

REVIEW OF MEET MANAGEMENT BY LSC

ADARONDUCK SWIMMING:

* Setting up and using your Meet Manager file....

USA Swimming Rules require the following time limitations:

With the exception of Championship Meets, the program in all other age group competition shall be planned to allow the events for swimmers 12 years of age or younger to be completed in 4 hours or less for timed finals sessions or in a total of 8 hours or less for preliminaries and finals meets.

1. The meet director shall be responsible for controlling the size and length of the meet. The events will be set up to run at no less than 20 seconds between events and positive check in meets set at no more than a 5% scratch setting.
2. After receipt of all entries, the meet director will run a Session Report on Meet Manager to determine the estimated length of the sessions. If a session is determined to run more than 15 minutes beyond the 4 hour limit per session, the meet director must contact the meet referee and drop entries or events in the session, as described in the meet announcement. Relays may be dropped from the meet to achieve the desired timeline. Sessions may not be added to a published meet, to achieve the desired timeline.
3. There will be a fine of \$250 for every 15 minutes over the time limit (as judged by the actual meet timeline) that the meet runs.

In the event your meet is oversubscribed, you MUST handle excess entries in the manner stated on your meet announcement. AD strongly suggests that you use the following statement on meet announcements, with regard to the handling of oversubscribed meets ... If the meet is oversubscribed, the meet director will work with the meet referee to determine a resolution in the best interest of the swimmers.

This enables you to make decisions based on the actual entries.

Sessions may NOT be added to a published meet, in order to meet the 4 hour session limit rule. Decide on the sessions before the announcement is published.

ALASKA SWIMMING: Nothing to report.

ALLEGHENY SWIMMING: Uniformly limits meets to 2000 entries. Requests to AG Chair to exceed the limit can be made, but information is available on what or why they would consider going over the 2000 entry limit. Teams host B meets, 10&Y and 12&Y Mini meets, and open meets.

ARIZONA SWIMMING: Several classes of meets, Senior (3 AZS QT or more), Senior Developmental (not qualified for Senior), Q+ (3 AZS AG QT or more), Q- (not qualified for AZS AG Champs), A/B/C (all swimmers but awards are broken out for A, B, and C swimmers), NTS (all swimmers, no classification distinction), and 8&U meets. They enforce the 4-hour/8-hour rule for all meets. No specific requirements.

ARKANSAS SWIMMING: Nothing to report.

BORDER SWIMMING: Nothing to report.

CENTRAL CALIFORNIA SWIMMING: The following guidance is provided for meets:

Types Of Meets

1. Open Meets: Meets to which all registered swimmers are invited regardless of club affiliation, association or time standard.
2. Closed Meets: Meets to which only registered swimmers from Central California Swimming are invited.

3. Limited Meets: Meets limited to swimmers who have not bettered Central California Swimming time standards for the particular category of competition being offered, i.e., AAA, AA, A, BB, B, and C.
4. Combined Meets: Meets offering more than one class of competition, i.e., AA, A, BB, and B all in one meet.
5. Special Meets: Other meets may be approved or observed by Central California Swimming as required.
6. Senior Meets: Meets consisting of one set of events which may or may not be governed by time standards.
7. Approved meets on the CCS schedule (other than special meets) shall conform with all CCS fee schedules and regulations.

Meet Definitions

1. Invitational Meet and A/B/C Meet: Meet host, with the guidance of CCS Age Group Vice-Chairman, determines events, scoring, awards, limitations needed to meet 4-hour rule, etc.
2. B+ Meet: Limited to swimmers with a best time faster than or equal to the CCS "B" time standard.
3. B/C Championships: Limited to swimmers with a best time slower than the CCS "JO/A" qualifying time standard.
4. Junior Olympic Championships: Limited to swimmers with a best time faster than the CCS "JO/A" qualifying time standard. Trials and finals format will be used.
5. AB Modified (LC): Limited to swimmers with a best time faster than or equal to the CCS "B" time standard with the following exceptions. 12 & Under swimmers may enter 50 meter events and the 100 meter free regardless of time. 13 & Over swimmers may enter 100 meter events and the 50 free regardless of time.
6. Olympic League Meet: Limited to swimmers with a best time slower than the CCS "JO/A" qualifying time standard. Swimmers will have the opportunity to swim 4 events per meet. Each meet will offer pre-determined events.
7. A/B/C Limited: Conduct of the meet will be limited to 4 hours total. With a 35 second interval between heats, if the time line for the meet exceeds 4 hours, there will be a mandatory scratch down. Swimmers will be limited to 4 events per day.
8. "A" Max Meet: Limited to swimmers with a best time slower than the CCS "AA" time standard.

The following is general instructions provided in meet announcements: Swimmers may compete in up to XXX events per day. At the discretion of the meet referee, and in an attempt to comply with the four-hour rule, a mandatory scratch down from XXX events may occur. Please indicate on your team Hy-Tek entry form which event you would scratch in the event of a mandatory scratch down by circling that event. On-line entries should also designate which events you would prefer to scratch – if nothing is indicated, the Meet Referee has the authority to designate choices.

COLORADO SWIMMING: Nothing to Report.

CONNECTICUT SWIMMING: Connecticut Swimming requires that all sessions last less than four hours (not including warm-ups). If you have any doubt whether your meet can finish in less than 4 hours per session consult your referee and Connecticut Swimming's Program Operations chairman (see list of CSI officers on CSI

website) for advice. You can sometimes move some events to another day if you have put this possibility in your meet announcement. You also should consider splitting sessions by age or sex as needed.

If you need to cut swimmers from your meet, Connecticut Swimming requires that you refund those entry fees. Consult with CSI Program Operations Chair. The relevant scratch procedures that will affect your meet are detailed in the CSI Scratch Procedures, which are in the Appendix. Any other possibilities that may affect your meet **MUST** be mentioned in the meet announcement. The following are the Connecticut Swimming procedures for oversubscribed meets:

1. **8 & Under Meets:** These meets are scheduled to be run in one session. If the time line exceeds three and one half hours the meet must be divided into two sessions, one for girls and one for boys.
2. **Qualifiers:** All sessions containing 12/U swimmers must be planned to finish in four hours or less. This includes all events in a session, not just the events for 12/U swimmers. If a session is over subscribed first 7/U's, followed by relays, and then all fourth events will be cut. If the time line estimate still exceeds four hours teams will be cut based on date of receipt. Host teams must include an early Connecticut only entry due date for SC Qualifiers
3. **Invitational's:** Teams hosting invitational's may set their own cut procedures, but age group sessions must be planned to allow the events for swimmers 12/U to be completed within four hours. CSI recommends that relays be cut first followed by heat limitations on events 400m/500y events and longer and then by team based on date received. Host teams may include an early Connecticut only entry due date during the SC season. This is mandatory in the LC season and must create a substantial window for in-state only entries. CSI does not allow distance events to be run with two swimmers to a lane. The meet announcement must contain the cut procedures that will be used.
4. **Championships:** The four-hour rule is suspended at this level. The relays at the Regional meets may be cut with Program Operations approval if a session is oversubscribed
5. **Unattached Entries:** Meet hosts must treat these as if they were team entries. If there are teams cut that were properly received prior to an unattached entry, then that unattached entry must be cut as well. Determination of in-state or out-of-state status for unattached entries shall be by registration of each swimmer
6. **Venue Limitations:** Some venues may impose capacity or timeline restrictions of their own. The meet host must honor venue restrictions as well as CSI regulations such that meets are in compliance with both and cuts have been applied fairly and in accordance with the Meet Announcement. Any conflicts should be resolved in advance in consultation with Program Operations.

FLORIDA GOLD COAST SWIMMING: The following is the Florida Gold Coast Swimming procedures for their age group program:

Application of USA Swimming 4 hour rule – The USA Swimming rule book section 205.3.1f states that “with the exception of championship meets, the program in all other age group competition shall be planned to allow the events for swimmers 12 years and younger to be completed in four (4) hours or less for a timed finals session or in a total of eight hours or less per day for a preliminaries and finals meet.” FG will enforce the “4 hour rule” for 12&under swimmers as follows:

1. Meets shall be planned to not exceed a 4 hour (timed finals) or 8 hour day (prelims –finals) for 12 & Under swimmers.
2. **Definition: Time Limit Point:** 4 hours – timed finals meet. 8 hours minus the estimated time line for finals (prelims/finals). The time lines will be computed using a heat interval as determined by the technical planning committee.

3. If the pre-meet time line shows the last 12 & Under event will be completed after the time limit point, all 12&U relay events scheduled prior to the time limit point for that session will be automatically cancelled. This cancellation will be made prior to the meet.
4. Relay events for older swimmers scheduled after the 12 & Under's have completed swimming will be retained in the session.
5. If the cancellation of the relay events does not result in the last 12 & Under event being completed by the time limit point, all 12 & Under events scheduled after the time limit point will be cancelled. This cancellation may be made pre-meet or during the meet.
6. The Referee will keep track of lost time lost due to weather, equipment malfunctions or other disruptive events. This cumulative lost time will not be counted towards the 4 hour rule. Normal operational events such as checking of backup times, swimmers getting in and out of the water, and protests will be considered normal events and will not be counted as lost time.
7. The meet entry fees for events cancelled under this policy will be returned to the teams.

FLORIDA SWIMMING: Provides a notice in each meet announcement under "Meet Entry Limit" that specifies the entry limits for the meet in order to meet the 4-hour session rule. They make no distinction between age group or senior swimming, or specify the 4-hour limit by age, i.e., 12 and younger swimmers.

GEORGIA SWIMMING: Hold Open meets, Closed meets, and QT meets. No specific instructions provided.

GULF SWIMMING: Holds meets according to classification (AA, A, BB, B/C, or QT). Also classifies meets as Junior, Elite, Senior, and 8&U. Provides the following guidelines for determining meet timelines:

Meet timelines are used to help swimmers and coaches plan their warm-up/rests/swims, assist meet hosts in scheduling facilities and volunteers, provide meet director and meet referee with a measure of how the meet is running, and allow swimmers and their parents to plan the weekend. In publicizing the meet timeline, though, everyone should realize that it is merely an estimate and that no meet can ever be expected to run exactly on the timeline. That said, it is important that meets not run significantly ahead of the timeline, as it will cause swimmers and coaches to not be prepared. In order to maximize utility and provide a standard basis, Meet Hosts will generate timelines for posting on the Gulf Website and other publication on the following basis:

1. Short Course – meets using "flyover starts" shall be based on 20 second intervals (plus a 15 second backstroke interval) and all other meets shall be based on 30 second intervals between heats.
2. Long Course – meets using "chase starts" shall be based on 0 second intervals and meets using "flyover starts" shall be based on 10 second intervals between heats.
3. Timelines for time trials, championship meets and meets with unusual circumstances may be based upon different intervals if approved in advance by the Technical Planning Committee Chair.

HAWIAN SWIMMING: Holds various classified and unclassified meets based on time standards.

ILLINOIS SWIMMING: Meet directors are provided the following guidance with regard to meet entries: When time line is reached return all entries that were not entered IMMEDIATELY. After you have reached your full time line, send back any entries that are received IMMEDIATELY. If it appears that an entire team may or may not make it into your meet it is courteous to call and let them know where they stand. You may tell them you can accommodate a certain amount of their swimmers in certain age groups, if you cannot accommodate the entire team. They would have the option of accepting this offer or declining.

INDIANA SWIMMING: Nothing to report.

INLAND EMPIRE SWIMMING: Nothing to report.

IOWA SWIMMING: The following guidance is provided to the meet directors: The Meet Format - Meet formats may be dictated completely or partially by precedent or by LSC rules, but the meet directors usually responsible for the compilation of the meet invitation or information flyer and the master entry forms. The director may also be responsible for the development of a meet format (i.e., the events offered and the order of those events). In planning any meet, careful consideration must be given to the demands to be made upon swimmers, officials and spectators, in that order. Long, tiresome meets, with too many events and/or entries, often result in keeping small children up late at night. Meets should be planned to terminate within a maximum period of eight (8) hours of competitive events in any one-day and to provide adequate breaks. With the exception of championship meets, the program in all other age groups below the A-level shall be arranged to allow the events for swimmers 12 years and younger to be completed in four (4) hours or less for a timed finals session or in a total of eight (8) hours or less per day for a preliminaries and finals meet. (*USA Swimming Rules and Regulations - Articles 205.3.1f*) Coaches can be the most valuable resource in this phase of meet planning. A previously successful meet format and common sense are the best guides.

KENTUCKY SWIMMING: Swimmers will be limited to 5 individual events per day. The meet director reserves the right to limit entries accepted to observe the 4 hour rule. Late entries will be accepted at the discretion of the meet director.

LAKE ERIE SWIMMING: It is mandated (*USA Swimming Rules and Regulations 205.3.1F*), that with the exception of championship meets, all age group competition be planned to allow the events for swimmers 12 years and younger to be completed in four (4) hours or less for a timed finals session or in a total of eight (8) hours or less per day for a preliminaries and finals meet. Meet hosts in violation of the mandated limits shall be referred to the LESI Board of Review which may censure, fine, or deny further sanctions to the meet host. It is further recommended that all sessions, Regardless of the age of competitors, be limited to four (4) hours or less.

LOUISIANA SWIMMING: Nothing to report.

MAINE SWIMMING: The meet director is usually responsible for the compilation of the meet invitation or information flyer and the Hy-Tek event file. The director may also be responsible for the development of a meet format (i.e., the events offered and the order of those events). In planning any meet, careful consideration must be given to the demands to be made upon swimmers, officials and spectators, in that order Meets should be planned to terminate within a maximum period of eight (8) hours of competitive events in any one-day and to provide adequate meal and rest breaks and sheltered supervised rest areas. With the exception of championship meets, the program in all other age groups below the A-level shall be arranged to allow the events for swimmers 12 years and younger to be completed in four (4) hours or less for a timed finals session or in a total of eight (8) hours or less per day for a preliminaries and finals meet (*U. S. Swimming Rules and Regulations Articles 102.1*) and (*MSI Policies and Procedures Article M9*). Coaches can be the most valuable resource in this phase of meet planning. A previously successful meet format and common sense are the best guides.

MARYLAND SWIMMING:

1. Time Limitations. MSI limits timed finals sessions to five (5) hours with the exception that sessions containing events for swimmers 12 years and younger shall be planned to allow the events for those swimmers to be completed in four (4) hours or less for a timed finals session or in a total of eight hours or less per day for a preliminaries and finals meet.
2. Size of Meet. The Meet Director shall be responsible for controlling the size and length of the meet. Meets held in pools with seven or more lanes may not allow more than five individual events per swimmer per day. Meets held in pools with six or fewer lanes may not allow more than three individual events per swimmer per day unless pre-approved by the Technical Planning Chair. Meet

Directors may restrict swimmers to fewer events per session so that more swimmers can be accommodated and each session of the meet can be completed within the time limit.

3. Entry Order. As entries are received they should be dated and entered into the meet set-up program. Entries should be entered into the computer in the order of receipt; Maryland LSC teams receive first priority. The timeline should be checked regularly to determine when entries have reached the 4 hour / 5 hour limit; MSI requires using at least 25 seconds between heats for meets with USA Swimming "BB" times and faster and 35 seconds for mini meets, meets with USA Swimming "BB" times and slower, and no time standard meets. When the 4 hour / 5 hour time limit has been reached, no additional entries may be entered. If entries for a team are begun before the time limit for the session is reached, the entries for that team may be completed even if the session then exceeds the 4 hour / 5 hour limit. The only exception to the above is if the meet notice specifically states that certain events will be limited. In this case, individual swimmers may be eliminated from those events but should be listed as alternates and given the chance to swim if there are scratches from the event at the meet.
4. Unaccepted Entries. Teams and unattached swimmers whose entries could not be accepted must be notified not later than 5 days prior to the start of the meet. It is the responsibility of the host team to return all entry fees to these teams and unattached swimmers not later than the first day of the meet.

METROPOLITAN SWIMMING: All swim meet sessions shall finish within 4 hours of the announced starting time. Any session that runs more than 4 hours and 30 minutes past the announced starting time shall be reported to the Board of Review. The Board of Review should consider the following in determining penalties:

1. Whether the violation was caused substantially by a matter beyond the control of the host. Such a violation may require censure and/or probation.
2. The violation was caused unintentionally because of negligence or incompetence. Such a violation requires censure and/or probation and a minimum fine of all entry fees representing those swims which went beyond the four hour limit.
3. The violation was intentional. Such a violation requires a minimum fine of all entry fees representing those swims which went beyond the four hour limit, an additional monetary fine, a period of probation, and being barred from hosting any meets during the same season and the following short course and long course seasons including any for which sanctions had already been received.

MICHIGAN SWIMMING: Entries will be accepted on a first come first serve basis by date of email for electronic entries and date of receipt by the entry chair for hard copy entries until the Michigan Swimming four (4) hour per session maximum time limit is met. As set forth in Entry Procedures below, entries are not deemed valid and will not be processed until such time as the entry chairperson has received: (a) a hard copy of your club's entry summary sheet, (b) a hard copy of your club's signed release/waiver agreement (c) your club's certification of entered athletes and (d) your club's entry and entry fees. Entries received after the four (4) hour per session time limit has been met will be returned even if received before the entry deadline.

All Michigan Swimming meets shall be conducted using the following rules for all swimmers regardless of age and all types of meets (except for the State Championship Meets, District Championships and Junior Olympics). Entries are to be accepted on a first come first serve basis until the maximum session time limits as stated below are met. Entries will be accepted by email date code or mail date code and processed only when the hard copies are received with payment. No entries are to be accepted after the maximum time limits are met. Guidelines commonly referred to as "Numbers of splashes" are not to be used in accepting entries.

1. **All Timed Finals meets shall be no more than four hours (4:00) per session**, excluding warm-ups.
2. **All Prelim / Finals meets shall be no more than eight (8:00) hours per day**, excluding warm-ups. These meets may have any combination of session lengths so long as the eight hours per day limit is not

exceeded. This means that a preliminary session might last five hours but the finals session must then be completed within three hours (for a maximum total of eight hours per day).

3. **In the event that the meet format is a combination** of a Prelim/Final meet and a Timed Final Meet, both 1 and 2 above apply. This means that the Prelim-Finals portion of the meet needs to be completed within eight (8:00) combined hours for the two sessions. The timed final session must complete within the four (4:00) hours per session. In this meet format the total sessions, excluding warm-ups, shall be no longer than 12 hours and shall not go past 10:00 PM.
4. **These guidelines do not apply to State Championships** where all qualified swimmers shall be allowed to swim regardless of the length of the sessions. These guidelines also do not apply to the District Championships and Junior Olympics.
5. **When establishing the sessions** for a meet, use the following:
 - a. For sessions with events for swimmers 11&O, 15 second heat intervals with +15 seconds for backstroke are the minimum heat intervals to be used. If there are events that require the moving of timers, e.g. 50M Freestyle, insert breaks into the session timeline. Three (3) to five (5) minutes is suggested.
 - b. For sessions with events for swimmers 10&U, 20 second heat intervals with +15 seconds for backstroke are to be used. By using this heat interval, it takes into account over water starts and the movement of timers, i.e. 25y and 50M events.
 - c. When evaluating entries for compliance with this rule, the sessions **MUST** be SEEDED.
 - d. The intervals stated above are minimums and host clubs may use longer intervals. The requirements of paragraphs 1, 2, and 3 must be met.

MIDDLE ATLANTA SWIMMING: Session duration requirements are as follows:

USA Swimming Rules and Regulations Section 205.3.1(F) requires that: "With the exception of championship meets, the program in all other age group competition shall be planned to allow the events for swimmers 12 years and younger to be completed in four (4) hours or less for a timed finals session or in a total of eight (8) hours or less per day for a preliminaries and finals meet."

Middle Atlantic Swimming (MAS) policy has extended this 4-hour rule to also apply to any meet which includes B- or C- level swimmers, regardless of the age of the swimmers; MAS-hosted meets, meets for A-level or higher only swimmers, and distance meets (e.g., 1650/400 IM events only) are exempt from the policy. Mini-meets are also subject to the 4-hour rule.

The 4-hour rule was put in place to insure that athletes, especially our younger and less experienced swimmers, would not be expected or required to spend an excessive amount of time at a meet. If meets are too long, the concern is that younger athletes (and their parents) will divert their interest to other sports where the competition time is much shorter. The extended length of meet sessions is a frequent comment on the 'meet evaluations' that are received by the MA office. For this reason, the 4-hour rule must be upheld.

At present in Middle Atlantic, several age-group meets are held on most weekends throughout the short-course season. Most of these meets are open to any MA Club as well as clubs from outside our LSC. Under this system, some meets may become over-subscribed whereas other meets on the same (or adjacent) weekends may be less attended.

Middle Atlantic expects each club hosting an age group meet to comply with the 4-hour rule. In order to accomplish this, MA suggests the following procedures to be used by each host-Club to manage their meets. A Club may also choose to follow other procedures so long as they stay within the spirit and restrictions of the 4-hour rule. Clubs that consistently violate the 4-hour rule will be subject to penalties or fines. These penalties

could include the loss of a sanction and/or the ability to host future meets, as further defined in the MA policy manual.

The following procedures are recommended to all Clubs hosting meets in order to insure compliance with the USA-S and MAS 4-hour rule. [Note: the following procedures assume that the Hy-Tek Meet Manager (MM) program will be used. If another program is used, similar procedures should be adopted.]

1. Include in your Meet Information the following statement (or equivalent): "The Meet Director reserves the right to limit entries, events or heats, or to modify the meet format, in order to conform with the 4-hour session and other Middle Atlantic rules." You should also include in your Meet Information any provisions that may be followed (see below) if it becomes necessary to stay within the 4-hour rule.
2. Set-up each session of your meet well ahead of the meet entry deadline; use a 30-second interval to compute the timeline for each session. Note: If you are prepared to use the 'over/under' starting procedure in the meet, you may use a 20-second interval for the timeline; however, this starting procedure should be used only if you have experienced officials who are prepared to operate with this procedure. This possibility should be included in your meet information.
3. Process the meet entries and enter them into MM as they are received. Do NOT wait until the entry deadline to begin entering the entry information into MM. Monitor the projected timeline for each session as entries are processed. (Note: as the timeline can be affected by seeding, you should confirm each session length only after doing a preliminary seed of the meet.)
4. When the 4-hour limit is reached for any session, determine whether you can modify the format of the meet as provided in the meet information to stay within the 4-hour limit. If not - do not accept or process any more entries for that session.
5. Notify all clubs (or individuals) with additional entries for that session that the entry limit has been reached for that session and that no further entries can be accepted. You should offer the club the option of accepting their entries into other sessions of the meet, or returning the club's entire entry.
6. Notify the Middle Atlantic (MA) office when a session length has been exceeded. The MA Office or Tech Planning must approve all changes in format; the office will notify you within 24 hours that your change has been approved. Notice that a session has been closed can be posted on the MA website, and the office can help advise whether other meets on the same (or subsequent weekend) are available to accept the excess entries.
7. In addition, no later than ten (10) days prior to the first meet day or two (2) days after the close of meet entries, whichever date is later, SEND A MM BACKUP FILE COPY OF THE COMPLETE SEEDED MEET TO THE MA OFFICE. This file will be used to confirm the length of all sessions and will also be used by the Registration Chair to confirm the registration information of all entered swimmers. The Registration Chair will advise you of any athletes that are not currently registered or that are entered in the meet under incorrect registration information (e.g., the swimmer must compete as Unattached due to a recent Club transfer.)

The following meet format modifications may be considered to avoid exceeding the 4-hour session limit. However, as noted above, the meet information should have included the possibility of these changes. All affected Clubs must be notified of these changes when they are made – e-mail notification is acceptable. The Tech Planning and/or Admin Chairs should be notified when any of these changes are implemented:

1. Elimination of relays from the session.
2. Running certain distance events as a separate session after the completion of the regular session. This can only be done for distance events of 400 yards/meters or longer. A distance event may be moved to an earlier meet day (e.g., Friday evening before a Sat/Sun meet) if covered in the Meet Info.

3. Moving an event(s) from one course to the other course when a meet is being conducted in two simultaneous courses at the same facility.
4. Using 'over/under' starting procedures provided that experienced officials and other personnel are available to run this procedure.
5. Limiting the number of heats in certain events, or in all events of the session. Keep in mind that this procedure will affect the C-level swimmers to a greater degree when they are included in the meet.
6. Elimination of a specific event.
7. Splitting a multiple age-group session into separate sessions for each individual age group – e.g., a session initially scheduled for both the 11-12 and 13-14 age groups can be split into separate 11-12 and 13-14 sessions. Each session must have an appropriate warm-up period, and the earlier session should not start more than one hour before the original scheduled starting time; in addition, any subsequent sessions (i.e., later in the same day) should not be adversely affected by the change.
8. Reduce the number of allowed entries per swimmer in a session; however, provision must have made in the entry process for each swimmer to identify the event(s) to be dropped and the restriction must apply to all swimmers in the affected age group.

The following changes CANNOT be used to resolve a long session:

1. Split an extended session into two sessions having the same age groups by inserting a 'break' into an existing session.
2. Eliminate planned or announced 'breaks' if a warm-down facility is not available and 'breaks' were offered in the meet information.
3. PENALTIES –penalties may be imposed on any meet host that exceeds the 4-hour limit for any scheduled session, as covered in the MA Policy Manual. These penalties may include:
 - a. Forfeiture of the total entry fee for all 'splashes' scheduled after the 4-hour limit as determined by the seeded meet timeline. The timeline shall be computed using a 30-second heat interval (or 20-sec interval when over/under starts are used). This penalty may be waived when a session is actually run in less than four hours – i.e., the meet is conducted with an interval less than that used in the scheduled timeline. Splash fees that are forfeited under this penalty will not be subject to the MA rebate.
 - b. A \$25 fine for not submitting the complete seeded MM back-up file to the MA office at the required time. This fine may be increased to \$50 if any meet session is then determined to significantly exceed the four-hour limit.
 - c. Possible loss of Meet Sanctions for subsequent meets during the current season, or loss of the right to bid on meets in the following year.
 - d. The Admin Chair will assess penalties under items 1 and 2 according to MA Policy. The MAS Board of Directors will determine any loss of sanctions under item 3.
 - e. Scheduled meet sessions that exceed four hours due to circumstances beyond the control of the meet host will not be subject to these penalties – e.g. equipment failures, weather, etc. When it is necessary for a meet host to close entries to a session, an effort should be made to try to get the rejected team into another meet on the same or subsequent weekend, as appropriate. The MA office will try to assist in this effort, when possible. Furthermore, each meet host should consider and be willing to accept entries from clubs that have been rejected by other meets so long as those entries do not cause their meet to exceed the limits.

Advising Teams that They Did Not Get into the Meet One of the hardest things for a Meet Director to do is sending entries back and tell a team that there is no more room in the meet. You will be told repeatedly that, "We are here for the good of the swimmers and our swimmers need to swim in your meet!" Take this argument to heart and remember that you do no one a favor – either the swimmers properly entered in your meet or those you turn away – if accepting them transforms the meet into a nightmare with six-hour sessions.

If your meet information says that you will limit your meet - then you must do so. Your entrants count on it and Middle Atlantic Swimming expects it as a condition of your Sanction. Help keep swimming fun!

MIDWESTERN SWIMMING: Nothing to report.

MINNESOTA SWIMMING: Oversize Meet Procedure: The MSI/USA Swimming four-hour rule will be followed. If the meet becomes too large, MSI Legislative procedure will be followed.

The host team will accept all entries by the entry deadline – remember that each team hosting a meet must place the date and time or sequentially number every entry envelope as it is received - run the time line and then slim the meet to fit within the four hour rule.

Guidelines to Trim Over-sized Meets:

1. *Set the computer for 30 seconds between events for purposes of creating the time line.*
2. **ABC Open Meets Only** - *the entry deadline is the Wednesday of the week before the meet. If you see that your meet is becoming too large you should do the following:*
 - a. *Contact the other teams hosting meets on your same weekend. Is there room in their meet for the team or teams that put you over? If so, contact the team(s) in question and let them know you have sent their entries to the other team.*
 - b. *If all weekends are full, then you need to continue with paragraph 3.*
3. The four hour rule should be followed with the ability to finish the event once it has been started. If this is not possible, then within 48 hours after the entries have closed, the host team must **contact an MSI Board member to possibly shorten the time between events** to 25, 20, or 15 seconds and see if this 1) makes a difference, and then 2) is even possible to maintain. Contact the Board Members in this order:
 1. General Chair
 2. Administrative Vice-Chair
 3. Age Group Chair
4. Once the four hours have been attained on the time line, the host team should contact team(s) in the other zone(s) to check their size, if other similar meets are being held. Some of the last teams entered by the host club may possibly be able to enter the meet being held in the other zone.
5. If this is not possible, drop relays from session(s) where the meet has become too large and refund relay splash fees to the appropriate clubs.
6. In addition to dropping relays, the host team may need to drop teams from the meet based on the day and order that the entries were received. Meet fees must be refunded to all teams being dropped.

MISSISSIPPI SWIMMING: If an age group event is swum after the session has been running for four hours, each individual swimmer has the option of either swimming that event or receiving a refund for the that event. A swimmer desiring a refund for that event must declare his/her intent to the Meet Director before the event is swum. There will be no refunds for swimmers not in attendance.

MISSOURI VALLEY SWIMMING: The "Four Hour Rule" is contained in §204.2.1 of the USA Swimming Rules and provides: With the exception of championship meets, the program in all other age group competition below the national A-time level shall be arranged to allow the events in the 10 and under and 11-12 age groups to be completed in four (4) hours or less for a timed finals session or in a total of eight (8) hours or less per day for a preliminaries and finals meet. To comply with this provision, Missouri Valley Swimming has adopted the following rules:

A. Definition of Terms: "Championship Meet," is defined as any closed swimming competition, the scored outcome of which designates a team as placing first in a league, YMCA or LSC Championship. This definition also includes the Missouri Valley Division II Meet, even though it is not scored.

B. Missouri Valley Rules Guidelines:

1. For all meets, a session is deemed to have begun when the first heat of competition is started, and is deemed to have concluded when the final swimmer in the final heat of the final event has finished.
 - a) For purpose of the Four Hour Rule, the "start" of each session is considered to be the start of the first heat of competition, regardless of whether swimmers in that heat fall within the auspices of the "Four Hour Rule;"
 - b) Also for purpose of the Four Hour Rule, the "finish" of each session shall be considered the final touch of the last swimmer who does fall under the auspices of the "Four Hour Rule," regardless of whether that is the last heat scheduled in the session.
2. In the event of an interruption of competition caused by weather and/or mechanical malfunction or breakdown, the referee may, with discretion, rule that the time taken to wait for suitable weather or to repair equipment should not be included in determining the length of the session.
3. The time set aside for warm-up shall not be included in determining the length of the session.
4. Meets which fall within the "Four Hour Rule," §204.2.1, for 10 and Under and 11-12 age groups include:
 - All C meets;
 - All B/C meets;
 - All A/B/C meets;
 - All meets designated by the host as "developmental;"
 - All meets that designate events as "novice;"
 - All 8 and Under competition;
 - All dual meets, including all League or Blanket Sanction meets;
5. If events which do not fall within the "Four Hour Rule," such as 13 and Over or "A" events, extend a session beyond the requisite time limit, the host shall be deemed in compliance with both the letter and spirit of the rule. If all events of the 10 and Under and 11-12 age groups of swimmers who are below the National "A" classification standard have concluded within the prescribed time as measured from the start of the session, there is compliance with the rule.
6. It is the obligation of the host club to work with the meet Referee to assure, in advance, that all meet sessions to which the "Four Hour Rule" is applicable comply with that rule.
7. In the event a meet session subject to the "Four Hour Rule" runs beyond 4½ hours, the meet host shall pay

to Missouri Valley Swimming 100% of all entry fees for all swims that begin beyond the "Four Hour Rule" limit.

8. If, at the end of four hours of timed finals competition, or eight hours of preliminary and finals competition, in sessions that fall within the "Four Hour Rule," the events scheduled for that session have not been completed, and the host club elects to cease operation of that session, all entry fees for events not swum shall be refunded to the participants

9. In addition, the Missouri Valley Board of Directors may, from time to time, establish further guidelines and/or recommendations for penalties for violation of the "Four Hour Rule."

MONTANA SWIMMING: Nothing to report.

NEW ENGLAND SWIMMING: All New England Swimming meets, except "end of season" meets, must abide by the four hour limit for each session. In the event that the meet is oversubscribed at or before the end of the first day on which the entries are accepted, the host team is required to submit the team names to the New England Swimming Office. The New England Swimming Office will conduct a lottery to select the teams that will be accepted into the meet. The same procedure will apply in the event that multiple entries are received on any day after the first day that put the meet over its limit. Otherwise, all entries are accepted by date of receipt.

A host team cannot reduce the number of allowable events per team as a way of reducing the size of the meet.

Notify the New England Swimming webmaster as soon as the meet is full so that this may be reflected on the calendar.

NEW JERSEY SWIMMING: All entries will be accepted on a first come basis. Meet Entries will be taken until the meet fills. The host club must stay within the four hour per session rule. Team entries will not be considered as accepted unless the waiver and entry fees have been received.

NEW MEXICO SWIMMING: Meet events should be coordinated with the Technical Planning Committee Chairman to insure all competitors have opportunities to progress in all recognized events.

- 1. Time Limits:** Meets shall be organized to be of reasonable length, considering the expected number of competitors in each class and event. With the exception of championship meets, the program in all other age group competition below the National A-time level shall be arranged to allow the events in the 8&U, 10&U and 11-12 age groups to be completed in 4 hours or less for a timed finals session or in a total of 8 hours or less per day for a preliminaries and finals meet. The meet must continue to conclusion of all published events.
- 2. Entry Limits** All meets other than championships must have a limit on the number of entries that will be accepted to insure time limit requirements are met. All measures taken by the host team to insure the time limit is met must be listed in the meet information sheet.
- 3. Session Scheduling:** In preliminaries and finals meets, the time between the end of preliminaries and the beginning of warm up for finals for any event shall not be less than ninety minutes and preferably longer.

NIAGARA SWIMMING: Meet formats may be dictated completely or partially by precedent or by LSC rules, but the meet director is usually responsible for the compilation of the meet invitation or information flyer and the master entry forms. The director may also be responsible for the development of a meet format (i.e., the events offered and the order of those events). In planning any meet, careful consideration must be given to the demands to be made upon swimmers, officials and spectators, in that order. Long, tiresome meets, with too many events and/or entries, often result in keeping small children up late at night. Meets should be planned to terminate within a maximum period of eight (8) hours of competitive events in any one-day and to

provide adequate meal and rest breaks and sheltered supervised rest areas. With the exception of championship meets, the program in all other age groups below the A-level shall be arranged to allow the events for swimmers 12 years and younger to be completed in four (4) hours or less for a timed finals session or in a total of eight (8) hours or less per day for a preliminaries and finals meet (*U.S. Swimming Rules and Regulations* Articles 102.1). Coaches can be the most valuable resource in this phase of meet planning. A previously successful meet format and common sense are the best guides.

NORTH CAROLINA SWIMMING: USA Swimming Rules and Regulations Section 205.3.1(F) requires that

"With the exception of championship meets the program in all other age group competition shall be planned to allow the events for swimmers 12 years and younger to be completed in four (4) hours or less for a timed finals session or in a total of eight (8) hours or less per day for a preliminaries and finals meet."

Additionally, North Carolina Swimming will impose fines against meet hosts who violate this "four hour" rule. Note that the words "be planned" make exception for things beyond the control of meet management.

The hardest thing that a Meet Director has to do is send entries back and tell a team that there is no more room in the meet. The phone rings continuously and the pressure is intense. You will be told over and over that, "We are here for the good of the swimmers and our swimmers need to swim in your meet!" Take this argument to heart and remember that you do no one a favor -- either the 300 properly entered in your meet or those you turn away -- if accepting them transforms the meet into a nightmare with six or even eight hour sessions.

What can you do? Refer these teams to the Technical Planning Chair or to the General Chair who may help them find a spot in another meet. We all hate to bear bad news, but remember that you can help minimize problems by notifying both the scheduling chair and the affected teams the instant you find your meet is over subscribed.

Remember, if your meet information says that you will limit your meet then you must do so. Your entrants count on it and North Carolina Swimming expects it as a condition of your Sanction. Help keep swimming fun!

NORTH DAKOTA SWIMMING: MEET LENGTH LIMIT - Meets, with the exception of State Championships, shall not run more than EIGHT hours per day. This excludes warm-ups and technical break-downs of equipment but does include any breaks taken. A 15 minute allowance will be granted. A fine of \$500 per hour will be assessed for the first violation; second violation is a six month charter suspension. Enforcement would be the same as when fees are not paid. The Head Referee and Officials would be responsible for reporting the violation. If the 800 & 1500 yard frees are held at the end of a session, such events shall not be included in the eight hour rule.

NORTH TEXAS SWIMMING: Meet formats may be dictated completely or partially by precedent or by LSC rules, but the meet director is usually responsible for the compilation of the meet invitation or information flyer and the master entry forms. The director may also be responsible for the development of a meet format (i.e., the events offered and the order of those events). In planning any meet, careful consideration must be given to the demands to be made upon swimmers, officials and spectators, in that order. Long, tiresome meets, with too many events and/or entries, often result in keeping small children up late at night. Meets should be planned to terminate within a maximum period of eight (8) hours of competitive events in any one-day and to provide adequate meal and rest breaks and sheltered rest areas, properly supervised. With the exception of championship meets, the program in all other age groups below the A-level shall be arranged to allow the events for swimmers 12 years and younger to be completed in four (4) hours or less for a timed finals session or in a total of eight (8) hours or less per day for a preliminaries and finals meet (*USA Swimming Rules and Regulations*.) Coaches can be the most valuable resource in this phase of meet planning. A previously successful meet format and common sense are the best guides.

OHIO SWIMMING: Nothing to report.

OKLAHOMA SWIMMING: Meets should start on time and run quickly and smoothly without delays between heats. If a meet for age group swimmers (12 and under), other than a championship meet, runs over the 4-hour limit from the time it was scheduled to start, the host club will be fined \$200 for the meet and all event entry fees will be reimbursed for events scheduled after the 4-hour time has elapsed. Fines will be paid concurrent with and noted on the Meet Financial Report and will go into the OKS Aquatic Fund. If the fine is not paid within fifteen (15) days of the notice, the host club will be considered NOT IN GOOD STANDING.

OREGON SWIMMING: Time Limits -

1. Eight Hour Rule - No day in a meet may exceed eight hours of competition, which is determined from the beginning of the first heat of the first event to the last heat of the last event. This applies to actual competition. The scheduling committee will evaluate those meets exceeding the eight-hour rule.

2. Four Hour Rule - In any competition, the group of events in a session in which swimmers 12 years old and younger are entered shall be planned to be completed within four hours. This shall not apply to championship meets.

OZARK SWIMMING: Nothing to report.

PACIFIC NORTHWEST SWIMMING: Meets will be considered "full" once the four-hour limit is reached for any 12&U session or the splash limit is reached for any 13&O or senior session. Again, if the resulting entries cause any 12&U session to run over four hours, review the proposed timeline with your Meet Referee immediately for possible adjustments such as the intervals between heats. Staging of younger swimmers and fly-over starts may allow you to reduce the intervals between heats.

Once the meet is "full," it is closed to additional entries, even those from teams already in the meet. Return any oversubscriptions to the sending team; first telephoning and/or emailing the contact person listed on the Master Entry Summary form first as a courtesy.

PACIFIC SWIMMING: All swimmers aged 12 and under should complete competition within four (4) hours. Entries will be accepted until the number of splashes exceeds the estimated time line, per the Four Hour Rule, based on swimmer's age and gender. If local conditions warrant it, the Meet Referee, with the concurrence of the Meet Director may require a mandatory scratch down.

Number of swimmers permitted. There are some guidelines, but they are fairly general: 6 lanes = ~250 swimmers; 8 lanes = ~325 swimmers; 10 lanes = ~375 swimmers; 12 lanes = ~475 swimmers. This number of swimmers is approximately that which can be accommodated per 4 hour session in a split meet that offers events of mid-range distances, permitting no more than 4 swims per swimmer, and not offering relays

POTOMAC VALLEY SWIMMING: Nothing to report.

SAN DIEGO IMPERIAL SWIMMING: Nothing to report.

SIERRA NEVADA SWIMMING: Nothing to report.

SNAKE RIVER SWIMMING:

Eight Hour Limit: No day in a meet should exceed eight hours of competitive swimming. This is determined from the beginning of the first heat in the first event to the end of the last heat in the last event. This applies to actual competition. Those meets exceeding the eight hour limit may be evaluated by the Meet Scheduling Committee.

Four Hour Limit: Except for championship meets any swim meet that includes any "B" or "C" swimmers under the age of twelve cannot exceed four hours with respect to events for those swimmers. The time period begins with the first event in each respective age group and is measured to the beginning of an event within that same age group. (e.g., If the first 8 and under event begins at 8:30 a.m., the first heat of the last event for

8 and under must begin not later than 12:30 p.m. The same is true for each separate age group for 12 and under swimmers.) It is the meet referee's responsibility to enforce the spirit of this rule.

SOUTH CAROLINA SWIMMING: Nothing to report.

SOUTH DAKOTA SWIMMING: The meet referee will make the appropriate changes to the events to accommodate the 4 hour rule.

SOUTH TEXAS SWIMMING: Four hour rule. With the exception of championship meets, the program in all other age group competition shall be planned to allow the events for swimmers 12 years and younger to be completed in four (4) hours or less for a timed final session or in a total of eight (8) hours or less per day for a preliminaries and finals event. In all STSI Competition, except at the ST Championship, JO's, and "C" Championship Meets, the 4-hour rule regarding 12 and under swimmers will be applied.

1. A fine, payable to STSI, will be levied on any host club/team, which conducts a meet with events for 12 and under swimmers at which any session exceeds 5 hours in duration. The 5-hour clock begins when the first 12 and under swimmer begins competition and ends when the last 12 and under swimmer completes competition.
 - a. The 4-hour time constraint does not include the warm-up period
 - b. Inclement weather and equipment failures are excluded.
2. The fine is \$50.00 for each 15-minute period in excess of 5 hours for the first hour and \$100.00 for each 15 minutes thereafter. For example, a meet that lasts for 5.5 hours, the meet host will be levied a fine of \$100. For a meet that lasts 6.5 hours, the meet host will be levied a fine of \$200 for the first hour and \$200.00 for the next 30 minutes for a total of \$400.

SOUTHEASTERN SWIMMING: Nothing to report.

SOUTHERN CALIFORNIA SWIMMING: Will limit events to the 4-hour limit.

UTAH SWIMMING: A mandatory scratch down may apply to this meet, subject to the provisions of USA Swimming Rules and Regulations (205.3 1F). If a scratch down is needed to meet the four-hour time limit, swimmers will be reimbursed (a check will be sent to each team needing reimbursement.) Entries will be accepted on a first come first serve basis by date & time of email for electronic entries and date of receipt for hard copy entries until the four (4) hour per session maximum time limit is met (using a 30 second heat interval). No team will be split. **All correspondence must include an email address & phone # so that Teams can be notified if their entries were not accepted because of the 4 hour rule. You may include this with your email entries.**

VIRGINIA SWIMMING: Entries will be processed in the order received and **accepted to** the greatest extent possible without exceeding the 4-hour/session timeline limit.

WEST TEXAS SWIMMING: Nothing to report.

WEST VIRGINIA SWIMMING: Nothing to report.

WISCONSIN SWIMMING: Nothing to report.

WYOMING SWIMMING: Nothing to report.