted the same weekend or one week before or after an existing MDSI scheduled OPEN meet that includes the same level of swimmers. The following exceptions may apply:

- Teams participating in a dual/tri/quad meet have not attended the conflicting MDSI scheduled OPEN meet in the previous 2 years.
- Teams participating in a dual/tri/quad meet are out of LSC teams, who have not attended the conflicting MDSI scheduled OPEN meet in the previous 2 years.
- Teams hosting an approved OPEN meet one week prior to and one week following the dual meet, give the dual/tri/quad meet host their consent to schedule a meet.

Adding a Meet

Teams shall submit a [Request to Add a Meet to the Existing Schedule Form](#) no later than 30 days prior to the first day of the requested meet to the MDSI Office to host a sanctioned or approved meet not on the approved MDSI Meet Schedule.

The request is reviewed by the Technical Planning Committee, Age Group Chair, Senior Chair and Coach's Representative.

Notification of approval or denial is provided 10 days following the receipt of the request.

If approved, a Meet Notice shall be submitted, and a sanction or approval number assigned within 48 hours of approval notification.

If denied, see the Meet Schedule Denial section above for deadline to file an appeal.



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Meet Equipment

Teams shall email the Equipment Chair to rent the MDSI Meet Equipment no later than 30 days prior to the meet. Failure to submit a request 30 days prior to the meet may result in a denied request. Priority is determined as listed below:

- First - Sanctioned or approved meets on the MDSI approved schedule.
- Second – Non sanctioned meets.
- Third - Observed High School Conference Championship meets.

The Equipment Chairman may limit the use of the meet equipment to those who have received appropriate training in the setup and operation of the system. Each host team is expected to have at least one person with this training and to apprentice others to gain experience in the use of the system.

Teams are responsible for coordinating transportation vehicles and personnel to pick up and drop off of the MDSI Meet Equipment on dates and times as agreed upon by the Equipment Chair.

Supplies

Teams are responsible for providing any other needed supplies such as meet computer, printer, paper, labels, pens, pencils, watches, clipboards, etc. See the [Meet Supply List](#) for more information.

Awards

Teams are responsible for providing awards as stipulated in the Meet Notice and in conformance to USA Swimming and NCAA guidelines to be distributed immediately following the conclusion of the meet.

Individual awards may not have a value of more than \$25.

It is recommended to order awards 3 to 6 months prior to the meet.

MDSI Fees

For MDSI, a fee is defined as fixed charge or sum paid for a service. Fees are the financial charges applied to all teams for the service of holding a USA Swimming recognized swim meet where times are submitted to the SWIMS database.

Fees are charged to a team by MDSI for hosting a sanctioned, approved or observed meet in the LSC and for renting MDSI meet equipment. MDSI is responsible for determining the fee amounts.

Teams shall only charge fees to each swimmer entered in a meet within the limits set by MDSI and stated in this guide for items listed below:

- Individual Entries.
- Relay Entries.
- One per swimmer Surcharge.

No additional charges to swimmers entered in a meet are permitted.

Teams must pay all fees due for swimmers entered in a meet by the deadline stated in the applicable Meet Notice in order for entries to be accepted and participation allowed in the meet.

Sanctioned, Approved and Observed Meet Fees

Teams who host a meet in MDSI shall pay a \$30 sanction, observation or approval fee.

Teams that do not charge entry fees for a Sanctioned Dual or Tri Meet (only) are charged a \$275 fee, in addition to the \$30 sanction fee and any equipment rental fees.



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Teams that host a meet with only the 500, 1000, and 1650 Free events are exempt from any surcharge fees and are only required to pay the Sanction fee and any equipment fees. If any other events are run under the same sanction number then all regular meet fees shall apply.

Entry Fees

Teams shall not charge more than \$10.00 per individual event at a meet. Relay fees shall not exceed four times the individual entry fee at a meet.

Swimmer Surcharge

Teams shall charge only one surcharge fee that shall not exceed \$25 per swimmer at a meet.

Entry and Surcharge Fees Due to MDSI

Teams shall pay 10% of the individual and relay entry fees collected at a meet to MDSI.

Teams shall pay \$2 of the surcharge per swimmer fee collected at a meet to MDSI.

See the MDSI [Post Meet Financial Report Form](#).

Equipment Rental Fee

Team are charged \$300 for the 1st session of a meet and \$25 for each additional session when renting the MDSI Meet Equipment (Colorado Timing System, electronic starters, impact printer, cables, buttons, harnesses, touch pads and brackets, scoreboard, orange safety vests, 15 meter markers, officials' radios and DQ Slips). Fees are not reduced if certain equipment is not used.

There is no charge for the finals sessions of prelims/finals meets.

Items not included in the rental of MDSI equipment include: serial cables that connect individual computers to the Colorado Timing System (CTS), electrical extension cords, paper goods and administrative supplies.

Rental fees are waived for High school conference championships if the meet is a Certified MDSI Observed Meet and listed on the USA Swimming list of Observed Meets.

Fees for renting Radios and no additional meet equipment for sanctioned meets is \$25 for the first session and \$12.50 for each session up to a maximum charge of \$50.

Fees for renting Radios for non-sanctioned meets is \$30 per session with no maximum charge.

Within 5 days following the last day of the meet, the LSC Equipment Chair notifies the host team and the MDSI office of the equipment rental fees due to MDSI. Equipment rental fees shall be paid after completion of the meet with the other fees as listed on the MDSI [Post Meet Financial Report Form](#).

PRE MEET

Meet Notice & Event File Requirements

The Meet Notice for a meet on the approved MDSI Meet Schedule shall be in a .pdf file format using the current Template for Meet Notices Form found at [mdswim.org](#).

Meet Notice content shall adhere to type and schedule as approved by the House of Delegates and to USA Swimming and MDSI Rules and Regulations.

All Meet Notices must sent to the Meet Referee listed on the Meet Notice for review and approval. If a Meet Referee is not yet named for a meet, the Meet Notice must be sent to the official appointed by the MDSI Officials Chair for review and approval. All corrections must be made prior to submitting the Meet Notice to the MDSI Office. The Meet Referee must complete the Officials Sign Off Form found at [mdswim.org](#).



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Meet Notices and Officials Sign Off Forms shall be emailed to the MDSI Office on or before July 15 for all SCY meets, and on or before December 1 for all LCM meets. A \$100 fine is incurred for late or incomplete Meet Notices.

Meet Event Files shall be emailed to the MDSI Office 90 days prior to the first day of the meet. A \$100 fine is incurred for late Meet Event Files.

By September 1, all Meet Notices for SCY meets shall be published on the MDSI website and 60 days prior to a meet, the Meet Notice shall be published on the host team's website.

By January 1, all Meet Notices for LCM meets shall be published on the MDSI website and 60 days prior to a meet, the Meet Notice shall be published on the host team's website.

Meet Notice Staff Requirements & Pre Meet Responsibilities

Meet Notices shall list the following staff:

Meet Referee

- Registered for current season as a non-swimmer member of USA Swimming in good standing.
- Meets the minimum requirements of USA Swimming and Maryland Swimming to be an official in good standing. See the Officials Certification Standards at the MDSI Website.
- Establishes a meet planning committee with the Meet Director, Meet Entry Director, Admin Referee or Admin Official and any other pertinent resources to complete the following tasks:
 - Review the Meet Notice for completeness and accuracy.
 - Review entries and timelines for compliance with rules and facility contract deadlines.
 - Develop contingency plans for meet operations to address any identified issues.
 - Arrange for required meet paperwork (Relay Forms, DQ Slips, Re-seed Forms, Positive Check in Forms, Officials Sign in Forms, Timer Sign in Forms, Lap Counting Sheets, No Show Slips, etc.) with the Meet Director and Admin Referee.
 - Arrange for rental and setup of meet equipment.
- Advise the Officials Contact to complete the following tasks:
 - Recruit and assign officials for the meet that are in compliance with required certifications from MDSI and USA Swimming.
 - Select and assign officials to leadership positions.
 - Timely inform all officials of their assignments.
 - Determine who will enter data into USA Swimming Officials Tracking System.

Admin Referee / Lead Admin Official

- Registered for current season as a non-swimmer member of USA Swimming in good standing.
- Meets the minimum requirements of USA Swimming and Maryland Swimming to be an official in good standing. See the Officials Certification Standards at the MDSI Website.
- Secures all administrative officials in advance of the meet and ensures they are in compliance with required certifications from MDSI and USA Swimming.
- Serves as a member of the meet planning committee as requested.

Meet Director

- Registered for current season as a non-swimmer member of USA Swimming in good standing.
- Listed on the MDSI Website as a Certified Meet Director.
- Requests use of MDSI Meet Equipment if needed.
- Procures supplies as requested by the Admin Referee and/or Admin Official.



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- Contacts the meet facility no later than 30 days prior to the meet to ensure all areas of the facility are ready for the meet.
- Secures lifeguards for meet warm ups and competition.
- Secures all meet volunteers, outside of the Required Meet Staff in advance of the meet. See the list of Meet Volunteer Positions in the Conducting a Meet section of this manual.
- Serves as a member of the meet planning committee as requested.
- See the Meet Director Certification Requirements in this document for information on how to become a Meet Director and to maintain Meet Director Certification.

Meet Entry Director

- Registered for current season as a non-swimmer member of USA Swimming in good standing.
- Listed on the MDSI Website as a Certified Meet Entry Director.
- Serves as a member of the meet planning committee as requested.
- See the Meet Entry Director Certification Requirements in this document for information on how to become a Meet Entry Director and to maintain Meet Entry Director Certification.

Operational Risk Meet Director

- Registered for current season as a non-swimmer member of USA Swimming in good standing.
- First Aid and CPR certification not required but highly recommended.
- Secures appropriate number of marshals to adequately cover the pool deck, spectator area, hallways and locker rooms in advance of the meet.
- Procures any needed first aid supplies to have available at the meet.
- Makes copies of the [Report of Occurrence Form](#) and the [Meet Safety Checklist Form](#) to have available at the meet.
- May not have any other meet responsibilities.

Meet Marshals

- Registration with USA Swimming is not required.
- First Aid and CPR certification not required but highly recommended.

Meet Notice Changes

After approval by the House of Delegates and publication of the Meet Notice, changes to age groups, time standards, and dates of competition of a meet require approval by the Technical Planning Committee.

Once published, the order of events shall not be changed per the USA Swimming Rules and Regulations.

Once published, the meet must be run by the persons listed on the final meet notice. Any emergency meet staff changes must be approved by the Technical Planning Committee or Meet Referee.

If not specified upon approval by the House of Delegates, the host team has the right to run the meet as a timed finals meet or as a trials and finals meet and shall determine the number of days over which the meet is held, and the events that are offered.

Meet Entries Submission Requirements

Meet entries are required to be submitted in an acceptable file format via email to the Meet Entry Director as listed on the Meet Notice. Special exceptions may be made for individual paper entries for unattached swimmers.

The Meet Entry Director must date and time stamp each entry file as it is received and acknowledge receipt of the entries by return email within 48 hours.



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Swimmers may only be entered in events for which they meet the specified qualifying times. If a swimmer achieves a time which is faster than the meet qualifying time after having entered an event in a lower level meet, he/she shall withdraw from the event. If a swimmer swims any event for which they are overqualified, the swimmer's club shall be fined \$100 per splash.

Swimmers are required to be entered in events with accurate seed times. Swimmers may be rejected from events if they submit inaccurate times.

All swimmers competing in a sanctioned meet shall be registered with USA Swimming for the current season and in good standing. If an improperly and unregistered swimmer swims any events at the meet, the swimmer will be disqualified and the swimmer's club shall be fined \$100 per splash.

Meet Fee Submission Requirements

Unless otherwise directed by the Meet Entry Director, Meet Fees shall be mailed as directed in the Meet Notice. Entries are not considered final until receipt of Meet Entry Fees.

Teams may charge a fee of \$25 for returned checks.

Meet Entry Processing Order

Entries are processed in the Meet Management software by the Meet Entry Director on a first come first served basis with MDSI LSC teams receiving priority.

Entries from non MDSI LSC teams can be accepted until the session limits are met, as long as no MDSI entries are sacrificed to accommodate non MD LSC entries received prior to the meet entry submission deadline.

Meet Entry Timeline Requirements

MDSI requires the following heat interval ranges (plus 15 seconds for backstroke starts) between events per level of meet:

- Mini Meet: 35-40 seconds.
- Developmental Age Groups 9-10, 11-12: 35-40 Seconds.
- BB and Slower and NO Time Standard Meet: 30-35 Seconds.
- B to Modified A: 25-30 Seconds.
- A and Faster: 20-25 Seconds.

The meet timeline is checked by the Meet Entry Director after each team's entries are processed to determine when the time limit from the start of the session to the end of the session has been reached per USA Swimming

- No more than 4 hours for 12 & Under swimmers.
- No more than 5 hours for 13 & Over swimmers.

When the time limit has been reached, no additional entries may be entered.

The Meet Entry Director, with approval from the Meet Director and Meet Referee, may restrict swimmers to fewer events per session so that more swimmers can participate in the meet within the required time limit.

If the Meet Notice specifically states that certain events are limited to a number of swimmers or heats, individual swimmers may be eliminated from those events and listed as alternates and given the chance to swim if there are scratches from the event at the meet.

Event Limits & Time Qualifications

Entry limits are verified for all swimmers entered in the meet as stated in the Meet Notice.

Unless approved by the MDSI Technical Committee and stated otherwise in the Meet Notice, swimmers are limited to a maximum of 5 individual events per day in a pool with 7 or more lanes and 3 individual events per day in a pool with 6 or fewer lanes.



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The Meet Entry Director notifies any teams with swimmers with entries over the entry limit and requests the team remove the swimmers from the events over the limit.

Seed times are verified for all swimmers to be in compliance with the time qualifications as stated in the Meet Notice.

The Meet Entry Director removes any swimmer with times that are over/under the time qualifications for each applicable event and notifies the swimmer's team.

Accepted Entries

The Meet Entry Director acknowledges accepted entries from each team and unattached swimmers via email which contains the following:

- Number of swimmers entered in the meet.
- Number of individual and relay entries.
- Meet fees due.
- Entry Report.
- Request for swimmers that require special accommodations at the meet which is shared with the Meet Director and Meet Referee.

Unaccepted Entries

Teams and unattached swimmers whose entries could not be accepted shall be notified no later than 5 days following the entry deadline as listed in the Meet Notice. Any entry fees are returned to these teams and unattached swimmers not later than the first day of the meet.

Changes to Entries

Changes to a team's accepted entries may only be made at the discretion of the Meet Entry Director.

Teams may submit scratches as directed by the Meet Entry Director. Refunds will only be made for scratches received prior to the entry deadline as stated in the Meet Notice.

Teams may only submit additional swimmers and/or entries as permitted by the Meet Entry Director and only as they conform to the timeline requirements.

Under Subscription

If the meet is under subscribed after all meet entries have been entered, the host club may enter swimmers from their own club up to the time limit.

Host teams are permitted to enter their 8&U swimmers in 9-10 events unless specifically prohibited in the Meet Notice.

Host teams with meet sessions under 3.5 hours as compared to the same meet session the previous year, may reserve space in the session equal to the number of MD teams and total MD swimmers who participated in the same meet sessions the previous year.

Warm up Assignments

The Meet Entry Director determines the length for each warm up period and the number of swimmers/teams assigned to each lane.

MDSI recommends 1 hour warm up period for 12 and under swimmers. Each team should be assigned a minimum warm up period of 20 minutes.

MDSI recommends 1.5 hour warm up period for 13 and older swimmers. Each team should be assigned a minimum warm up period of 25 minutes.



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Changes to Warm up and Meet Start Times

Changes may be made to warm up and the start times listed in the original Meet Notice with approval from the Meet Director and Meet Referee.

No later than 7 days prior to the first day of the meet, changes to the warm up and start times shall be emailed to all participating teams and to the MDSI office as well as posted on the host team's website and the MDSI website.

Recon Report

No later than 7 days prior to the start of the meet, the Meet Entry Director shall email the required Registration/Membership Recon Report to the MDSI Office to verify all swimmers entered in the meet are properly registered with USA Swimming. Failure to submit 7 days or more before the first day of the meet, shall result in a \$100 fine.

At the discretion of the host team, the Meet Entry Director may email a TIMES Recon Report to the MDSI Office to verify submitted seed times. The Times Recon Report must be emailed no later than 7 days prior to the start of the meet.

The Meet Entry Director shall make changes to information as directed by the MDSI Office.

Meet Seeding

The Meet Entry Director seeds the meet for all events except those with positive check in requirements.

Swimmers requiring hand signals at the start of each race from the Meet Referee should be moved to the second lane away from the starter.

Meet Reports

No later than 5 days prior to the start of the meet, the Meet Entry Director shall email a backup file of the meet to the Meet Referee and Admin Referee or Admin Official for review.

No later than 3 days prior to the start of the meet, the Meet Entry Director shall email a copy of the Meet Timeline, Psych Sheets, and Warm up Assignments to each team participating in the meet and to the MDSI Office for posting on the MDSI website. These reports are also posted on the host team's website. Failure to submit 3 days or more before the first day of the meet, shall result in a \$100 fine.

No later than 3 days prior to the start of the meet, the Meet Entry Director shall email information to each team participating in the meet regarding facility information such as seating, parking and other important meet reminders.

Printed Reports

The Meet Entry Director is responsible for printing copies of the following reports prior to the meet:

- Meet Program – the host team may sell a meet program per session or for the entire meet.
- Officials Program – copies of the program for Officials and the Meet Operations table.
- Timer Copies – copies of the program or lane timer sheets for the timers to determine swimmers assigned to each heat and lane as well as to write the stopwatch times for the swimmer.
- Warm up Assignments to post throughout venue.

Positive Check In Process

Through the 2019-2020 season the MDSI Office will provide meet identifying wristbands to each Operations Risk Meet Director 30 days prior to the meet.

No later than 1 day prior to the start of the meet, the MDSI Office shall provide to both the Meet Director and the Meet Referee, a SWIMS list of all coaches and officials whose membership certifications are current and who may be on the pool deck for the duration of the meet.



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No later than 1 day prior to the start of the meet, the host team will provide a list the meet staff who can have deck access during the meet.

CONDUCTING A MEET

USA Swimming Registration

All swimmers who participate in sanctioned USA Swim Meets shall have a current USA Swimming Registration as an athlete member in good standing. This information is confirmed with the MDSI Registrar through the Registration/Membership Recon Report by the Meet Entry Director.

If the host team has been informed of an unregistered swimmer entered in the meet and permits the swimmer to compete, both the host team, and the swimmer's team, are fined \$100 per event that the unregistered swimmer illegally competes in and is required to revise the meet records to delete the unregistered swimmer from the results.

Meet Directors, Meet Entry Directors and Operational Risk Meet Directors, Coaches and all Officials must have a current USA Swimming Registration as a non swimmer member in good standing. Proof of registration through Deck Pass Application must be presented showing current fully certified membership.

Team Affiliation

Swimmers may only be registered members attached to one team. Swimmers attached to a team may earn points for that team through individual and relay events.

Swimmers who are registered but not members of a team are unattached swimmers. These swimmers may not earn points for a team through individual events nor participate in relay events.

A swimmer who transfers teams shall wait 120-days after his/her last competition representing the former team before representing the new team in competition. During the 120-days, the swimmer shall compete as an unattached swimmer. This 120-day rule restriction does not apply to high school or collegiate swimmers who are joining a USA Swimming team at the conclusion of their non-USA Swimming team school season. A USA Swimming transfer form shall be completed to transfer club affiliation.

At a sanctioned meet, USA Swimming swimmer members, attached or unattached, shall be under the supervision of a USA Swimming member coach during warm-up, competition, and warm down. The Meet Director or Meet Referee may assist the swimmer in making arrangements for such supervision, but it is the swimmer's responsibility to make such arrangements prior to the start of the meet.

Disabled Swimmers

MDSI welcomes all swimmers with a disability who wish to participate in USA Swimming/MDSI. This policy shall apply only to swimmers with disabilities as defined as "a permanent physical or mental impairment that substantially limits one or more major life activities" by USA Swimming.

In non championship meets, disabled swimmers are not required to achieve the qualifying time standards. The Meet Director has the authority to accommodate the swimmer without substantial negative impact to the meet timeline.

In championship level meets, disabled swimmers may enter with the permission of the Meet Director and Meet Referee.

Accommodations may be made as described below:

- Allow the disabled swimmer to compete at a shorter distance, e.g. a 50 yard distance within a 100 yard event.
- Seed the disabled swimmer by time rather than age, e.g. an 18-year-old disabled swimmer could be seeded in the 11 - 12 age group of the same event.
- Places and awards for disabled swimmers can only be earned in the swimmers actual event and/or age group. At the discretion of the meet host special awards may be given to disabled swimmers.



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Equipment Transportation & Care

All equipment shall be transported in a closed vehicle.

- The timing console, cable harnesses, buttons and starter are kept in large storage containers and fit in most cars.
- The touch pads (60" or 72") require a pick-up truck or a van with the seats removed.
- The scoreboard (8 feet long) fits in a large van or long bed pick-up.
- When not in use, touch pads shall be stored in the shipping / storage case used for transport.
- Touch pads may not be stored lying on the face or touch-sensitive portion of the pad.
- Touch-pads should be removed during warm ups and between sessions to reduce wear on the pads.
- Pads shall not be left in vehicles during weather below 32 degrees to prevent condensation on electronic parts or in hot weather when internal vehicle temperatures can exceed 135 degrees. These conditions can cause the pads to crack or warp.
- Care shall be taken to avoid splashing water or moisture contact to the timing computer console.

It is the host's responsibility to mark any damaged or non working equipment and notify the Equipment Chairperson by email.

The host's team is charged for the costs of repair and/or replacement for equipment abused, or broken due to mishandling, and may not rent timing equipment again until the charge has been paid.

Under no circumstances can any of the timing equipment, the pads or related supplies be modified without the express permission of the Equipment Chairperson.

Teams shall return all equipment or make arrangements with the Equipment Chair within 48 hours of the end of the meet.

Any team that does not return any meet equipment is charged for all costs, not to exceed \$300.00, incurred by the Equipment Chairperson for retrieving the equipment. The team also forfeits the right to rent equipment for a period of one year.

Meet Documentation

The Meet Director shall have the following information available at the meet:

- Original entry report from each team and/or individual.
- Record of entries received by date and time.
- Record of payment received or monies owed.
- Meet Notice.
- Current USA Swimming Rulebook.
- Current Copy of MDSI Meet Management Guide.

Positive Check In Process for Coaches, Officials and Meet Staff

The host team must have an area as determined by the Meet Director and Meet Referee and listed in the Meet Notice for all coaches, officials, and meet staff to check in for the meet and provide the required current USA Swimming Registration status.

The Meet Director and Meet Referee shall be responsible for educating the check in person as to what they must look for on the USA Swimming Deck Pass application.

Coaches and officials shall use the USA Swimming Deck Pass application on an electronic device to show current fully certified Coach Membership or current fully certified Officials Membership.

Meet Staff must be listed on an approved list provided by the host team.



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Upon verification of credentials, a meet specific wristband will be distributed and must be worn at all times while on the pool deck. Failure to comply will result in deck access being denied or immediate removal from the pool deck.

There is no grace period for Coaches or Officials if their certifications are not current.

Coaches, Officials or Meet Staff who attempt deck access but are not certified will be listed on the Meet Safety Checklist Form.

Pool Deck Access

During a meet, only swimmers participating in the meet, coaches and officials working the meet, and approved volunteers are permitted on the pool deck. If there is a spectator area on the pool deck, it is the host team's responsibility to make sure areas are clearly designated for spectators and those that are restricted to swimmers, coaches, officials and volunteers. Areas for officials to observe swimmers during races must also be clearly designated .

Coaches, Officials and Meet Staff must be wearing a meet specific wristband to be on the pool deck. Volunteers may be required to wear a meet specific wristband at the discretion of the host team.

A coach must have a swimmer competing in the meet in order to be on the pool deck.

Toddlers and infants are not allowed on the pool deck at any time.

Pool Deck Removal

The procedures listed below shall be followed by the Meet Referee, Meet Director and/or Operational Risk Meet Director.

- Coaches or officials found not to have a current fully certified membership upon check in will be listed on the Meet Safety Checklist and will not be permitted access to the pool deck.
- Those on deck who notice a non credentialed person on deck should advise them to report to the check in area to show their current fully certified membership and receive a wristband.
- Failure of a non credentialed person to leave the pool deck immediately should be reported to Meet Referee, Meet Director or Operations Risk Meet Director who shall warn them that failure to leave the pool is a violation of the Code of Conduct and will be referred to the Eastern Zone Board of Review.
- Non credentialed persons who report to the check in area and use the USA Swimming Deck Pass application to show current fully certified membership or who are on the approved Meet Staff List shall be allowed to return to the pool deck.
- Non credentialed coaches who are not able to show current fully certified membership must identify a credentialed coach to be responsible for their athletes and shall be informed by the Meet Referee that they are not allowed to be on any practice or competition pool deck associated with USA Swimming or MDSI until all outstanding membership issues are corrected.
- Non credentialed coaches and officials not having a current fully certified membership should contact the MDSI Membership Chair. It is not the responsibility of the meet staff to resolve certification issues.
 - The MDSI Membership Chair shall inform the only the Meet Referee or Meet Director if the non credentialed person has a current fully certified membership and it is up to the Meet Referee to determine if they will be allowed deck access for the remainder of the meet.
 - The Meet Referee, Meet Director or Operational Risk Meet Director shall contact the Facility Security Staff or the local police to have anyone removed from the facility that is not compliant as the person is considered trespassing.

Pool Deck Removal Penalties and Fines

The penalties and/or fines listed below shall be imposed to teams with persons attempting to gain access to the pool deck without proper credentials and/or refusal to display meet specific wristband.

- First Offense - warning from the Meet Referee, Meet Director or Operational Risk Meet Director



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- Second Offense an individual - suspension or membership and referred to the MDSI Administrative Board of Review for possible suspension.
- Second Offense for 2 or more individuals form a team - team is fined \$300 by MDSI within 10 days of incident and referral to the MDSI Administrative Board of Review for all the team's certifications for all non athlete members. Additional fines may be levied on a graduated basis until all non athlete member certifications are complete and current. Fines must be paid within 10 days of notification. Failure to pay any fines will result in swimmers being unattached from the team until the fine is paid in full.
- Third Offense for any individual or team - automatic suspensions with referral to the MDSI Administrative Board of Review to determine length of suspension. The determination and notification shall be made within 10 days of notification of incident. In addition there shall be immediate referral to the Eastern Zone Board of Review for Code of Conduct violations.
- Failure to leave the pool deck with advised by the Meet Referee, Meet Director, Operational Risk Meet Director, or Facility Security shall result in the police being contacted and immediate suspension with referral to the MDSI Administrative Board of Review to determine length of suspension. The determination and notification shall be made within 10 days of notification of incident. In addition there shall be immediate referral to the Eastern Zone Board of Review for Code of Conduct violations.
- Host teams that do not follow the Positive Check In Process for Coaches, Officials, and Meet Staff as outlined in this guide and the MDSI Policies and Procedures, shall lose the Right of First Refusal for their meet the following year.

USA Swimming Rules

MDSI follows USA Swimming Rules with modifications and clarifications as listed below.

In MDSI non-championship meets, the meet host is responsible for specifying any authorized deviations to these procedures in the Meet Notice.

Positive Check-in Events (Non Seeded) - timed final and prelims/finals events

- In meets with positive check in events, swimmers shall check-in prior to swimming the events. Refer to the Meet Notice for check-in requirements and locations.
- If a swimmers fails to check in within the time range specified in the Meet Notice for a positive check in event, the swimmer is prohibited from participating in the event.
- If a swimmer checks in for a positive check in event and fails to swim in that event, the swimmer is prohibited from participating in his/her next individual event unless the swimmer declares a false start per the USA Swimming Rulebook prior to the start of his/her heat in the positive check in event.

Pre seeded Preliminary and Pre Seeded Timed Final Events

- There is no penalty for not competing in a pre-seeded preliminary event or timed final event.
- There is no penalty for not competing in pre-seeded relays.

Non Seeded Finals Events

- Per the USA Swimming Rulebook, declared false starts are not allowed in the bonus, consolation, or championship final heats of a prelims/finals event.
- MDSI Scratch Procedures are in effect for all MDSI sanctioned meets as stated in the Meet Notice.
- Based on the results of the preliminary event, a swimmer qualifying for and wishing to scratch from a bonus, consolation or championship finals race shall notify the scratch official within 30 minutes of the announcement of the preliminary event results.
- Alternately, a swimmer may make a declaration of intent to scratch within 30 minutes of the announcement of the preliminary event results, with final decision to scratch or not scratch being reported to the scratch official within 30 minutes of the completion of the swimmer's last individual preliminary event of the session. A swimmer declaring their intention to scratch and failing to return to



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the scratch official to make final resolution on the intent to scratch will result in the swimmer being seeded into the respective final heat.

- This above also applies to announced alternates for each of the individual finals events.
- All other swimmers finishing below the places of the announced alternates are excused from the responsibility of returning for bonus, consolation or championship finals heats.

Failure to Scratch Fine

- If a swimmer fails to scratch from and does not compete in the bonus, consolation or championship finals events, the swimmer is barred from competing in the remainder of the meet, including relays unless such failure to compete is excused by the meet referee.
- If a swimmer in the MDSI LSC fails to compete in their last event of the meet, the swimmer's team is fined \$50. No swimmer may represent the associated team at a MDSI sanctioned or approved meet until all fines are paid.

Software Requirements

All teams are required to run meets using software that generates an acceptable export file for results.

All teams are encouraged to offer Meet Mobile for real time results.

Meet Staff Responsibilities and Authority

The meet staff listed below has the following responsibilities and authority during the conduct of the meet:

Meet Referee Responsibilities

- Leads and has overall responsibility for the conduct of the meet. Must be present at all sessions of the meet.
- Responsible for the physical setup of the meet, ensuring pool conditions are correct, safe and beneficial to fast swimming.
- Assigns, instructs, assists and supports all available officials.
- Provides guidance to Deck Referees, Chief Judges and Starters to ensure the following:
 - Equitable deck coverage.
 - Handling no shows or other unusual situations.
 - Availability of breaks during long sessions.
- Holds coaches meeting on the first day of the meet to review meet procedures (warm ups, positive check in and penalties, scratch procedures, timelines, DQ notifications, athlete accommodations, etc.).
- Meets with the facility staff, Meet Director and Operational Risk Director prior to the start of the meet to know who to contact in the events of an emergency and to identify and address any concerns.
- Ensures safe competition as well as consistent and fair application of the rules and procedures for the meet.
- Knowledgeable, organized and prepared to anticipate and prevent problems or delays from occurring.
- Listens to Meet Staff and Coaches throughout the meet to identify and address potential issues that might impact the competition.
- Handles all issues quickly and fairly as possible in accordance with the rules.
- Verifies all meet staff on the pool deck have current USA Swimming Registrations or credentials in good standing.
- Assigns the members of the Meet Jury(ies) and enforces the decisions of the jury(ies).



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Meet Referee Authority

- Enforces the USA Swimming and MDSI Rules and Regulations for safe conduct within the facility during the meet after warm ups have started.
- Collaborates with the Meet Director to remove any individual from the venue that violates USA Swimming and MDSI Rules and Regulations.

Admin Referee Responsibilities

- In lieu an Admin Referee, the Lead Admin Official takes over all responsibilities.
- Sets guidance on how the administrative ("dry side") should be handled.
- Oversees the administrative aspects of the meet and is responsible to the Meet Referee for the following:
 - o Assigns all administrative positions of the meet.
 - o Ensures all meet supplies are available.
 - o Accurately seeds preliminary, semi finals and finals heats by the correct processing of entries and scratches.
 - o Determines and records Official Times.
 - o Collaborates with the Meet Referee and Meet Director for the successful and smooth operation of the meet.

Admin Referee Authority

- Enforces the USA Swimming and MDSI Rules and Regulations.

Admin Official Responsibilities

- Works with the Meet Referee or Admin Referee to determine preferences and follows their instruction and guidance for all administrative duties.

Admin Official Authority

- Enforces the USA Swimming and MDSI Rules and Regulations

Meet Director Responsibilities

- Must be present at all sessions of the meet.
- Responds to questions from anyone at the meet.
- Serves as member of the Meet Jury if assigned by the Meet Referee.
- Ensures all volunteers are in place as assigned.
- May not assume other roles and corresponding responsibilities except in cases of an emergency may step in as the Operational Risk Meet Director.

Meet Director Authority

- Collaborates with the Meet Referee to remove any individual from the venue that violates USA Swimming and MDSI Rules and Regulations.
- Contacts other local authorities as needed.

Operational Risk Meet Director Responsibilities

- Completes the current [Meet Operational Risk Checklist Form](#) with the assistance of the Meet Marshals before the facility is open to the public.
- Assigns all Meet Marshals to their positions and reviews their responsibilities before each warm up session begins.



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- Present at the facility when it is open to the public through the end of the competition for each session of the meet unless a co-safety director is listed in the Meet Notice. In cases of an emergency the Meet Director may step in as the Operational Risk Meet Director.
- Understands and implements USA Swimming and MDSI Safety Guidelines, Warm up Procedures, and the facility Emergency Action Plan when needed.
- Carries a phone and knows the venue address in case of need to call emergency services.
- Ensures [Report of Occurrence Forms](#) are available and completes and submits information online at usaswimming.org as needed.
- May not dispense any medication.
- Ensures first aid materials are available during the meet such as ice, plastic bags, disposable gloves, band aids, etc.
- Wears easily identifiable vest and ensures that all assigned marshals are in identifiable vests.
- May not serve in any other capacity during the meet.

Operational Risk Meet Director Authority

- Collaborates with the Meet Referee to remove any individual from the venue that violates USA Swimming and MDSI Rules and Regulations.
- Collaborates with the Meet Referee to bar any swimmer from competing in their next scheduled individual event for any infraction of the NO DIVING rule except when a lane is designated for starts during warm ups.

Meet Safety Marshal Responsibilities

- Ensures the safety of the in everyone in the facility under the direction of the Operational Risk Meet Director.
- Enforces USA Swimming and MDSI Safety Guidelines at assigned position from the start of warm ups until relieved by another Meet Safety Marshal or at the conclusion of the meet.
- Assures safe practices are maintained, including crowd control, deck access, proper competitor and spectator decorum and safe, courteous behavior in all areas of the venue.
- Brings any observed violations to the attention of the Operational Risk Meet Director, Meet Director or Meet Referee who may remove the person or persons from part or all of the venue.
- May not dispense any medication.

Meet Safety Marshal Authority

- Reports any spectator, swimmer or coach who is in violation of Safety Guidelines or Warm-up Procedures to the Operational Risk Meet Director, Meet Director or Meet Referee.

Coach Responsibilities

- Provides proof of current USA Swimming Registration and Coach Certifications through the Deck Pass Application or other proof of current status at any time during the meet when requested by the Meet Referee, Meet Director, and Operational Risk Meet Director. Failure to comply may result in removal from the pool deck.
- Instructs swimmers regarding Safety Guidelines and Warm-up Procedures.
- Actively supervises swimmers while on the pool deck including warm-ups.

Coach Authority

- Enforces all USA Swimming and MDSI Rules and Regulations with members of their team including parents and spectators.



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Volunteer Positions

The volunteers listed below have the following responsibilities during the conduct of the meet:

Announcer

- Announces events and other information as instructed.

Apparel Sales

- Teams may select a vendor of their choice to sell swim apparel during the meet.

Awards

- Assembles awards and make available for teams to pick up.
- Teams are responsible for picking up awards following the conclusion of the meet. Host teams are not required to mail or deliver awards not picked up at the conclusion of the meet.

Clerk of Course

- Assembles swimmers in assigned heats and lanes per event and escorts the swimmers to the starting area of the pool deck.
- Each Meet Notice must stipulate if a Clerk of Course area is available at the meet.

Computer & Timing Console Operators

- Must be a certified Admin Official.
- Works under the guidance and direction of the Admin Referee to insure all results are properly recorded.
- Generates reports and labels as instructed by the Admin Referee.

Concessions Manager

- Works with Meet Director and Facility Management to understand and comply with any required regulations.
- Obtains supplies and refreshments to sell to the public and for the Officials and Coaches Hospitality area.
- Purchases and maintains team concessions equipment such as grills, griddles, extension cords, tables, chairs, etc.
- Arrives 1 hour prior to the start of warm ups to ensure the Concessions Area is ready and available to the public.
- Directs volunteers selling refreshments at the meet.

Concessions Sales / Hospitality

- Manages concessions and hospitality areas beginning at least ½ hour prior to the start of warm ups to the end of each session.
- Distributes water to pool deck staff during the meet.

LSC Photographer

- Only LSC certified photographers are permitted take pictures on deck at any meet with prior approval from the Meet Director, Meet Referee and MDSI Office.
- Provides proof of current USA Swimming Registration through the Deck Pass Application or other proof of current status at any time during the meet when requested by the Meet Referee, Meet Director, and Operational Risk Meet Director. Failure to comply may result in removal from the pool deck.
- Complies with the MDSI and COPPA regulations on photography of athletes.
- Wears MDSI issued ID badge at all times while on the pool deck.
- Follows all directions and requests from the Meet Referee pertaining to deck access.



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Program Sales

- Sells Meet Programs or Heat Sheets in a designated area to the public ½ hour prior to the start of warm ups.

Results / Runner

- Posts the results at various locations that have been predetermined by the Meet Director.
- Delivers place labels to the awards area.
- Collects information from the timers as needed by the Meet Operations table.

Setup / Cleanup

- Assists with preparing the various areas of the facility for the meet.
- Assists with cleaning the various areas of the facility.

Timers

- A minimum of 2 timers are assigned to each lane.
- A minimum of 1 head timer and 1 relief timer.
- Attends a Timer Briefing prior to the start of the meet to receive instructions from the Meet Referee and Starter.
- Confirms the swimmer's name matches the information on the lane timer sheet prior to each heat.
- Starts watch at the beginning of each heat and stops watch when the swimmer touches the wall.
- Head timer(s) starts two watches in a backup capacity for any lane with a malfunctioning watch.
- May also be required to press a backup button for the automatic electronic timing system when the swimmer touches the wall.
- One timer records the number of watch times as instructed in the Timer Briefing on the lane timer sheet at the finish of each heat.
- Relief timer provides brief breaks for timers as needed.
- Host teams shall not announce for or request timers from visiting teams at the meet.

Meet Safety

The Meet Director, Operational Risk Meet Director, and Meet Referee shall ensure that all applicable USA Swimming and MDSI Rules and Regulations are being followed and USA Swimming / MDSI Safety Guidelines and Warm-up Procedures are observed.

If available, an announcer shall announce lane and/or time changes and to assist with the conduct of the meet.

The Operational Risk Meet Director and Safety Marshals shall be clearly visible by wearing identifying clothing such as a fluorescent vest prior to and during the meet.

Bulkheads shall be constantly monitored. No diving, or jumping off the bulkhead, and no swimming under the bulkhead.

All free standing equipment in the venue shall be secured (blocks, harnesses, pads, mats, storage tubs, etc.)

Running on deck, throwing any objects, smoking or alcohol use within the venue, use of glass containers, and general horseplay are not permitted.

Crowd control, proper competitor and spectator decorum and safe, courteous behavior shall be maintained at all times in all areas of the venue.

Areas where swimmers wait to go on deck shall be constantly monitored.



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Health Guidelines

Following the Meet Notice and at the discretion of the Meet Referee, any participants or spectators who exhibit symptoms of viral gastroenteritis or other infectious illness within 24 hours prior and/or during the meet may be asked to withdraw from the competition and/or leave the venue as a safety precaution. Refer to the MDSI Health Guidelines Policy.

All wound care requires the Operational Risk Meet Director and/or Safety Marshals to wear disposable gloves.

Any blood in the pool or any open wound on a swimmer shall be brought to the attention of the Meet Referee and Operational Risk Meet Director.

All incidents shall be documented on a [Report of Occurrence Form](#) and reported to the Operational Risk Meet Director, Meet Director and Meet Referee.

Immediately following the meet, the Operational Risk Meet Director shall submit the [Report of Occurrence Form](#) online at usaswimming.org.

Warm Up Guidelines

Lane assignments shall be posted at both ends of the pool.

Warm ups provide swimmers with a safe opportunity to physically and mentally prepare for the upcoming competition.

Once the Meet Referee has opened the pool for warm ups, swimmers shall enter the pool feet first unless the lane is designated as a Start Lane.

Anyone not entered in the meet or in associated time trials may not enter the pool for warm ups.

Warm up procedures shall be enforced for any scheduled breaks during competition.

Continuous warm up/down areas shall be monitored by a lifeguard.

Lifeguards may also function as a Safety Marshal with approval and direction of the Operational Risk Meet Director who provides instruction regarding MDSI warm up rules and procedures.

No equipment is permitted in the competition part of the pool at any time.

Pull Buoys, Kick Boards and Snorkels may only be used in the warm up/down areas.

Session Timeline Report

An Official Referee shall sign off on the session timeline report generated by the Admin Official or Meet Director, noting the start and finish times and each notable problem or delay.

The Meet Director shall email all session timeline reports to the MDSI Office along with the current MDSI [Post Meet Financial Report Form](#).

POST MEET

Results

At the end of the meet, teams may request a meet file backup on a memory stick or via email attachment.

No later than 24 hours of the conclusion of the meet, the Meet Director shall email a copy of the files listed below to all participating teams and to the MDSI Office. The files are also posted on the host team's website and MDSI's website. Failure to submit within 24 hours of the conclusion of the meet, shall result in a \$100 fine.

- Meet Results in a .pdf or HTML format.
- Meet Results in a file format compatible with SWIMS and each team's database.
- Backup of Meet File.



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The results files shall include the following:

- Name of meet, and dates of competition.
- The competitor's first and last name, age, affiliation, and official time.
- Preliminary and final times for pelims/finals meets.
- Relay lead off times.
- Names and ages of all relay swimmers in the order in which they swam.

Result Questions

The Meet Director responds within 48 hours to any questions regarding the posted results.

All questions are reviewed by the Meet Director, Meet Referee and Admin Official.

If corrections are deemed necessary, the Meet Director shall email corrected results to all participating teams and to MDSI office for SWIMS corrections and web posting.

Referee Requirements

No later than 15 days of the conclusion of the meet, the Meet Referee shall submit the Officials Tracking Report Form to the Officials Chair and update the OTS history for each participating official.

Financial Submission

No later than 30 days of the conclusion of the meet, the Meet Director shall submit the following to the MDSI Office. Failure to do so will result in a \$100 fine for missing or incomplete documentation.

- Current [Post Meet Financial Report Form](#).
- Session Timeline Reports signed by an Official Referee.
- [Meet Safety Checklist Form](#).
- Team Entry Fees Spreadsheet.
- Fees due to MDSI (as calculated on the current [Post Meet Financial Report Form](#)), payable to Maryland Swimming. 10% is added to the amount due if payment is not received within 30 days of the last day of the meet. Returned checks will incur a \$25 fine.

Operational Risk Meet Director Requirements

No later than 30 days of the conclusion of the meet, the Operational Risk Meet Director shall submit any [Report of Occurrence Forms](#) online with USA Swimming and scanned copies emailed to the LSC Operational Risk Chairperson.

If there are no incidents at the meet, the Operational Risk Meet Director emails that information to the LSC Operational Risk Chairperson.

MDSI Fines

For MDSI, a fine is defined as a monetary sum imposed as punishment for an infraction or violation. A fine may only be assessed to an MDSI team. A fine may not be assessed to an individual swimmer.

Fines are assessed to teams by the MDSI Board of Directors in response to a submitted claim of an infraction or violation of the MDSI By-Laws or Policies and Procedures. The MDSI Board of Directors review all claims and if found to have merit, approve the assessed value of any fines.

A fine may be appealed to the MDSI Board of Directors for review.



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Fines are paid to the general accounts of MDSI and are used for programs to benefit all members of the LSC.

In order for a team to remain in good standing with the LSC, all assessed fines must be paid by the deadlines as stated in the notification from the MDSI Office.

No later than 45 days of the conclusion of the meet, the MDSI office shall electronically notify the identified team contact of any associated fines as listed below.

The team has 30 days from the receipt of notification to pay the fine in accordance to MDSI Rules and Regulations. If payment is not received within 30 days, the amount of the fine is doubled. No swimmer may represent the associated team at a MDSI sanctioned or approved meet until all fines are paid.

The team may file an appeal within 30 from the receipt of Fine Notification to the MDSI LSC Administrative Board of Review. The Administrative Board of Review may, at their discretion, modify, suspend or waive any penalties or fines if they believe the penalty or fine is not appropriate or warranted. Such actions shall not alter or diminish the Administrative Board of Reviews' ability to enforce the penalty or fine upon subsequent violations.

Any decision of the MDSI LSC Administrative Board of Review can be appealed to the Eastern Zone Administrative Board of review.

False Swimmer Registration Fine

- If the host team has been informed of the ineligibility of an unregistered swimmer and permits the swimmer to compete, the host team, and the swimmer's team, are each fined \$100 per event that the unregistered swimmer illegally competed in.

Failure to Scratch Fine

- If a swimmer registered in the Maryland LSC fails to scratch from and does not compete in the bonus, consolation or championship finals event and it is the swimmer's last event of the meet, the swimmer's team is fined \$50. No swimmer may represent the associated team at an MDSI sanctioned or approved meet until all fines are paid.

Referee Fine

- A team that does not have a current USA Swimming certified Meet Referee present at an approved meet is subject to a \$100 fine, loses all rights to run the meet and is not allowed to host any swim meets for a period of 2 years. In addition, all times from the meet are unofficial.

Overqualified Swimmer Fine

- If a team permits an overqualified swimmer to compete in the meet, the swimmer's team, and the host team are each fined \$100 per event that the overqualified swimmer competed in.

Exceeding Meet Time Limit Fines

- For any meet session exceeding 300 minutes (5 hours) after the published starting time as stipulated in the Meet Notice and certified by the Meet Referee, the host team is assessed the fines listed below.
- For any 12 & under meet session exceeding 240 minutes (4 hours) after the published starting time as stipulated in the Meet Notice and certified by the Meet Referee, the host team is assessed the fines listed below and additional fines of \$25 for each 15 minute interval over the time limitation.

o 5 lanes	\$125
o 6 lanes	\$150
o 7 lanes	\$175
o 8 lanes	\$200
o 9 lanes	\$225
o 10 lanes	\$250

- MDSI Championship Meets are excluded from the Time Limit Fines listed above.



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Pool Deck Removal Fines

- Teams are fined \$300 for 2 or more individuals from the team attempting to gain access to the pool deck without proper credentials and/or refusal to display meet specific wristband.

Failure to Submit Fines

- Teams are fined \$100 for incomplete or late submission to the MDSI Office as listed below.
 - Incomplete Meet Notices
 - SCY Meet Notices received after July 15
 - LCM Meet Notices received after December 1.
 - Meet Event File received after 90 days prior to the first day of the meet.
 - Registration/Membership Recon Report received after 7 days prior to the first day of the meet.
 - Meet Reports (Timeline, Warm-up Assignments, Psych Sheets) received after 3 days prior to the first day of the meet.
 - Meet Results Files (.html, .pdf, backup) received more than 24 hours after the last day of the meet.
 - Meet Documentation (Meet Accounting Form, Signed Session Reports, Safety Checklist) received more than 30 days after the last day of the meet.
- 10% is added to the amount of the fees due to MDSI for a team, if payment is received more than 30 days after the last day of the meet.

Documentation

All meet entries, DQ slip copies, printed results, timer and officials' heat sheets, and any other pertinent documentation shall be retained in an accessible location for one year after the last date of the meet.

MEET DIRECTOR CERTIFICATION REQUIREMENTS

How to Become Certified as a MDSI Meet Director

Step 1: Become a member of MDSI/USA Swimming.

- Pass the USA Swimming Background Check.
- Complete the Athlete Protection Training Program.

Step 2: Shadow 2 Different Meets with 2 Different Certified Meet Directors.

- The 2 Meets must be hosted by 2 different teams.
- Shadow for an overall total of 4 sessions between the 2 meets.
- Shadow 2 different levels or classifications of meets.
- A Certified Meet Director may be shadowed by only 1 person at a time.
- Access list of Certified Meet Directors at <http://mdswim.org/meet-management/> and click on Meet Directors.
- Email office@mdswim.org with name of each Meet including Host Team name, Meet Director Shadowed, Level of Meet and Number of Sessions Shadowed.

Step 3: Pass the MDSI Meet Director's Online test with a score of 80% or above.

- Access Test at <http://mdswim.org/meet-management/> and click on Tests.
- Test results will automatically be sent to the MDSI office.



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Maintaining a MDSI Meet Director Certification

Step 1: Attend a Meet Director's Clinic Conducted by MDSI within 2 Years of Initial Certification.

Step 2: Retake and Pass the MDSI Meet Director's Online Test every 2 years.

MDSI Meet Director Decertification

A Meet Director may be de-certified with proof, and probable cause, as determined by the MDSI Board of Directors, the MDSI Technical Planning Chair or the MDSI Officials Chair. The decision of decertification is final.

MEET ENTRY DIRECTOR CERTIFICATION REQUIREMENTS

How to Become a Certified as a MDSI Meet Entry Director

Step 1: Become a Member of MDSI/USA Swimming.

- Pass the USA Swimming Background Check.
- Complete the Athlete Protection Training Program.

Step 2: Select and Contact a Certified Meet Entry Director for mentorship.

- Access list of of Certified Meet Entry Directors at <http://mdswim.org/meet-management/> and click on Meet Entry Directors.
- Notify office@mdswim.org with name of mentor and dates of meet processing.
- Work with mentor through the entire entry process: first entries received, entering teams, adjusting for inclusion or reducing numbers or swims as necessary, SWIMS and/or TIMES recons, closing of meet entries, and turning over final meet entries to the Meet Director, Meet Referee and Admin Referee.
- Have mentor email office@mdswim.org to certify proficiency upon completion.

Step 3: Pass the MDSI Meet Entry Director's On-line Test with a Score of 80% or above.

- Access Test at <http://mdswim.org/meet-management/> and click on Tests.
- Tests will automatically be sent to the MDSI office

Maintaining a MDSI Meet Entry Director Certification

Retake and Pass the MDSI Meet Entry Director's Online Test every 2 years.

MDSI Meet Entry Director Decertification

A Meet Entry Director may be de-certified with proof, and probable cause, as determined by the MDSI Board of Directors, the MDSI Technical Planning Chair or the MDSI Officials Chair. The decision of decertification is final.



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MEET TYPES

Sanctioned Age Group Meet

Objectives

- Competition for USA Swimming registered swimmers ages 18 years and younger.
- Competition may be separated by age, gender and level of ability.
- Meets and/or events shall be structured by the LSC to assure fair competition.
- Meets for swimmers 8 & under are for developmental purposes only and are subject to LSC procedures.

Eligibility

- Eligibility to compete in a particular age group shall be determined by the swimmer's date of birth.
- Age on the first day of the meet shall determine the swimmer's age for the entire meet.
- A swimmer must compete in the age group events corresponding to the swimmer's age, except when competing in consolidated events (102.1.4), mixed classification meets (102.2.8), and in events combined by the Referee
- To participate in a event with time qualifications, a swimmer's best time must be achieved within the qualification time period and must meet the time standard stated in the Meet Notice.

Rules

- MDSI Age Group competition is conducted in conformance with the USA Swimming Rulebook.

Awards

- The cost per award to an individual may not exceed \$25.00 to conform with NCAA eligibility.
- Gifts/Presentations may not have a value greater than \$99.99

Sanctioned Senior Meets

Eligibility

- All swimmer members of USA Swimming are eligible for Senior Meets as stated in the Meet Notice.

Conduct of Meets

- Senior events are those listed in USA Swimming Rulebook.

Awards

- The cost per award to an individual may not exceed \$25.00 to conform with NCAA eligibility.
- Gifts/Presentations may not have a value greater than \$99.99

Sanctioned Championship Meets

Qualifying for Age Group or Senior Championships

- The MDSI Championship Meets (MSCM) have published qualifying times based on the previous quadrennial.
 - The qualifying times for the SCY Championship Meets are published by October 1st.
 - The qualifying times for the LCM Championship Meet are published by April 1st.
- The Junior Championship Meets and the "B" Championship Meet qualifying times are slower than those for the MDSI SCY Championship Meet.



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- o A swimmer may participate in either of these championship meets if the swimmer's best time exceeds the qualifying time but was not achieved in the qualification period for the MDSI SCY Championship Meets.
- The MDSI 8 & U Championship Meet does have qualifying times and allows all MDSI swimmers ages 8 and younger to participate.

Entry Time Verification

- Entry times are verified in the USA Swimming SWIMS database.
- For results not yet in the USA Swimming SWIMS database, the name and date of the meet where the time was achieved, as well as official meet results shall be provided. The qualifying meet shall have been a sanctioned or approved meet.
- An observed swim from an Observed Meet can be used as a qualifying time, if entered into SWIMS.

Eligibility

- Only MDSI registered swimmers who meet the entry qualification times.
- Unattached swimmers who meet the entry qualification times must have been a member of MDSI for 6 months prior to the meet entry deadline.
- Any swimmer that achieves one or more USA Swimming Junior National Championship qualifying times may swim any event at the SCY and LCM MSCM up to the event limit stated in the Meet Notice.
- No swimmer may enter any MDSI Championship Meet as attached to a club that has past due financial obligations payable to MDSI of more than 30 days.

Championship Meet Notices – Swim Aids

- All Championship Meet Notices shall include the following: Pull Buoys, Kick Boards and Snorkels may be used in the non-competition areas of a pool, if available at the site where the meet is held. No equipment will be allowed in the competition part of the pool at any time.

Meet Rules

In addition to the USA Swimming and MDSI Rules, the following rules apply:

- Alternates
 - o The top 2 alternates for finals will be announced with the preliminary results. Those alternates shall follow the scratch procedures. Alternates beyond the first two are strongly encouraged to follow the scratch procedures to allow for full finals heats, but are excused from the responsibility of returning for bonus, consolation or championship finals heats.
 - o Scratching from finals:
 - (1) Any swimmer qualifying for a bonus, consolation, or championship final in an individual event who fails to compete in said final shall be barred from further competition for the remainder of the meet, except as noted in paragraph E. A declared false start under 101.1.3E or deliberate delay of meet under 101.1.5 is not permitted and will be regarded as a failure to compete.
 - (2) In the event of withdrawal or barring of a swimmer from competition the Referee shall fill the bonus, consolation, or championship 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) Where bonus and consolation finals have not been swum and a barring or withdrawal is known to the Referee, the Referee shall reseed the bonus, consolation, and championship final, if necessary, to insert the alternate(s) in the appropriate lane(s), filling all lanes in the final.
 - (4) If the bonus and consolation finals have already been contested, the championship final shall be swum without reseeding for the empty lane(s).



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It is the **Meet Referee's or the Admin Referee's** responsibility to inform the coaches that their swimmer has been scratched into any final and to strongly encourage them to participate to fill out the heat.

- Scratches
 - Finalist and alternates shall scratch or declare their intent to scratch within the 30 minutes from the announcement of the finalist and alternates.
 - Finalist and alternates who declared an intent to scratch have 30 minutes following the completion of the swimmer's last individual preliminary event for the session, to scratch the event selected as an intent to scratch or they will be seeded in finals.
 - Finalist and alternates who do not scratch or clarify their intent to scratch will be seeded in the respective final heat.
 - If a swimmer fails to scratch and subsequently does not compete in the bonus, consolation or championship finals events, he/she or the club for whom the swimmer represents will be subject to the penalties listed in the Meet Notice.
- Declared false starts are not allowed in the bonus, consolation, or championship final heats of a prelims/finals event.

Observed Meets

Request

- The meet host shall submit a [Request for Observation Form](#) to the MDSI Office. The form shall be accompanied by the \$30 Observation fee.
- Requests for High School Championship Observations must be received no less than 30 days before the first day of the meet.
- Upon receiving a Request for Observation, the MDSI Office shall submit the Observed Meet information to the USA Swimming National Times Chair.

Meets

- A \$30 Observation Fee payable to MDSI is required for the meet to be certified as Observed.
- No fee is required for entering times into SWIMS from an Observed Meet.
- The meet shall have at least 2 USA Swimming certified Stroke and Turn Officials who will perform the requested observations and timing adjudications to ensure they are performed in accordance with the current USA Swimming Rules and Regulations.
- The meet host is responsible for acquiring each swimmer's USA Swimming ID number and entering it accurately into the meet management software.
- The meet host shall ensure swimmers and coaches notify the meet referee or observation official no later than the start of each meet session, of the swims to be observed, in order for the officials to be in a position to perform the observation.

Requirements During An Observed Meet

- The Meet Referee is responsible for coordinating the observing officials to ensure:
 - a. All requests for observation are performed.
 - b. Official times are determined in accordance with the applicable rules.
 - c. Appropriate notes and records are made to discern competitors who swim legally under the league or conference rules but not under USA Swimming rules.
 - d. The meet host is provided with the results of the observations.
- A minimum of 2 current certified USA Swimming officials are required to perform observations; one at each end of the pool during every observation. A meet official can also serve in the capacity as an



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observing official so long as the proper notes and information are provided to make the determination if a competitor was legal for the meet results and observation results independently.

- Observed swims are restricted to swimmers who are registered members of USA Swimming.
- The observed swims shall conform to the technical stroke rules of Article 101 in the current and applicable USA Swimming Rules and Regulations.

Post Observed Meet Requirements

- A copy of observation notes for all swimmers observed shall remain with the meet host as a part of the meet record.
- Within 24 hours after the conclusion of the meet, the meet host is responsible for providing meet results in a file format compatible with SWIMS and each team's database as well as in a .pdf format to the MDSI Office to have swimmer's times entered into the USA Swimming SWIMS database and posted on MDSI website.

Approved Meets

Requirements

- Approval of competition by an LSC may be issued to member and non-member clubs for meets conducted in accordance with USA Swimming technical rules.
- Both USA Swimming athlete members and non-USA Swimming athlete participants may compete in an approved meet.
- The meet host shall submit a [Request for Approval Form](#) to the MDSI Office. The form shall be accompanied by the \$30 Approval fee.
- Approval may be withheld or withdrawn by the LSC if the competition was not conducted in accordance with the requirements as stated in the current USA Swimming Rulebook.
- A current certified USA Swimming or YMCA certified Meet Referee and a certified MDSI Stroke and Turn Official shall be in attendance and actively work at all meets sessions where there are participating USA registered swimmers.
- Within 24 hours after the conclusion of the meet, the meet host is responsible for providing meet results in a file format compatible with SWIMS and each team's database as well as in a .pdf format to the MDSI Office to have swimmer's times entered into the USA Swimming SWIMS database and posted on MDSI website.
- No later than 30 days of the conclusion of the meet, the meet host shall submit the following to the MDSI Office. Failure to do so will result in a \$100 fine per missing or incomplete documentation.
 - o Current [Post Meet Financial Report Form](#).
 - o Fees due to MDSI for all swimmers participating in the meet: \$2 surcharge per swimmer and \$.50 per splash fee, payable to Maryland Swimming. Returned checks will incur a \$25 fine.

Open Water Meets

Meet Notice & Application Process

- A team hosting an open water event shall complete the USA Swimming Open Water Meet Application found at mdswim.org for approval by the LSC and the Eastern Zone Open Water Application Approver.
- All open water events shall comply with Part VII of the current edition of the USA Swimming Rules and Regulations.
- The Meet Notice shall identify the Operational Risk Meet Director and describe the safety plan in detail.
- In addition to the information in the template Meet Notice, open water event Meet Notices shall also include the following:



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- o Detailed description of the proposed race course with maps if appropriate.
- o Average water temperature on meet day.
- o Description of the body of water (e.g., lake, river, ocean).
- o Name of organization(s) providing safety.
- o Description of the safety plan.
- o Items included with meet entry fee (e.g., meet shirt, cap)
- o Attire requirements (e.g., cap, wetsuit restriction).
- o Liability waiver statement and signature form.

USA Swimming Registration

- A single meet, USA Swimming open water membership is available for individuals wishing to compete in an open water event who are not currently registered with USA Swimming. Single Meet Registration Applications shall be processed at the meet venue on the day of the meet.

USA Swimming Open Water Rules

- The host team shall recognize and strictly comply with all articles of Part VII, Open Water Swimming, of the current USA Swimming Rules and Regulations and the rules set forth in the MDSI Meet Management Guide. When there is a conflict between the organizational rules, the rules stated in the Articles in Part VII shall prevail.

Insurance

- A full description of the event venue location, including address, shall be added to the USA Swimming General Liability policy of the host team.

Officials

- The championship meet shall have certified Open Water Officials as required in Article 701 of the current edition of the USA Swimming Rules and Regulations.

Equipment/Timing Systems

- All teams shall utilize timing systems as approved by the MDSI Technical Committee.

Venue

- It is the responsibility of the host team to obtain any permits required to utilize the selected venue. Written permission to use the venue on meet day shall be made available to the Technical Planning Chairman upon request.

Safety

- The meet host will ensure that all proper safety measures are being taken as listed in the Open Water section of the USA Swimming Safety/Loss Manual.

Entry Fees

- MDSI authorizes individual entry fees to range from \$20.00 to \$60.00.

Swimmer Surcharge

- The host team shall pay MDSI a \$2 surcharge for the number swimmers entered in the meet.

Entry Forms

- Entry forms are required to be submitted in a format compatible with the approved timing system being used at the meet.
- Liability waiver forms shall be signed by individual participants (or parent/legal guardian if competitor is under 18 years of age) and received by the host team prior to the competition.



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Event Limits

- Swimmers are limited to one event per day.

Time Limitations

- Time limitations are established by the Meet Director. Suggested limit is twice the time of the first place finisher in each event distance.

Meet Results

- Meet results from an Open Water event shall be provided electronically to the MDSI office within 7 business days of the conclusion of the meet, in a format that is compatible to the webmaster and the timing system used for the meet.

Post Open Water Meet Procedures

- The fees due MDSI are determined by completing the MDSI [Post Meet Financial Report Form](#).

National Championship Format Meets

Rules

- For USA Swimming Championship Meets and LSC sanctioned meets with the designation 'National Championship' format on the information package or Meet Notice, USA Swimming Rules Section 207.11.6D(1) – (4) and Section 207.11.6E(1) – (3) apply. For clarification purposes, the following information is restated:
 - o Prelims/Finals Events. Swimmers are required to swim in preliminary non-positive check-in heats entered unless :
 - the swimmer has declared a false start per Rule 101.1.3E
 - the swimmer is excused from competing in the event by the appropriate meet official, or
 - the swimmer has properly scratched from the event via the scratch procedures stated in the Meet Notice.
- Failure to swim in a preliminary pre-seeded event results in the swimmer being barred from competing in any further preliminary events for that day, including relays, and the swimmer is required to positively check-in for his/her remaining events with the appropriate meet official by the scratch deadlines stated in the Meet Notice.
- A swimmer declaring their intention to scratch and failing to return to the scratch official to make final resolution on the intent to scratch results in the swimmer being seeded into the respective final heat.

MEET MANAGEMENT GUIDE AMENDMENTS AND APPROVAL

This information found in this document has been reviewed and approved by the MDSI Board of Directors as of the date listed below and are valid until otherwise determined.

Date Approved

July 2, 2018