

Pacific Northwest Swimming Rules and Procedures	Rules and Policies for the Conduct of Meets
Index AD-97-07	Effective Date: 04/28/2025
12/10/01: Original 09/01/11: Updated policy to agree with current practice/procedures. 04/30/12: Updated meet entry fee structure and late fee procedure. 12/07/15: Updated PNS tap clarification. 04/24/17: Heat sheet advertising. 06/12/17: Awards order clarification and meet entry fee increase. 03/02/20: Updated meet entry fees. Added additional LC Champ Athlete Surcharge. 04/26/21: Updated Post Meet report procedures and remove the meet fee tables that will be moved to and appendix that doesn't require HOD approval to change. 09/24/22: Amended Unattached time frame from 120 days to 60 days per USA Swimming 2022 Annual Business meeting 01/22/24: Administrative/grammatical clean-ups; changes in the Meet Tap process (sections 5 & 6). [BOD Approved 1/22/24; HOD ratification 5/11/24] 03/10/25: Further defines Meet Director role 04/28/25: Amends "Meet Results and Reporting" [subsections 5a & 5d] from 'emailed' to 'submitted'; reduces PNS Tap dates for submittals [subsection 6(b)].	

1. **Rules for Competitive Swimming:** All meets shall be conducted under current PNS and USA Swimming rules. The Meet Referee shall be the final authority for the conduct of competition. Procedures stated in the Meet Announcement as sanctioned/approved shall become rules of the meet. In case of conflict between governing meet rules, the order of authority {from highest to lowest} shall be (1) USA Swimming Rules and Regulations, (2) PNS Policies/Procedures, and (3) the Meet Announcement.

2. **Safety Practices at Meets**

- a. Each coach's responsibility for supervision during warm-up is the same as it is during the meet and regular practice.
- b. Marshals will be assigned to supervise the warm-up. Marshals have the authority to remove any swimmer, coach, club, or other person from the warm-up or the meet who does not follow the safety rules.
- c. Warm-up Procedures
 - i. General Warm-up - feet first entry only, with no diving or racing starts from blocks or sides of pool
 - ii. Inside Lanes - for swimming only. No paddles, kickboards, fins or similar training equipment allowed.
 - iii. No sprint or pace work allowed during this general warm-up.
 - iv. Sprint and Pace Warm-up - All swimmers begin at starting end of pool.
 - v. Example: Six-lane pool (for pools with more than six lanes, lanes for sprint, pace, or general warm-up can be expanded. Pace lanes should remain on the outside and sprint lanes should remain on the inside.)
 - (1) Lanes 1 & 6 pace lanes: No diving or racing starts. Circle swim only.
 - (2) Lanes 2 & 5 sprint lanes: Racing start. Backstrokers enter water in rotation. No diving over persons in water.
 - (3) Lanes 3 & 4 general warm-up: No diving.

3. **Pre-Meet Operations and Reporting**

- a. After all entries have been processed and at least four days before the first day of a sanctioned meet, the meet host shall email a Meet Manager backup to the PNS Office for registration check. The PNS Office will notify the meet host if any swimmers must compete as unattached to comply with the 60-day rule.
- b. If the meet requires proof of time and entries were not processed through USA Swimming's On-Line Meet Entry system, the meet host shall at the same time email the Meet Manager backup to the PNS SWIMS Coordinator for verification of entry times. The SWIMS Coordinator will notify the meet host of any discrepancies found.
- c. Once either or both of the above emails have been sent, it is recommended that there be no entry changes other than deck entries at the meet, if allowed, so that estimated timelines, psych sheets, heat sheets, and other specific information may be distributed to participating teams and/or posted on the PNS web page.
- d. These requirements do not apply to approved meets, although meet hosts have the option of requesting either or both verifications.

4. Miscellaneous Meet Operations Requirements

- a. In accordance with USAS rules (esp. 202.5 "Conditions of Sanction", 102.9 "Meet Directors", and 102.10 "Officials"), all officials and meet directors must possess the necessary credentials and certifications in good standing for their roles. Additionally, Meet Directors must be present at the meet and, if not, must have a designee at the meet who also meets the credential requirements.
- b. If the host team processes entries rather than uses USA Swimming's On-Line Meet Entry system, hard-copies printouts of all emailed entries and Master Entry Summary forms should be kept with the Clerk of Course as a ready reference in case of dispute over an entry.
- c. If the Meet Announcement allows late entries -- i.e., deck entries -- the Clerk of Course should have a supply of PNS Deck Entry Registration forms for individual entrants and receipts for all monies received.
- d. Heat sheets: Heat sheets must include the sanction/approval number and any other wording required by USA Swimming Rules and Regulations.
 - i. Heat sheets may not include advertisement for services related to any aquatic sport or conditioning that are offered by the host team, its' coaches, employees and/or members, even if such services are offered without charge.
 - ii. Each participating club in a swim meet should receive a complimentary heat sheet for each currently-credentialed USA Swimming member coach in attendance at the meet. This courtesy also applies to coaches accompanying athletes under USA Swimming's "open border" policy. In a multi-session meet, the heat sheets may be divided by session.
 - iii. The maximum cost for printed heat sheets at a timed final or prelim/final meet shall be \$3.00 per day for a one-day meet followed by an extra \$2.00 for each subsequent meet day. The maximum cost for printed finals heat sheets at a prelim/final meet shall be \$1.00 per final session.
- e. Awards:
 - i. Short course and long course championships: Awards will be ordered and provided by PNS.
 - ii. Short course divisional meets: Awards other than ribbons will be ordered and provided by PNS. The PNS Office will notify the Meet Director of the procedure for obtaining ribbons prior to the meet.
 - iii. PNS format-series meets, including challenge and age group invitational meets: The PNS Office will notify the Meet Director of the procedure for obtaining PNS-specific awards prior to

the meet. The meet host is responsible for paying for all awards described in the Meet Announcement.

- iv. Special meets: The meet host is responsible for ordering and paying for all awards described in the Meet Announcement.
- v. The host team is responsible for distributing awards at the meet. Awards not available for pickup within thirty (30) minutes after the conclusion of competition shall be mailed or delivered to each recipient club at the host team's expense within five (5) business days.

5. Meet Results and Reporting

- a. The following items must be emailed to the PNS Office within 48 hours following the conclusion of the meet:
 - i. Hy-Tek Meet Manager backup file
 - ii. Hy-Tek Team Entry Fee Report
 - iii. PNS Meet Financial Summary
 - iv. Outreach Vouchers
- b. If there are any timing errors to be resolved before backups are sent, the meet host must notify the PNS Office within that time frame. The PNS Office will make any necessary corrections to USA Swimming registration ID numbers and forward the file to the appropriate people for SWIMS file processing and posting on the PNS website.
- c. The Meet Director, Meet Referee, and club contacts of affected clubs will be notified of exceptions, if any, from submittal of times into USA Swimming SWIMS database. The meet host must resolve exceptions within seven (7) days of receipt of the exception report or the times in question will not be included in the SWIMS database.
- d. The PNS Meet Income Statement must be emailed to the PNS Office within 45 days following the conclusion of the meet.
- e. Host clubs should retain the Master Entry Summary, Deck Entry Registration forms and Meet Evaluation forms collected at the meet

6. PNS Meet Entry Fees and PNS Tap and Late Fee

- a. Technical Planning Committee and Program Operations will review the meet fees every Olympic cycle and recommend any adjustments to the Entry Fee Chart to the Board of Directors for approval. Any changes to the meet fees will be presented at the next HOD meeting and will go in effect in September.
- b. PNS Tap: The host club or organization shall be invoiced the PNS Tap within ten (10) days after the meet. The fee is determined according to the following formulas:
 - i. Sanctioned Competition
 - (1) \$1.00 per swimmer entered in the meet, whether pre-entered or deck-entered, plus 10% of all individual and entry fees, less any meet entry outreach vouchers.
 - (2) If the participating team is late submitting their meet entry outreach vouchers with their meet entry submittal to the host team, the full amount of meet entries is due to the host team and the participating team will be responsible for submitting the outreach voucher directly to the PNS Office. Outreach vouchers not received by PNS Office within 45 days after the conclusion of the meet will not be honored.
 - (3) PNS tap is waived for meets that owe tap to the Zone or Section.
 - (4) Dual meets, tri meets, and intra-squad meets that do not charge entry fees are not subject to the PNS tap.

- (5) Distance meets offering only individual events 800M/1000Y or longer are not subject to the PNS tap.
 - (6) Net 75 days – payment will be due 75 days from the initial invoice date. A monthly 3% late fee penalty will accrue on any amount past due. If meet taps are still not paid net 120 days, the team will lose the right to host meets until all past due balances are paid in full, including late fees.
 - (7) Should there be extenuating circumstances that prevent a team from meeting the above timeline, the team should reach out to the PNS Office and Program Operations for guidance. Keep the PNS Board updated on any issues or delays with payment.
 - (8) All fines may be appealed to the PNS executive Board of Directors.
- ii. Approved Competition
- (1) Approvals issued to PNS member organizations shall follow the sanctioned competition fee formula and are subject to the PNS Tap.
 - (2) Approvals issued to non-PNS member organizations shall remit fees based on the type of meet approved
 - (a) Approved meets that charge entry fees: \$50.00
 - (b) Approved meets that do not charge entry fees are not subject to the PNS tap.
 - (c) Late fee: PNS will charge a late fee in the amount of 10% of the PNS Tap owing if payment is not received within twenty (20) days after the meet.