



**MICHIGAN  
SWIMMING**

**NOTE: The following rules have been extracted from the complete Rules for Michigan Swimming, found in its entirety on the MS website under Administration/MS Rules and Procedures.**

## **MS RULES AND PROCEDURES FOR MEETS**

*Revised / Effective September 1, 2011*

### **Preamble**

All MS Rules and Procedures contained herein are designed to supplement and not contradict, either directly or indirectly, USA Swimming Rules and Regulations which are published annually by USA Swimming, the National Governing Body for competitive swimming in the United States. Copies of the Official Rulebook are available from USA Swimming, One Olympic Plaza, Colorado Springs, Co., 80909-5770. If any rule or procedure contained herein is found to be in conflict, either directly or indirectly, the MS Rule or Procedure contained herein is null and void.

#### **CHANGES TO THESE RULES:**

Changes to the Rules and Procedures proposed by committees or divisions of Michigan Swimming, Inc. must be approved by the Board of Directors and published in the meeting minutes of the Michigan Swimming Board of Directors.

#### **EFFECTIVE DATE OF CHANGES TO THESE RULES:**

Changes to the Rules and Procedures approved by the Board of Directors or House of Delegates will have an effective date of September 1 following the completion of the competitive year in which they were approved. For example, a change made during the 2010-2011 short course/long course competitive year would become effective September 1, 2011.

#### **EMERGENCY CHANGES TO THESE RULES:**

The Executive Committee, Board of Directors or the House of Delegates may enact emergency changes to these Rules and Procedures during the competitive year if mandated by USA Swimming or in order to comply with laws or regulations promulgated by State or Federal authorities and such changes are effective immediately.

## INDEX

<u>TYPES OF MEETS</u> .....	
A. <u>Age Group</u> .....	
B. <u>Senior</u> .....	
C. <u>A/B/C Festival</u> .....	
D. <u>District Championships</u> .....	
E. <u>Junior Olympics Championships</u> .....	
F. <u>State Championship</u> .....	
G. <u>Internet Distance Challenge</u> .....	
H. <u>The Michigan Mile</u> .....	
I. <u>Open Water Swimming (OWS), Long Distance and Marathon Swimming</u> .....	
J. <u>Specialty/ Non-Typical</u> .....	
<u>TIME STANDARDS</u> .....	
A. <u>A/B/C Classification for general age group meets</u> .....	
B. <u>Achieved Time Standard</u> .....	
C. <u>Entry Fees</u> .....	
D. <u>Use of the A, B, C Time Standards</u> .....	
E. <u>Time Standards for Season Ending Championship Meets (Q1/Q2/Q3)</u> .....	
F. <u>Amendment of Time Standards</u> .....	
<u>MEET ANNOUNCEMENTS</u> .....	
A. <u>General Information</u> .....	
B. <u>Mandatory Use of Templates</u> .....	
<u>GENERAL RULES</u> .....	
A. <u>Determination of Age</u> .....	
B. <u>Determination of Age Group</u> .....	
C. <u>Swim Your Age Group</u> .....	
D. <u>Entry Limitation/ Prelim-Final Meet</u> .....	
E. <u>Entry Limitation/Timed Finals</u> .....	
F. <u>Entry Limitation/Combined Format</u> .....	
G. <u>No Time (NT) Entries</u> .....	
H. <u>Inclusion of Swimmers with a Disability</u> .....	
I. <u>Four Hour Rule</u> .....	
J. <u>Ten PM Rule</u> .....	
K. <u>Mandatory Check In Procedure</u> .....	
L. <u>Proof of Individual Times</u> .....	
M. <u>Scratch Rules / \$50 Fine Rule</u> .....	
N. <u>Warm Up Guidelines: Host Club to post in visible area on deck</u> .....	
O. <u>Automatic/Semi Automatic and Manual Timing Systems</u> .....	
P. <u>Swimmer Entry Fees-Electronic/Refunds</u> .....	
Q. <u>Non Electronic (Paper) Swimmer Entry Fees/Refunds</u> .....	
R. <u>Uncommon Practices</u> .....	
S. <u>Spectator Admission Fees to Swim Meets</u> .....	
T. <u>Marshaling Procedures</u> .....	
U. <u>Meet Programs</u> .....	
V. <u>Heat Sheets</u> .....	
W. <u>Deck Personnel</u> .....	
X. <u>Coaching Credentials and Credential Display</u> .....	
Y. <u>Awards</u> .....	
Z. <u>Time Trial Rules (Other than State Meets)</u> .....	
AA. <u>Time Conversions</u> .....	
BB. <u>Minimum Number of Officials at Meets / Compensation</u> .....	

[CC. Deck Entries at Meets](#) .....  
[DD. Dive-Over Starts](#) .....  
EE. Meet Surcharges / Additional Fees .....  
[STATE CHAMPIONSHIP MEET RULES](#) .....

[A. Eligibility](#) .....  
[B. Qualifying Period](#) .....  
[C. Qualifying Time Standards/Seeding](#) .....  
[D. Determination of Age Group](#) .....  
[E. Entry Limitations](#) .....  
[F. Entry Times](#) .....  
[G. Time conversions](#) .....  
[H. Age Groups](#) .....  
[I. Individual / Relay Events Offered](#) .....  
[J. Proof of Individual Entry Times](#) .....  
[K. Relay Entry](#) .....  
[L. Relay Proof of Time](#) .....  
[M. Relay Only Swimmers](#) .....  
[N. Scratch Rules / \\$50 Fine Rule](#) .....  
[O. Time Trial Rules](#) .....  
[P. Non-Application of Four Hour Rules](#) .....  
[Q. Protests](#) .....  
[R. Awards](#) .....  
[S. Deck Entry](#) .....  
[T. Required Timers Participation by Host Club](#) .....  
[U. Selection and Compensation of State Championship Meet Officials](#) .....  
[V. On Line Meet Entry](#) .....  
[W. Financial Statements for State Meets](#) .....  
X. State Meet Late Entry .....

[DISTRICT CHAMPIONSHIP RULES](#) .....

[A. Assignment of Clubs to Venue](#) .....  
[B. Format of Meet](#) .....  
[C. Time Standards/Entry Eligibility](#) .....  
[D. Entry Limits](#) .....  
[E. Entry Times and NT Entries](#) .....  
[F. Time Conversions](#) .....  
[G. Mandatory Withdrawal From Event - \[Over Qualifying\]](#) .....  
[H. "AGE UP ATHLETE" - District Entry Option](#) .....  
[I. Relays](#) .....  
[J. Entry Fees](#) .....  
[K. Deck entries](#) .....  
[L. Time Trials](#) .....  
[M. Scoring and Awards](#) .....  
[N. Number and Compensation of District Championship Meet Officials](#) .....  
O. Profit Sharing at District Championship Meets

[JUNIOR OLYMPIC CHAMPIONSHIP RULES](#) .....

[A. Venue](#) .....  
[B. Format of Meet](#) .....  
[C. Time Standards / Entry Eligibility](#) .....  
[D. Qualifying Period](#) .....  
[E. Entry Limits](#) .....  
[F. Time Conversions](#) .....  
[G. Mandatory Withdrawal From Event - \[Over Qualifying\]](#) .....  
[H. 1,650 Entry Using an Achieved 1,000 time](#) .....  
[I. "Age Up Athlete" - JO Entry Option](#) .....

[J. Q1 Qualification](#).....

[K. Relays](#).....

[L. Entry Fees](#).....

[M. Deck Entries](#).....

[N. Time Trials](#).....

[O. Scoring and Awards](#).....

[P. Number and Compensation of JO Championship Meet Officials](#).....

[Q. Profit Sharing at JO Championship Meets](#).....

# Rules

## TYPES OF MEETS

The following types of meets are available for competitive swimming purposes within the State of Michigan through the Michigan Swimming (hereinafter “MS”) sanctioning process of the Program Operations Division: (a) Age Group (b) Senior (c) A/B/C Festival (d) District Championships (e) Junior Olympic Championships (f) State Championships (g) Internet Distance Challenge (h) The Michigan Mile (i) Open Water/Long Distance/ Marathon and (j) Specialty/Non-Typical.

### A. Age Group

Age group swimming is the program through which USA Swimming provides fair and open competition for its registered swimmers. The swimmers are grouped by age, gender and, sometimes with the use of time standards, swimming ability. Within MS the grouping of swimmers by particular age groups has varied throughout the years. The age groups for the State Championship Meets are designated by specific rule. (See Rule V H.) However, for regular season meets the age groups offered in a meet are determined by the meet host with approval through the sanctioning process of the Program Operations Vice-Chair. These age groupings should be designed by the meet host and the program operations Vice-Chair to promote fair competition within the designated age group(s). Examples of some of the age groups usually used in Michigan include 8 and Under, 9 & 10, 10 and Under, 11 & 12, 13 & 14, 15-18 and Open, although variations may occur. “Open” events include swimmers of any age who compete in the event so long as the swimmer has achieved a qualifying time standard for the event (if any) unless a minimum age for entry in the event has been established by the meet host. Other possible groupings may include (1) “own age” where swimmers compete in single year age groups or (2) “mini meets” wherein the ages of swimmers and types of events are limited (usually designed to accommodate beginning level swimmers). Age Group meets may also be delineated by time standards in addition to the swimmers age. The time standards used in Michigan are Q1, Q2, Q3, A, B, and C (See rule II). MS encourages a variety in age group meet formats to take place throughout the year including multi level time standard meets and meets with unique time standards. (e.g., a B-C meet offers both B and C level events accommodating swimmers who have B times in some events and C times in other events. Age Groups meets may also be designated as Group I or Group II Meets which are required to offer, if so designated, the following events:

<b>Group I Events</b>			
<b>8 &amp; Under</b>	<b>10 &amp; Under</b>	<b>11-12</b>	<b>13 &amp; Older</b>
			<b>&amp; Open</b>

25 free	50 free	50 free	50 free
50 free	100 free	100 free	100 free
25 back	200 free	500 free	500 free
50 back	50 back	50 back	100 back
25 breast	50 breast	50 breast	100 breast
25 fly	50 fly	50 fly	100 fly
50 fly	100 fly	100 fly	200 fly
100 IM	100 IM	100 IM	200 IM

<b>Group II Events</b>			
<b>8 &amp; Under</b>	<b>10 &amp; Under</b>	<b>11-12</b>	<b>13 &amp; Older &amp; Open</b>
25 free	50 free	50 free	50 free
50 free	100 free	200 free	200 free
100 free	50 back	50 back	100 back
25 back	100 back	100 back	200 back
25 breast	50 breast	200 back	100 breast
50 breast	100 breast	50 breast	200 breast
25 fly	50 fly	100 breast	100 fly
100 IM	200 IM	200 Breast	200 fly
		50 Fly	200 IM
		200 Fly	400 IM
		200 IM	
		400 IM	

### **B. Senior**

Senior swimming is the program through which USA Swimming provides fair and open competition for its registered swimmers who are striving for participation in USA Swimming National Swimming Championships. All registered USA swimmers regardless of age are eligible for these meets. All events are designated as “Open” events and any all swimmers are eligible to compete so long as they have met or bettered the qualifying times as stated in the meet announcement. Senior swimming events are those listed in USA Swimming Rule 102.1.1.

### **C. A/B/C Festival**

These meets are a subsection of the above referenced age group meets, however, merit specific reference. Swimmers with State Championship qualifying times (“Q1”) in an event are not allowed to enter the ABC Festival meets in that particular event. However, swimmers with A, B and C times are eligible to enter those events in the Festival meets. Swimmers with Q1 times in some events and not others may enter those events in which they do not have Q1 times. Festival meet(s) may be conducted shortly before the State Championships and only in the short course season. Festival meets and the Short Course State Championship meets are held on different weekends so that swimmers who have State Meet qualifying times in some events but not in others may compete in both meets if they desire to. These meets may or may not be offered during the short course season depending on the availability of District or Junior Olympic Championships.

### **D. District Championships**

MS may conduct two or three District Championships where teams are assigned to a particular region within the State. It is a meet designed to allow swimmers an opportunity to qualify for the

next higher level of meets, i.e. the “Junior Olympics” and/or the “State Championship” meets. As such, a swimmer cannot enter individual events that they already have achieved Junior Olympic or State Championship qualifying times. In essence, Districts Championships are meets designed to be “steppingstones” to the next level of meets. Each District Meet is a two and one half day timed finals meet. For further rules on the District Championships, see section 6.

### **E. Junior Olympics Championships**

MS conducts two “Junior Olympic” (JO) Championship meets. Teams are assigned to a meet in attempts to generate meets of equal size. These meets are designed to allow all swimmers who have achieved Q2 time standards the opportunity to achieve Q1 State Championship standards. Thus, a swimmer cannot compete in events that they have currently achieved State Championship “Q1” standards. Also, a swimmer must also have minimally met the Q2 time standards in an event in order to be eligible to swim the event. This is a two and one half day timed finals meet. For further rules on the JO’s see section 7.

### **F. State Championship**

Short Course Season: MS conducts two separate State Championship meets--a 12 and Under Meet and a 13-14 and Open Meet at the conclusion of the short course season (typically in March). Long Course Season: MS conducts two separate State Championship Meets--a 14 & Under Meet and an Open Meet at the conclusion of the long course season (typically in late July/early August). The qualifying times for the Short Course and Long Course State Championships in all age groups and all events are published annually by the Office of Michigan Swimming, Inc at the beginning of the short course season and are referred to as “Q1”. They may also be found on the Michigan Swimming website.

### **G. Internet Distance Challenge**

See USA Swimming Rules and Regulations Article 701 for details.

### **H. The Michigan Mile**

The Michigan Mile is a meet designed to encourage swimmers to participate in distance freestyle events. Although referred to as the “mile” there are two short course distances that may be offered (1000 yards and 1650 yards) and two long course distances (800 meters and 1500 meters).

### **I. Open Water Swimming (OWS), Long Distance and Marathon Swimming**

These meets are conducted in a natural body of water such as lakes and rivers and offer non standard swimming events. MS encourages clubs to host open water/long distance and marathon swimming events pursuant to Article 701 of the USA Swimming Rules in Michigan lakes and rivers. Guidelines and requirements (updated May 2011 by USA Swimming) for planning and conducting swimming events in lakes and rivers are available from the Programs Operations Vice-Chair of MS. An Open Water Application Checklist and an Open Water Sanction Application are available in this document as Appendices 5 and 5A.

### **J. Specialty/ Non-Typical**

These meets are meets that do not clearly fall within the above referenced types of meets. Examples of these meets include relay only meets, “Day After” the MHSAA State Championship Meets, etc.

## **TIME STANDARDS**

### **A. A/B/C Classification for general age group meets**

(1) In order to facilitate the management of general age group swim meets that take place during the season ( i.e. not including championship meets such as the Districts, JO's or the State Meets) MS classifies swimmers into ability levels by the use of time standards labeled "AAAA", "AAA", "AA", "A", "BB", "B", and "C". "AAAA" is the fastest, "AAA" is the next fastest, etc. with "C" including everything slower than "B". The "AAAA" through "B" standards are "faster than or equal to" standards and the "C" standard is a "slower than" standard. Examples: In a "B" meet, all of the swimmers in a given event will have achieved times equal to or better than the "B" time standard, but slower than the "A" time standard. In an "A" meet, all swimmers must have achieved the "A" standard or better. In an "A, B" meet all of the swimmers must have achieved the "B" standard or better (that is, "A" swimmers may also attend). An "A, B, C" meet is open to all swimmers.

(2) The "A", "B", "C" time standards used in MS meets are the "National Motivational Time Standards" set forth by USA Swimming.

(3) Open events will use 15-16 "National Motivational Time Standards."

(4) Once a swimmer has achieved or claimed a best time at a certain level, the swimmer may not compete in that specific event at a lower level. For example, a swimmer who has achieved an "A"-level time may not enter that event in a "B"-level meet. If a swimmer achieves a faster time standard after having entered an event in a lower level, the swimmer must withdraw from the lower level event. For example, a swimmer who achieves an "A" time in a specific event after entering the "B" event must withdraw from the "B" event.

### **B. Achieved Time Standard**

Refund of meet entry fees shall be granted for any meet with a 'slower than' qualification time for any swimmer who 'over qualifies' (exceeds the entry qualification) between the time that the entry has been accepted and the first day of the meet. The host club may request proof of time verification.

### **C. Entry Fees**

Refund of meet entry fees shall be granted for any meet with a 'slower than' qualification time for any swimmer who 'over qualifies' (exceeds the entry qualification) between the time that the entry has been accepted and the first day of the meet. The host club may request proof of time verification.

### **D. Use of the A, B, C Time Standards**

In general age group meets the Meet Host shall use the stated A, B, C time standards to establish qualifying times for the event(s). This establishes consistency in time standards from meet to meet throughout the entire State. However, MS encourages a variety in meet formats. As part of the meet sanctioning process through the Programs Operations Division a meet host may request deviations in time standards from the published times upon good cause shown, i.e. not to exceed the four hour rule, specific facility limitations, balancing morning and afternoon sessions, etc. Meet hosts for Senior Meets may also request unique nationally based time

standards to establish qualifying times for the Senior events. See the procedures outlined in the Program Operations Division section of this manual.

### **E. Time Standards for Season Ending Championship Meets (Q1/Q2/Q3)**

(1) In order to facilitate the management of the Championship meets that take place at the end of the short and long course seasons ( i.e. including the Districts, JO's and the State Meets) MS classifies swimmers into three ability levels by the use of time standards labeled Q1, Q2 and Q3. "Q1" the fastest, "Q2" is the next fastest and "Q3" includes everything slower than "Q2". The Q1 and Q2 standards are "faster than or equal to" standards and the Q3 standard is a "slower than" standard.

(2) The Q1, Q2 and Q3 time standards used in MS championship meets are unique to Michigan. These time standards may be adjusted from year-to-year to reflect the anticipated number of swimmers in each ability level. The time standards are determined by the Technical Planning Committee (See MS Bylaw 7.4.5) Time standards are available on the MS website at the beginning of the short course season (September).

(3) State Championship(s) Qualifying Standard:	Equal to or Faster than Q1
Junior Olympic Qualifying Standard:	Equal to or faster than Q2 but slower than Q1
District Meet(s) Qualifying Standard:	Slower than Q3

### **F. Amendment of Time Standards**

Any changes to existing Q1, Q2, Q3, A, B, or C time standards shall be made by the Technical Planning Committee ( See Bylaw 7.4.5) no later than the annual House of Delegates meeting and such changes if approved will take effect the following September 1 (approximately the beginning of the next short course season).

## **MEET ANNOUNCEMENTS**

### **A. General Information**

The Meet Announcement is the document that announces the date, time, location, format and all relevant information surrounding the meet. It is originally submitted to the Program Operations Vice-Chair by the Meet Host as part of the sanctioning process. If a meet announcement procedure is in direct or indirect conflict with the official USA Swimming Rules and Regulations, the stated meet announcement procedure is null and void. All other stated procedures in the meet announcement shall govern the meet. Further procedures surrounding the submitting and transmittals of the Meet Announcement are detailed in the Program Operations Section of this manual.

### **B. Mandatory Use of Templates**

**1. *Non State Championship Meets:*** In drafting the original meet announcement submitted to the Program Operations Vice-Chair during the sanctioning process, the Meet Host must use the standardized Meet Announcement Template attached to the Program Operations Division section of these Rules and Procedures as Appendix 3.

**2. *All Championship Meets:*** the meet announcements for all championship meets will be provided by the Program Operations Vice-Chair. The meet host must use the standardized template for their meet. Championship meets include: State Championships, Junior Olympic Championships and District Championships.

**3. *Modifications or additions to the template language:*** Not allowed unless specifically approved by the Program Operations Vice-Chair during the sanctioning process.

## **GENERAL RULES**

### **A. Determination of Age**

As a general rule, the swimmers age on the first day of the meet shall determine the swimmers age for the entire meet. For extremely limited exceptions see USA Swimming Rule 205.2.2 (a) and (b).

### **B. Determination of Age Group**

Eligibility to compete in a particular age group shall be determined by the swimmers date (not hour) of birth. See USA Rule 205.2.1

### **C. Swim Your Age Group**

When age groupings are specified in the meet announcement, a swimmer must compete in their own age group events corresponding to the swimmers age except when competing in consolidated events (USA Rule 102.1.4), mixed classification meets (USA Rule 102.2.7), in events combined by the meet referee (USA Rule 102.8.2) or open events where the swimmer must make the time standard (if any) to enter. It is also permissible for the meet host to state in the meet announcement a minimum age for a swimmer to compete in an Open event regardless of whether the swimmer has made the stated time standard.

### **D. Entry Limitation/ Prelim-Final Meet**

In a preliminary and finals meet a swimmer may compete in not more than three (3) individual events per day or fewer as stated in the meet announcement. See USA Rule 102.2.2

### **E. Entry Limitation/Timed Finals**

In a timed finals meet a swimmer may not compete in more than five (5) individual events per day or fewer as stated in the meet announcement. See USA Rule 102.2.3

### **F. Entry Limitation/Combined Format**

In a meet where a combination of preliminary and finals events and timed finals events are scheduled, a swimmer may compete in not more than three (3) individual events per day unless entered exclusively in timed final events or fewer as stated in the meet announcement. See USA Rule 102.2.6

### **G. No Time (NT) Entries**

If a meet or an event does not have qualifying time standards (typically an ABC or BC meet), a swimmer who has no official time for an event may enter that event with no submitted time (an "NT"). See USA Rule 102.2.9. However, any swimmers entered as a "NT" are not eligible for awards.

### **H. Inclusion of Swimmers with a Disability**

**1) General statement:** Swimmers with a disability are highly encouraged to participate in any MS sanctioned or approved meet. "Disability" is defined as a permanent physical or mental impairment that substantially limits one or more major life activities. It is not necessary to have an International Paralympic Committee (IPC) or any other classification. For more information, see Article 105 of the USA Swimming Rulebook and the disability swimming section of the USA Swimming website.

**2) General entry procedures:** The swimmer or representative (coach) should contact the meet host at the time of the entry if any disability accommodations are needed. Between the time of the entry and the start of the meet, the coach, meet host and meet referee should discuss and decide any special accommodations and seeding arrangements. Entry and seeding arrangements must not have an unreasonable impact on any session timeline and must not adversely affect the opportunity for all swimmers to fairly compete. Appropriate seeding arrangements include but are not limited to: (a) swimming *out-of-event* by completing an intermediate distance of a longer race in the swimmer's actual age group, (b) swimming *out-of-age-group* with swimmers of a different age who are achieving comparable times, (c) special lane assignments (e.g., deaf swimmer near strobe light, etc.) and (d) swimming in time trials, etc.

**3) Personal assistants:** Swimmers with a disability may need help from personal assistants who can assist with meet routines, safety provisions, personal care, etc. Personal assistants should be regarded as disability accommodations that must be approved by the meet referee. Personal assistants: (a) are not required to be members of USA/Michigan Swimming, (b) may not coach unless registered as coach members, (c) must not interfere with meet operations and (d) may be covered by certain provisions of current USA Swimming insurance (contact USA Swimming for details).

**4) Places and awards:** Places and awards for swimmers with a disability can only be earned in the swimmer's actual event and/or age group. At the discretion of the meet host, an awards mechanism specifically designed for swimmers with a disability may be implemented.

**5) Proof of time:** Swimmers with a disability are subject to the same proof of time requirements as any other swimmer as stated in the meet announcement or these applicable rules.

**6) Entry into regular season meets with no time standards:** Swimmers with a disability may enter any meet in which there are no time standards (for example, a "C" meet or a "senior" meet with no time standards). In this scenario, the swimmer's coach is responsible for determining readiness for a particular event and, at the direction of the meet referee; the swimmer is seeded appropriately in ways that do not adversely affect the meet timeline.

**7) Entry into regular season meets with time standards:** As a general rule, swimmers with a disability who have not achieved the time standard for the length of the event may enter and swim an intermediate distance of the event for which their entry does meet the qualifying standard (for example, swim a 100 or 200 free within a 400 free, meeting the 400 Free QT).

The meet host also has the discretion to waive any requirements to achieve the qualifying time for swimmers with a disability if the meet host so desires. In this circumstance the meet referee and the swimmer with a disability shall use seeding arrangements that do not adversely affect the meet timeline.

**8) Entry into Junior Olympics and other meets with faster than/slower than time standards:** As a general rule, swimmers with a disability may enter this type of meet without having met the minimum time standard for the event, i.e. the "faster than" qualifying standards are waived for swimmers with a disability. However, swimmers with a disability must be seeded into an event in a manner which the swimmer is not expected to exceed the "slower than" time standard for that event.

**9) Entry into the State Championships:** Swimmers with a disability shall compete in the appropriate meet for their actual age groups (e.g., 12 & under swimmers shall compete at the 12 & under state meets).

Swimmers with a disability may enter MS State Meets if they satisfy either of the following conditions:

- a. They have a current qualifying time for at least one event for the US Paralympic Can Am Championships. If they have at least one qualifying time, they may enter more than one event (up to the maximum allowed as stated in the meet announcement). Current qualifying times are posted at <http://usparalympics.org>. Choose the sport/swimming menu, and then choose events.
- b. They contact the MS Disability Swimming Chairperson with a request to participate and a rationale indicating ways in which they have earned the right to compete. Requests should provide contact information for a coach or official from another club who has observed the swimmer in competition and who can attest to the swimmer's ability. If the request to compete is approved by the MS Disability Chairperson, the athlete may enter the State Championships in the events specified.

**10) Entry into Central Zone and Sectional meets, etc.:** Please consult those meet announcements and appropriate web sites/manuals for current rules concerning entry into those meets. At the time of this writing, each LSC is allowed to enter a few swimmers with disabilities into the Central Zone Championships without regard to the qualifying time standards. Swimmers with a disability who are interested in applying for the Michigan zone team should contact the Michigan Swimming Disability Chairperson at least two months prior to the zone meet entry deadline for information.

### **I. Four Hour Rule**

Any Michigan Swimming meets which include events for swimmers 12 years and younger shall be conducted using the following rules (except for the State Championship Meets, District Championships and Junior Olympic Championships). 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 hours) 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 Championship Meets** where all qualified swimmers shall be allowed to swim regardless of the length of the sessions.

## **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.

## **6. Reporting**

- a. Within two calendar days of the entry closure date as specified in the meet packet, the meet host must e-mail the Hy-Tek Meet Manager back-up file to the Michigan Swimming Office (Jan Cartmill) and to Program Operations to verify compliance to this rule.
- b. After the entry closure date, **NO** additional entries may be taken, other than deck entries and time trials as specified in the meet packet.

## **7. Sanctions/Penalties**

**a.** Michigan Swimming will accept a back-up file which provides a timeline of up to 4 hours and 24 minutes. Any backup file submitted over 4 hours but less than or equal to 4 hours and 24 minutes will not incur a penalty if the actual elapsed time of the meet is less than 4 hours; however, if the actual elapsed time runs more than 4 hours or if the pre-meet backup file is over 4 hours and 24 minutes there will be a penalty. Any backup file submitted in which the time line is less than 4 hours and the actual time of the meet is longer than 4 hours will not be penalized. The penalties are as follows:

(1) **FIRST OFFENSE:** The host club is fined a \$500 per session.

(2) **SECOND OFFENSE:** The host club is fined \$750 per session and the host club may be barred, by a vote of the Board of Directors, from hosting a meet or meets for the rest of the season (includes either Short or Long Course or both).

(3) **THIRD OFFENSE:** The host club is fined \$1000 per session and the host club may be barred from hosting a meet or meets for up to two full seasons (includes either Short or Long Course or both) by a vote of the Board of Directors.

All fines are due when the meet sanction/athlete surcharge fees are paid. If the fines are not paid in a timely manner (within 30 days of the conclusion of the meet), a \$20 per day penalty applies (in addition to the principal fine) beginning

on the first day after the due date of the fine. Program Operations will be responsible for notifying all parties involved.

**b.** In determining whether or not a violation is a First, Second or Third offense in meets where more than one session at the meet violated the four hour rule it will be considered a single violation (rather than multiple violations) and an offense occurring more than five years in the past will not be considered.

**c.** Failure to submit a backup file to Program Operations and the Michigan Swimming office will be considered a violation of this rule and will automatically be penalized in accordance with paragraph a. above. For purposes of this paragraph, all sessions will be considered to be in violation.

### **J. Ten PM Rule**

Evening sessions at a swim meet must be concluded by 10 pm. If a session extends beyond 10 PM the meet host and the meet referee must immediately inform the General Chair of MS, the Program Operations Vice-Chair and the Officials Chair of the violation.

### **K. Mandatory Check In Procedure**

For proper seeding, fair competition and to insure that a swimming meet is administered as efficiently as possible, all Michigan Swimming sanctioned meets (excluding State Championship Meets which may or may not require positive check in for specific events) shall require that all swimmers check in for their events prior to the time stated in the meet announcements for each session. Check In sheets for meet hosts to produce are available using the Hy-Tek Meet Manager software and instructions for producing the required documents are available from the Program Operations Vice-Chair. Meet Hosts are required to use the Positive Check-In Procedure as outlined herein. It is the responsibility of all teams attending a swim meet to make their swimmers and parents aware of the mandatory check in requirement.

1. For a positive check-in for a session the Swimmer shall circle or highlight their name. This will check in the swimmer for all events in that session. A swimmer must check in for every session.
2. If a swimmer desires to scratch a particular event after s/he has already checked in (i.e. circled or highlighted their name) but prior to the close of check-in, the swimmer should see the Clerk of Course, or his/her designee to scratch from an individual event. If a swimmer desires to scratch an event after the close of check-in, the swimmer must see the Meet Referee.
3. Only the particular swimmer checking in, their parents or their coach may check in a swimmer. No swimmer may check in another swimmer.
4. A Coach is prohibited from checking in a swimmer if the Coach does not know that the swimmer is at the meet at the time of check-in. If a Coach violates this rule the swimmer will be disqualified from their next event.
5. Coaches and Parents should educate their swimmers to arrive in time to be checked-in based on the check in times for each particular meet session. All swimmers not checked in by the time stated in the meet announcement will be scratched from all their events, unless at the sole discretion of the Meet Referee there were circumstances that justify the failure of the swimmer

from checking in on time. In this event, heats will not be reseeded but the athletes will be placed in similar events, in any open lane regardless of gender to allow the swimmers to compete.

6. Swimmers who check in for an event(s) and fail to properly scratch an event as stated in J 2 above will be scratched from their next scheduled event.

#### **L. Proof of Individual Times**

To enter most meets a swimmer does not need to prove they have achieved the relevant time standards. The entry time is left to the integrity of the swimmer and the coach. However, once a swimmer swims a meet with a claimed time, the swimmer may not enter future meets with a slower entry time for the specific event in the age group. (See MS Rule 2 B above generally and USA Rule 207 for a limited exception.) However, particular age group, senior and other meets may require a proof of time to be submitted to the Meet Host in order to enter the event. This generally occurs in distance events where session timelines are a factor and swimmers must prove their entry time in order so as not to create too many time consuming heats. Proof of Time requirements, if any, must be clearly stated in the meet announcement indicating which events require them, when they must be presented (e.g. with the entry or at the meet) and the type of proof accepted (e.g. official meet results, time cards signed by the referee, etc). The State Championship Meets Proof of Times rules are different. See Rule 5 I.

#### **M. Scratch Rules / \$50 Fine Rule**

All meet announcements shall specify check in and scratch procedures for individual and relay events and penalties for violation of those procedures. See USA Rule 102.3. MS check in, scratch procedures and penalties are stated in Rule 4 J above. In addition, if so stated in the meet announcement of a prelim/final meet, if a swimmer fails to compete in his/her last scheduled\_individual event of the meet without having properly scratched that event, he/she shall be fined \$50 payable immediately to MS. The swimmer is not allowed to compete in any subsequent MS sanctioned events until the fine is paid.

#### **N. Warm Up Guidelines: Host Club to post in visible area on deck**

1. A designated supervisor shall be on deck during the entire warm up period.
2. Swimmers shall enter the water feet first except for starts which are limited to specified lanes.
3. Specify Lanes 2 and 5 (six lane pool) or Lanes 2 and 7 (eight lane pool) as one way sprint lanes with racing starts permitted at the starting end of the pool.
4. Place a cone marker or similar sign on starting platforms in lanes not specified as one way sprint lanes.
5. Specify all lanes for circle swimming (two lengths of the pool beginning at the starting end of the pool until such time as one way sprints begin).
6. If pace lanes are used, specify outside lanes as pace lanes (swimmers swim one or two lengths from an in water push-off position from the starting end of the pool).
7. May specify lanes for relay practice during the last 15 minutes of the warm up.

8. Coaches should stand at the starting end of the pool and verbally start swimmers for sprint or pace work.
9. Swimmers should not be allowed on a starting platform when a backstroker is executing a start in the same sprint lane.
10. Swimmers shall not swim in the area where the diving warm up (if any) is occurring.
11. In facilities that have a warm up and/or warm up area different from the competition pool, meet management shall provide supervision pursuant to these rules at all times.
12. The Meet Referee may remove a swimmer, a coach and/or the entire team from the deck, events or the entire meet for violations of these guidelines.

### **O. Automatic/Semi Automatic and Manual Timing Systems**

USA Swimming Rule 102.16 shall govern the use of timing systems at all MS swim meets. However, in all meets that involve MS time standard "A" or faster swimmers, including Senior, District, Junior Olympic and State Championship Meets, automatic timing systems (i.e. electronic starting devices and touch pads) are required to be used.

### **P. Swimmer Entry Fees-Electronic/Refunds**

It is preferred that all entries be submitted to the entry chair of the Meet Host on Hy-Tek disk. Entry fees if submitted electronically cannot exceed the fees stated in the below schedule. All Meet announcements must clearly state the fees paid to enter the event. Once a team or individual entry has been received and processed by the Entry Chair there are no refunds in full or in part except under the achieved time standard rule.

<u>Tier One</u>	Includes "Mini BC"	Not greater than \$4.00 per event
<u>Tier Two</u>	Includes AB and ABC	Not greater than \$4.00 per event
<u>Tier Three</u>	Includes A and Above, ABC Festivals, Prelim/ Final Meets (prelim/final sessions only), Districts and JO's	Not greater than \$5.00 per event
<u>Tier Four</u>	Senior Meets State Championships	Not greater than \$7.50 per event
<u>Tier Five</u>	Not included in Tiers 1-4	Not greater than \$10 (requires Program Operations Approval)
<u>Relays</u> All Meets		Not greater than \$12.00 per relay
<u>Time Trials</u> All Meets		Not greater than \$7.50 per individual and \$15.00 per relay

Deck Entries  
All Meets

Not greater than \$7.50 per individual and  
\$15.00 per relay

MS Surcharge

Non State Meets \$1.00 per swimmer  
State Meets \$3.00 per swimmer

### **Q. Non Electronic (Paper) Swimmer Entry Fees/Refunds**

If the entry must be submitted non-electronically (paper) an additional \$1.00 per swimmer per individual event entered must be paid to the meet host. Also, non electronic (paper) relay entries are required to pay the meet host an additional \$1.00 per relay entry. Once a team or individual entry has been received and processed by the Entry Chair there are no refunds in full or in part except under the achieved time standard rule.

### **R. Uncommon Practices**

Uncommon practices such as, but not limited to, "Chase Racing" and "Two Per Lane Swimming" are not allowed at MS sanctioned meets without prior approval from the Program Operations Vice-Chair or, in the Programs Operations absence, the General Chair of MS.

### **S. Spectator Admission Fees to Swim Meets**

Timed Final Meets: Not greater than \$4.00 per day. Prelim/Final Meets: Not greater than \$5.00 per day. Meets with both Formats: Not greater than \$5.00 per day. (For example, a meet that has a prelim/final format beginning in the morning with a timed finals session in the afternoon may charge the prelim/final spectators a maximum \$4 for the morning and afternoon and \$1 for evening finals). Meet hosts may request deviations from the maximum admission fees from the MS Board of Directors upon good cause shown.

### **T. Marshaling Procedures**

It is the responsibility of the meet host to see that marshaling procedures insure that swimmers have been assigned to their heats and lanes far enough in advance so there is an uninterrupted flow of swimmers at the starting blocks ready to swim. The meet host determines the type of marshaling procedure which is appropriate for the particular session(s) of the meet. The uninterrupted flow of swimmers can be accomplished in a variety of ways including the following (a combination of these procedures may be used in a single meet): 1. No marshaling - This is where the meet is pre-seeded, a heat sheet is printed, etc., and the swimmers are responsible for reporting to the blocks in time to swim. This method is typically used for State Championship meets, Senior meets, prelim/final meets and age group meets where the qualifying time standards for the age group indicate a level of swimmer experience which justifies the lack of supervised marshaling. 2. Supervised marshaling - The swimmers report to a designated area and remain there until they are escorted to the starting blocks. This method is typically selected for the 12 & under age groups.

### **U. Meet Programs**

Meet programs are the responsibility of the meet host to produce for sale unless exempted from doing so by the Program Operations Vice-Chair and shall be provided for sale to spectators' at all sanctioned meets. The cost to spectators at the meet is left to the discretion of the meet host; however, a copy must be posted in the spectator area.

## **V. Heat Sheets**

Heat sheets need not necessarily be produced by the meet host. However, the Meet Host may choose to produce heat sheets and the cost of heat sheets to spectators is left to the discretion of the meet hosts, however, a copy must be posted in the spectator area.

## **W. Deck Personnel**

Only Officials, swimmers, coaches and meet workers are allowed on deck without express authorization from the meet referee and/or meet director. The General Chair of MS and the Program Operation Vice-Chair of MS are authorized deck personnel at all MS sanctioned meets.

## **X. Coaching Credentials and Credential Display**

This rule applies to all coaches and all types of meets including State Championships.

1. In order to be on deck and/or supervise any swimmers in any capacity, all coaches must be USA Swimming certified through the end of the meet and on file as such with the Office of Michigan Swimming or their LSC. Further, while on deck all coaches regardless of LSC affiliation must display their coaching credential cards to be readily visible.

2. If any questions arise whether a coach is currently certified, the meet referee, meet directors, safety marshals and/or their designees shall be responsible for verifying the current certification status of the coach and all coaches shall cooperate with this inquiry immediately upon request.

3. If a coach is in violation of the above certification rule and found not be current with his/her certification, he/she shall be fined \$250 for the first offense. If a second or subsequent offense occurs, sanctions will be determined by the Michigan Swimming Board of Review committee that may include additional monetary fines, suspensions and/or termination from Michigan Swimming.

4. If a currently certified coach is in violation of the above credential certification display rule, he/she shall be verbally warned to display the card while on deck. If after being verbally warned, a coach fails to display the card at any time until the conclusion of the meet, a fine of \$20 will be imposed on the coach. This fine shall be paid within 10 days of the violation. The coach is also ineligible to be on deck at a subsequent MS Meet until the \$20 fine is paid.

5. The Michigan Swimming Office shall maintain records pertaining to the above.

## **Y. Awards**

The decision to have awards distributed at a swim meet (other than the State Championships) is left to the discretion of the meet host. However, the meet announcement as submitted to the Program Operations Vice-Chair must include a statement as to whether awards will or will not be distributed to swimmers who earn them by virtue of a particular performance. If awards are to be distributed the meet announcement shall clearly state all relevant information concerning awards. For Senior meets, meet hosts and swimmers should be aware that high school and college eligibility may be affected by prize cost or value. USA Rule 204.6. For age group meets, the cost per award to an individual shall not exceed \$25.00(US). However, meet hosts and

swimmers should be aware that high school or college eligibility may be affected by prize cost or value. See USA Rule 205.5.

## **Z. Time Trial Rules (Other than State Meets)**

### **1. Eligibility to Compete:**

A. All swimmers who participate in Time Trials must be properly registered with USA Swimming before competing in any time trial event.

B. All swimmers must identify themselves with their correct name as submitted to USA Swimming, correct USA Identification Number, correct Club Name and correct Club Code before being allowed to compete in any Time Trial event. It is preferred (and mandatory if stated in the meet announcement) that all swimmers intending to swim in Time Trial events present their USA Athlete membership card and other proper identification at the time of registering for Time Trials.

### **2. Availability:**

A. The availability or non-availability of Time Trials must be stated in the meet announcement. Time Trials are available through a separate sanction number from the Program Operations Division of MS.

B. In meets where Time Trials are initially offered in the meet announcement, they are offered on a "time available" basis as decided by the Meet Referee and Meet Director(s). If, after entries are closed, in the opinion of the Meet Referee and Meet Director(s), the meet timeline indicates there is insufficient time available, Time Trials may be cancelled by the Meet Referee and Meet Director(s).

**3. Required Participation in Meet:** Time Trials are available not only to swimmers who are already entered in the meet but also to swimmers that are not entered in the meet.

### **4. Number if Time Trials allowed:**

A. A swimmer is allowed a maximum of two time trials per day (or fewer if B applies).

B. Time Trials are counted against the total number of events a swimmer may enter per day as stated in the Meet Announcement. (Example: As stated in the meet announcement, a swimmer has entered the maximum 4 events per day. If the swimmer wants to swim two Time Trials events, the swimmer must scratch out of two regularly entered events.) The maximum number of events swum per day cannot be exceeded under any circumstances.

C. Time Trials are not counted against the maximum number of events a swimmer may enter per meet. (Example: A swimmer has entered the maximum 6 events for the entire meet and swims those six events on the first two days of the meet. The swimmer may attend the third day of the meet and swim a maximum of two time trial events.)

**5. Order of Time Trial events:** The order of time trial events may be stated in the meet announcement or, if not so stated, is left to the discretion of the Meet Referee. Time Trial events may be swum in the order of events listed in the days schedule of events or the Meet Referee, in his/her discretion, may combine events by age, gender, distance and/or stroke. If events are combined it is required to have lane separation unless the swimmer or coach confirms that lane separation is not necessary.

## 6. Competing of Time Trial events:

A. Time Trial events when offered shall be conducted following the conclusion of the normally scheduled morning, afternoon or evening sessions.

B. Distance Freestyle Exception Only: In the Meet Referees discretion, Time Trials for the 800yard / 1000yard / 1500meter / 1650yard distance freestyle events may be swum in the open lanes of the slowest heats during the normally scheduled morning, afternoon or evening session where those events are offered. Additional heats during the normally scheduled sessions should not be created to accommodate the distance freestyle time trial swimmers. All other time trial events must be conducted following the conclusion of the normally scheduled sessions.

7. **Entry Fees:** Entries fees for Time Trial events must be stated in the meet announcement and comply with Rule IV-P.

### AA. Time Conversions

1. Unless specifically stated otherwise in the meet announcement, swimmers may convert their actual times from short course yards to long course meters (or vice versa) pursuant to the below formula in order to enter an event if a qualifying time is specified to enter the event. However, regardless of the conversion pursuant to the below schedule, a swimmer must enter times which maintain the level of competition (e.g. A, B, C) for which they have qualified. For example, if a swimmer has an "A" time in the 50 yard freestyle (short course) he/she also has an "A" time in the 50 meter Freestyle (long Course).

Short-to-Long Course	Long-to-Short Course
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50y x 1.127 = 50m	50m x 0.887 = 50y
100y x 1.143 = 100m	100m x 0.875 = 100y
200y x 1.136 = 200m	200m x 0.880 = 200y
500y x 0.892 = 400m	400m x 1.120 = 500y
1000y x 0.892 = 800m	800m x 1.120 = 1000y
1650y x 1.022 = 1500m	1500m x 0.978 = 1650y

2. Time Conversions are not permitted for the State Championship Meets. See Rule 5F.

### BB. Minimum Number of Officials at Meets / Compensation

1. Each meet host, excluding meet hosts for State Championship Meets, is responsible for contacting and hiring all officials needed at their particular meet including the Meet Referee, Deck Referee, Starter and Stroke and Turn Judges. (See the Officials Committee Section for more information about Officials).

2. The minimum number of Officials at general age group meets is described under the Officials Committee section of this manual.

3. The minimum number of Officials at the District, JO and State Championship meets is described under the Officials Committee section of this manual.

4. The compensation of officials at all meets is described under the Officials Committee section of this manual.

### **CC. Deck Entries at Meets**

If deck entries are allowed at a MS Sanctioned swim meet as indicated in the meet announcement, a USA athlete may deck enter an event only after the meet host has verified the athlete is a currently registered USA athlete. This may be accomplished either by 1) reviewing the athlete's current USA athlete membership card (the meet host can require this option if the meet host so chooses and it is clearly stated in the meet announcement) or 2) by checking against the athlete roster report from the Club Portal. Clubs will be responsible for printing and / or providing a current copy of this roster at the meet if the club has athletes that wish to deck enter.

### **DD. Dive-Over Starts**

Dive over starts shall be used at all MS Sanctioned swim meets for timed finals or preliminary events unless the Meet Referee determines not to use dive over starts. If the Meet Referee determines that dive over starts should not be used at a particular swim meet, the Meet Referee should make reasonable attempts prior to or during the meet to contact the Officials Chair for his/her approval.

### **EE. Meet Surcharges/Additional Fees**

Any surcharge (or additional costs) for meet entry such as an athlete surcharge, facility surcharge, team surcharge, administrative surcharge, etc., are at the discretion of the LSC and cannot be included in entry fees by the meet host.

## **STATE CHAMPIONSHIP MEET RULES**

### **A. Eligibility**

All swimmers registered with Michigan Swimming and residing within the United States who have achieved a time equal to or faster than the "Q1" qualifying times for the event during the qualifying period are eligible to enter. A swimmer may not be entered in the meet without having actually achieved the qualifying time (conforming or non conforming) during the qualifying period.

### **B. Qualifying Period**

1. All State Meets: All qualifying times must have been achieved on or after January 1<sup>st</sup> of the previous year.
2. The qualifying time can be achieved without regard to the swimmers age when the swimmer made the qualifying standard so long as the time is achieved during the qualifying period.

### **C. Qualifying Time Standards/Seeding**

**1. Calculation:** The Short and Long Course State Championship Q1 times will be determined by the Technical Committees review of all performances at the respective short and long course State Championship meets. In addition to establishing conforming times for each State Championship Meet, equivalent non conforming (SC Meters and LC Meters in the Spring SCY Meets and, secondly, SC Yards and SC Meters in the Summer LCM Meet) shall be established for each State Championship Meet.

**2. Seeding:** Seeding individual events when using non conforming times shall be as follows:

- a) All conforming times will first be arranged in time order.
- b) 12 and Under and 13/14 & Open Short Course State Meets: Following the conforming short course yards times, non conforming long course meters times shall will be arranged in time order followed by non conforming short course meter times arranged in time order.
- c) Long Course State Meet: Following the conforming long course times, non conforming short course meter times will be arranged in time order followed by non conforming yard times arranged in time order.
- d) After arranging the times as provided above, the event shall be seeded in normal fashion.

### **D. Determination of Age Group**

Age of the swimmer on the first day of the meet shall determine his or her age for the entire meet. Eligibility to compete in a particular age group shall be determined by the swimmers date (not hour) of birth.

## **E. Entry Limitations**

**Swimmers of any age may enter events designated as “Open” so long as the swimmer has achieved the qualifying time for the event and meet all other eligibility requirements. A swimmer may enter as many events as he/she desires, however, may swim no more than 3 individual events per day and a total of no more than 6 individual events for the entire meet. If a swimmer chooses to enter more events than the maximum number allowed, the swimmer must use the scratch procedure to avoid being penalized pursuant to the scratch rules.**

## **F. Entry Times**

Entry times for individual and relay events shall (a) be achieved during the qualifying period (b) be submitted to the hundredths of a second and (c) be the fastest achieved time by the swimmer/relay during the qualifying period. Exception for individual Timed Finals Events: A swimmer, if entered in two or more events on (1) the day of the 500 Free or 400 IM at the 12 and Under State Short Course Championships or (2) the day of the 1000 Free or the 1650 Free at the 13/14 and Open Short Course State Championships or (3) the day of the 1500 meter Free at the Long Course State Championships, may enter at his/her fastest time or at the time standard, in his/her discretion.

## **G. Time conversions**

Time conversions are not permitted to establish an entry time. Actual times must be used except when entering as an automatic qualifier (which enter at the cut).

## **H. Age Groups**

The following age groups will be used in the respective State Championship Meets for both male and female swimmers:

- 1: 12 and Under Short Course: 10 & Under, 11 and 12
- 2: 13 and Over Short Course: 13 & 14, Open
- 3: 14 and Under Long Course: 10 & Under (TF), 11 and 12 and 13 & 14
4. Open Senior Long Course: Open (P/F)

Each Long Course State Championship Meet will be run as a three-day meet with the order of events and specification as to whether the 11-12 and 13-14 age groups will swim timed finals (TF) or prelim finals (P/F) to be determined by the Technical Committee.

For the Long Course State Championship Meets, it is recommended to have the 14 and Under Age Group meet on the same weekend as our current state championship (usually one week ahead of the Central Zone Age Group Meet) and the Open Senior Meet prior to Sectionals, Junior Nationals and Senior Nationals. Each meet will receive \$6,000.00 from MS to help offset pool rental, along with awards and the administrative official being paid by MS.

## **I. Individual / Relay Events Offered**

All Michigan LSC individual and relay events in the above specified age groups that have established time standards are offered. However, all 800/1000's and 1500/1650's at the State Championship Meets will be swum together, fastest to slowest alternating heats by gender. The computer will separate the 13-14 and Open age groups for awards and scoring after the completion of the event. Swimmers will need to consult the heat sheet posted on deck for heat and lane assignments.

## **J. Proof of Individual Entry Times**

1. **DEFINITION:** These are “proof of time” meets. This means that all submitted entry times must be proven/verified by a specific point in time or the entry will be scratched. If an entry time is not pre-proven/verified the swimmer will be scratched from the event and the MS Office will notify the club’s entry chair via the email address stated on the entry file of the rejected entry. Once the entry is rejected, no proof of time will be accepted and the swimmer is out of the event. Refunds will not be issued for failure to supply a proof of time.
2. **ACCEPTABLE MEETS USED FOR PROOF:** For State Meet qualifying proof of times, MS will accept all times from any USA Swimming Sanctioned, Observed or Approved Meet. . MS will also accept all times from meets Sanctioned by National Governing Bodies to include College, High School, Masters, YMCA and foreign meets approved by FINA, that are run on approved meet management software and within the qualifying period.
3. **CONTENTS OF SWIMS DATABASE:** The SWIMS database maintained by USA Swimming contains results of all Sanctioned, Approved and Observed meets held in the USA and certain other International Meets. If the time is in SWIMS it may be viewed from the USA Swimming website by selecting **Times & Teams > Times Search > Individual Times Search** and running a search using the athlete name.
4. **PROVEN vs UNPROVEN TIMES:** Times in the SWIMS database are proven times and do not require any further proof. If a time does not appear in OME, it is NOT a proven time. If the OME user chooses to enter a custom time by using the Override Times entry function to enter the meet with an unproven time they must send a proof of time to the MS Office (see paragraph #5 below for acceptable proof of time criteria).
- 5 **ACCEPTABLE PROOFS:** Proof of time must be in accordance with the type of time entered (LCM, SCY or SCM). Acceptable proofs include printed meet results which clearly identify the meet host, the location of the meet and the date the meet was held (swim date must be on or after January 1, (prior year)) as well as the name of the event and the names, clubs and times of other swimmers in the event. The preferred proof is a locked Meet Manager backup of the meet results. Results files exported from Team Manager will work but are NOT preferred. Computer printed award labels, time cards signed by a meet referee and similar items are not acceptable for proof purposes.
6. **MEET ENTRY REPORTS:** To simplify the process, coaches / entry chairs should also include a Meet Entry Report from Team Manager or Team Unify. This report will include the names and dates of the meets where the swimmers achieved the entry times for this meet. Times from relay leadoffs and splits from individual events which are being submitted as entry times should be noted on this form or in the accompanying e-mail. See the ‘help’ section in the software being used for instructions on creating the Meet Entry Report with its associated proof of time.
7. **TIMELINE:** Proofs should be mailed or e-mailed (not faxed) to the MS Office so that they will be received within 3 days after the initial entry deadline. It is preferred that clubs collect these and send them in one batch.
8. **ENTRY EXTENSION PERIOD:** The OME Override Times feature may not be used for entries during the entry extension. Times for all events entered during this period must be in SWIMS and are, therefore, pre-proven.

9. INDEPENDENT VERIFICATION OF PROOFS: Michigan Swimming reserves the right to independently verify all proofs of time.

#### **K. Relay Entry**

1. Each team may enter no more than two (2) relays in a relay event and the relays must be designated as "A" and "B" with the entry.
2. A and/or B relays must originally be entered with a seed time and the seed time must be at or faster than the qualifying standard for the relay event. A and/or B relays may be entered without pre-proving the entry time, however, all relays missing a qualifying time standard must then prove that the qualifying standard had been achieved during the qualifying period or pay a fine. Therefore, it is highly suggested that all relay seed times as submitted on the entry have a provable aggregate time.
3. Both swimmers that are participating in the meet in an individual event(s) and "Relay Only Swimmers" are eligible to compete on an A or B relay. However, "Relay Only Swimmers" who are not entered in any individual event(s) in the meet must be listed with all necessary information on the form attached to the meet announcement or they will not be allowed to participate on any relay. Coaches should list all swimmers who could possibly participate on a relay on the "Relay Only Swimmers" form.

#### **L. Relay Proof of Time**

If the relay, including disqualified relays, actually swims slower than the qualifying standard, proof of time is required. This is done by proving the aggregate time for the four individuals who actually swam on the particular relay within 30 days following the conclusion of the meet to the MS Office. The aggregate time to be proved need not be equivalent to the submitted entry time for the relay, however, the time must be at or faster than the qualifying standard for the relay event. Aggregate proof times must all be equivalent (i.e. all short yards or long course meters in the respective meet) and all must have occurred during the qualifying period. Failure to prove a qualifying aggregate time within the 30 days will result in a fine of \$100 payable immediately to the Office of Michigan Swimming. Failure to pay the \$100 fine will result in that team being barred from participating in any future events sanctioned or approved by Michigan Swimming until the fine is paid.

#### **M. Relay Only Swimmers**

Relay only swimmers must be listed on the official entry form provided for that purpose or they will not be allowed to participate on any relay.

#### **N. Scratch Rules / \$50 Fine Rule**

1. **Individual Events:** All individual events are subject to the USA Swimming National Scratch Procedures as described in Rule 207.12.6.A-E. Scratch procedures are further explained in the respective meet announcements. In addition, if a swimmer fails to compete in his/her last scheduled individual event of the meet without having properly scratched that event, he/she shall be fined \$50 payable immediately to MS. The swimmer is not allowed to compete in any subsequent MS sanctioned events until the fine is paid.
2. **Relay Events:** All relays must check in or scratch pursuant to procedures in their respective meet announcement.

## O. Time Trial Rules

### 1. **Eligibility to Compete:**

- A. All swimmers who participate in Time Trials must be properly registered with USA Swimming before competing in any time trial event.
- B. All swimmers must properly identify themselves with their correct name as submitted to USA Swimming, correct USA Identification Number, correct Club Name and correct Club Code before being allowed to compete in any Time Trial event. It is preferred (and mandatory if stated in the meet announcement) that all swimmers intending to swim in Time Trial events present their USA Athlete membership card and other proper identification at the time of registering for Time Trials.

### 2. **Availability:**

- A. Time Trials are offered on a “time available” basis as decided by the Meet Referee and Meet Director(s) and are offered under a separate sanction number.
- B. If, after entries are closed, in the opinion of the Meet Referee and Meet Director(s), the meet timeline indicates there is insufficient time available, Time Trials may be cancelled by the Meet Referee and Meet Director(s).

### 3. **Required Participation in Meet:**

- A. Time Trials are only available for swimmers who are already entered in the meet.
- B. At the discretion of the Meet Referee, swimmers who are not already entered in the meet and are potential National, US Open, World Cup or Olympic Trial qualifiers may be allowed to compete in Time Trial events.

### 4. **Number of Time Trials allowed:**

- A. A swimmer is allowed a maximum of two time trials per day (or fewer if B applies).
- B. Time Trials are counted against the total number of events a swimmer may enter per day as stated in the Meet Announcement. (Example: As stated in the meet announcement, a swimmer has entered the maximum 4 events per day. If the swimmer wants to swim two Time Trials events, the swimmer must scratch out of two regularly entered events.) The maximum number of events swum per day cannot be exceeded under any circumstances.
- C. Time Trials are not counted against the maximum number of events a swimmer may enter per meet. (Example: A swimmer has entered the maximum 6 events for the entire meet and swims those six events on the first two days of the meet. The swimmer may attend the third day of the meet and swim a maximum of two time trial events.)

### 5. **Order of Time Trial events:**

- A. Only events contested in the respective meet (JO or State) are available for a Time Trial Event during that meet.

B. The Time Trial events shall be swum in the order listed in the schedule of events for the meet as follows:

1. First Day: First days events followed by the second day's events, third day's events, etc.
2. Second and subsequent days: That days events followed by the events on the remaining days, followed by the events of the previous days.

**6. Competing of Time Trial events:**

A. Time Trial events when offered shall be conducted following the conclusion of the normally scheduled morning or afternoon sessions. No time trials shall be offered following the Finals sessions of the State Championship meets.

B. Distance Freestyle Exception Only: In the Meet Referees discretion, Time Trials for the 800yard / 1000yard / 1500meter / 1650yard distance freestyle events may be swum in the open lanes of the slowest heats during the normally scheduled morning, afternoon or evening session where those events are offered. Additional heats during the normally scheduled sessions shall not be created to accommodate distance freestyle time trial swimmers. All other time trial events must be conducted following the conclusion of the normally scheduled sessions.

**7. Entry Fees:** Entries fees for Time Trial events must be stated in the meet announcement and comply with Rule 4 O.

**P. Non-Application of Four Hour Rules**

The four hour rules as stated in Rule IV, H above do not apply to State Championship Meets where all qualified swimmers shall be allowed to swim regardless of the length of the sessions. In cases where it appears, by review of the Hy-Tek meet timelines and all relevant entry data, that sessions may exceed four hours, the State Meet Referee shall make every attempt to balance the sessions of the meet and complete them in the most efficient manner possible while assuring the athlete the quality of the start and the swim. This might include swimming 10 lanes in prelims and the timed finals sessions only and over the water starts for prelims and timed finals sessions only. In either of these cases, the meet program should state these items as discretionary by the Meet Referee and must be approved prior to the meet by the Program Operations Vice-Chair.

**Q. Protests**

USA Rule 102.11.1 et seq will govern all protests in the State Championship Meets.

**R. Awards**

Awards will be given for the top sixteen (16) individual finishers in individual events. Awards will be given for the top eight (8) finishers in relay events. Individual high point awards will be awarded for the top three (3) finishers in each age group-male and female. An overall (Combined Men's and Women's) Team State Champion and a runner up (Combined Men's and Women's) trophy will be given. A separate Team Men's and Team Women's Championship Trophy will be given. Awards for the State Championship Meets are secured through the Programs Operations Division of MS and paid for by MS.

### **S. Deck Entry**

Deck entries are not allowed for the State Meets.

### **T. Required Timers Participation by Host Club**

1. All timers for MS Championship meets will be provided by the host club for all sessions including preliminary, finals and timed finals sessions. However, the host club will provide only one (1) timer per lane for preliminaries in individual freestyle distance events of 800 meters and/or yards and longer. The swimmer will provide the second timer for their individual swim in these events.
2. The host club will provide two timers per each lane used for Finals sessions.

### **U. Selection and Compensation of State Championship Meet Officials**

The selection and compensation of State Meet Officials is contained in the Officials Committee section of this manual.

### **V. On Line Meet Entry**

The meet hosts of the 12 and Under SCY State Meet, the 13/14 and Open SCY State Meet and the LCM State Meets shall use the USA Swimming On-Line Meet entry (OME) system to accept entries for these meets. Host clubs using OME must allow payment on the OME system by credit card if the entering teams so choose. Teams may also choose to pay by check directly to the meet host. Note: Custom times will be accepted.

### **W. Financial Statements for State Meets**

The SCY and LCM State Meet hosts will be required to file a financial statement setting forth a general summary of all receipts and disbursements in connection with the specific State Meet with the MS Office within 60 days following the conclusion of the meet. The MS Office will then distribute the statement to the MS Board of Directors. The financial statement is not required to be on any particular form, however, must be an accurate summation of the finances concerning the meet. Generally, the statement prepared for the Host club itself and for the use of the Host club itself will suffice.

### **X. State Meet Late Entry**

A Coach or an Entry Chair who has made an honest mistake and inadvertently failed to enter a swimmer and/or swimmers in an event by the entry deadline may then do so by: a) entering the athlete(s) and/or event(s) by the scratch deadline of the first day of the meet; b) paying a fee of \$100.00 per team and double the entry fee for the event; and, c) providing a paper proof of time (meet results) to the Meet Referee at the time of the entry. These fees will go to the meet host for the administrative burden resulting from late entry. The Meet Referee's decision is final and non appealable.

## **DISTRICT CHAMPIONSHIP RULES**

### **A. Assignment of Clubs to Venue**

For the District Championships all teams registered with MS will initially be assigned by the Programs Operations Vice-Chair to two or three district "venues". These venues will be geographically located throughout the State of Michigan in an effort to equalize the size (total entries) of the meets as well as travel distance to the meets. The districts will typically be referred to as the "Red, White and Blue" Divisions. Each MS team will compete at and send their entries to the initial venue assigned by the Programs Operations Vice-Chair (i.e. a MS team cannot choose which venue they will compete at). After the entries are received at each venue the Program Operations Vice-Chair, in his/her discretion, has the right to and may reassign clubs among the meet venues to balance the entries in an equitable manner between each venue.

### **B. Format of Meet**

The format at each of the District Championships meets will be identical. All events (individual and relay) will be timed finals. There is a Friday afternoon/evening session in addition to an AM and PM session on Saturday and Sunday. The age groups are 10 and Under, 11/12, 13/14 and Open. You must swim your own age group. The session where specific age groups will compete will be determined by Program Operations for timeline purposes and the age groups may be split by gender.

### **C. Time Standards/Entry Eligibility**

The District Championships are "slower than a stated time standard" swim meets. They are the beginning level meets of the three tiered MS Championship progression (Districts, then Junior Olympics and then State). Thus, all swimmers must not have (yet) achieved the stated time standard to be eligible to enter the event. "Q3" times are defined as any time slower than the Q2 standard. A swimmer may only compete in events in which they do not have a Q2 (i.e. Junior Olympic) time or better. This includes any 8 & under swimmer who has achieved the 10 & Under Q2 time. Athletes who have achieved a Q2 Standard in ANY course (SCY, SCM or LCM) may not enter the event at this SCY meet [or may have to withdraw from the event if already entered] unless the athlete is a 10 year-old, 12 year-old or 14 year-old "age-up athlete" (see the rules below - which is the only exception to the rule that an athlete who has a Q2 time in the event cannot enter the event at Districts.).

### **D. Entry Limits**

Swimmers may enter one (1) event on Friday afternoon/evening and a maximum of three (3) individual events and one (1) relay event per day on Saturday and Sunday.

### **E. Entry Times and NT Entries**

An actually achieved time is submitted with the entry for seeding purposes. If the athlete has not yet achieved a time in an event, the athlete may enter an event with an NT. NT entries are eligible for awards at District Championship Meets.

## F. Time Conversions

Time conversions are allowed from actually achieved LCM or SCM times. Convert to SCY only.

## G. Mandatory Withdrawal From Event - [Over Qualifying]

If a swimmer achieves a Q2 (or better) in a particular event IN ANY COURSE (SCY, SCM or LCM) after his/her entry has been sent to the District Entry Chair the swimmer must withdraw from the event. The swimmer may then substitute another event, if qualified, despite the fact that the entry period may have closed. Contact the meet host entry chair directly should this occur. The entry fee for the mandatorily withdrawn event will be refunded if the athlete chooses not to enter a substitute event. Also, the "Age-Up Athlete" entry exception may apply if the athlete's age and birthday occurs within a small window of time. See Age-Up Athlete entry exception below. If an athlete fails to withdraw from the event pursuant to these rules and this fact is discovered at a later time, the achieved time will be declared a nullity, stricken from the SWIMS database and any award must be returned.

## H. "AGE UP ATHLETE" - District Entry Option

**1) DEFINITION:** An "Age-Up Athlete" is **a)** a 10 year-, 12 year- or 14 year-old who has a birthday between the second day (Saturday) of Districts and the first day of their respective State meet and **b)** who is "over qualified" [has a Q2 time] for an event for the District Meet and **c)** who will be "under qualified" for the JO meet in their new age group. If the athlete meets the above test, they have an entry option. This option is intended to allow these swimmers who "Age-Up" before the JO Meets an opportunity to achieve a JO Q2 in their upcoming new age group.

**2) HOW TO ENTER THESE EVENTS:** An "Age-Up athlete" may then enter a District event in their current age group even though their achieved time is a Q2 [JO Meet] time for their current age group. Enter the athlete at their actually achieved best time [Q2 or better]. This will result in the swimmer being seeded the fastest in the heats. Coaches, Club Entry Chairs and Paper Entry Individuals: It is imperative that you alert the District entry chair to all "Age-Up" entries by enclosing a statement to that effect in your TM or US mail entry. Coaches - in your TM event file - mark the event as "Exhibition" and use the actually achieved Q2 time (or better) as a seed time.

**3) MEET RESULTS:** The meet host will consider all athletes that are entered at the Q2 time or better to be "Age-Up Athletes", exhibition swims and **not eligible for awards.**

**4) "Age-Up athletes"** are subject to the same entry limitations as all other athletes. (See D above).

## I. Relays

Selected Relay events are offered for the 10 and Under and 11/12 age groups only. Swimmers must be entered into the meet in at least 1 individual event in order to swim a relay. (NO RELAY ONLY Swimmers). Teams may enter up to two (2) relays per relay event - labeled A and B. Relays do not have "slower than" qualifying times. However, Coaches should provide [with the entry] a reasonably accurate aggregate seed time for the relay [rather than a NT].

## **J. Entry Fees**

Electronic entry fees are \$ 5.00 per individual event and \$12.00 for relays. Add \$1.00 per individual and relay event for paper entry.

## **K. Deck entries**

Deck entries may be accepted at the MS District Championship Meets. There is no proof of time requirement for entry. However, the coach or athlete must be able to show proof of athlete membership if the athlete is not already in the meet. This may be accomplished by providing a current membership card for the athlete or a roster from the Club Portal which includes the athlete's name and birth date.

## **L. Time Trials**

There are no time trials except for the following, if time permits in the sole discretion of the Meet Host and Meet Referee:

- 1)** 10 year old swimmers who are "Age-Up Athletes" are eligible to TT the 200 stroke events (Fly, Back, Breast), however, 10 year old swimmers who are not "age-up Athletes" may not time trial the Open 200 Stroke events.
- 2)** 12 and 14 year old swimmers who are "Age-Up Athletes" are eligible to TT the 1000 and 1650 Freestyle ON FRIDAY NIGHT ONLY. However, 12 and 14 year old swimmers who are not "age-up Athletes" may not time trial these events.
- 3)** Entry into these time trials does not count as an individual entry and is not subject to the 3 per day entry limit.

## **M. Scoring and Awards**

The meet is not scored. Individual events: Medals will be awarded for 1st through 8th place. Ribbons will be awarded 9<sup>th</sup> through 16<sup>th</sup> place. Relay Events: Relays will be awarded Medals for 1<sup>st</sup> – 3<sup>rd</sup> place and ribbons for 4<sup>th</sup>-8<sup>th</sup> place. No awards will be mailed.

## **N. Number and Compensation of District Championship Meet Officials**

The selection and compensation of District Meet Officials is contained in the Officials Committee section of this manual.

## **O. Profit Sharing at District Championship Meets**

The District Championship Meets will share the profits of the meet entries by calculating the total entry fees (number of individual entries multiplied by the entry fee plus number of relays multiplied by the entry fee), subtracting the MS Sanction fee from the total and then calculating the average.

## **JUNIOR OLYMPIC CHAMPIONSHIP RULES**

### **A. Venue**

Two Junior Olympic (JO) Championship Meets will be held on the same weekend at different venues within the state. Clubs are assigned to a specific meet by Program Operations and the assignment procedure is similar to that used for District Meets—see Section VI-A above.

### **B. Format of Meet**

The format at each of the Junior Olympic (JO) Championship Meets will be identical. All events are timed finals. There is a Friday afternoon/evening session in addition to an AM and PM session on Saturday and Sunday. The age groups are 10 and Under, 11-12 and 13-18. You must swim your own age group.

### **C. Time Standards / Entry Eligibility**

The JO's are a "faster than / slower than" stated time standards swim meet. Thus, all swimmers must have achieved a minimum time standard (i.e. Q2) to enter an event yet must not have swum faster than a stated time standard (i.e. Q1/State Championship). This includes any 8 and under swimmer who has achieved the 10 and Under Q1 time standard in an event and any 13-18 swimmer who has made the appropriate Q1 time standard cuts in an event in their respective State Meet age group. The time standards are listed as "Q2 and Q1" times in the meet announcement and are also available at the MS website. Athletes who have achieved a Q1 Standard in ANY course (SCY, SCM or LCM) may not enter the event at this SCY meet [or may have to withdraw from the event if already entered] unless the athlete is a 10 year-old, 12 year-old or 14 year-old "age-up athlete" (see the rules below - which is the only exception to the rule that an athlete who has a Q1 time in the event cannot enter the event at JOs).

### **D. Qualifying Period**

The qualifying time must have been achieved **on or after** January 1<sup>st</sup> of the previous year. Those with JO qualifying times in any event earned **prior** to January 1<sup>st</sup> of the previous year are outside the qualifying period (too old to use for JO entry) and the swimmer must then swim that event at a District Meet if they choose to.

### **E. Entry Limits**

Swimmers may enter one (1) event on Friday afternoon/evening and a maximum of three (3) individual events and one (1) relay event per day on Saturday and Sunday. Once entered in the meet, a swimmer may not substitute one event for another (except as described in G below). In addition, a swimmer may time trial one (1) event per day (as described in N below).

### **F. Time Conversions**

Time conversions are allowed from actually achieved {within the qualifying period} LCM or SCM times. Convert to SCY only.

### **G. Mandatory Withdrawal From Event - [Over Qualifying]**

If a swimmer achieves a Q1 (State qualifying time) in a particular event IN ANY COURSE (SCY, SCM or LCM) after his/her entry has been sent to the JO Entry Chair the swimmer must withdraw from the event. The swimmer may then substitute another event, if qualified, despite the fact that the entry period may have closed. As another option, the swimmer may choose to time trial certain events. See Time Trial paragraph below. The entry fee for the mandatorily withdrawn event will be refunded if the athlete chooses not to enter a substitute event or a time trial. Also, the "Age-Up Athlete" entry exception may apply if the athlete's age and birthday occurs within a small window of time. See Age-Up Athlete entry exception below. If an athlete fails to withdraw from the event pursuant to these rules and this fact is discovered at a later time, the achieved time will be declared a nullity, stricken from the SWIMS database and any award must be returned.

### **H. 1,650 Entry Using an Achieved 1,000 time**

If a 13-18 year old swimmer has achieved the Q2 time [or better] for the 1000 yd freestyle and does not have a state time (Q1) in the 1650 yd freestyle in their respective age group they may choose to enter the 1650 yd freestyle at this meet. Please indicate this to the Meet Host at the time of your entry and enter the swimmer at the Q2 1650 Time Standard.

### **I. "AGE UP ATHLETE" - JO Entry Option**

**1) DEFINITION:** An "Age-Up Athlete" is **a)** a 10 year-, 12 year- or 14 year-old who has a birthday between the second day (Saturday) of JOs and the first day of their respective State meet and **b)** who is "over qualified" [has a Q1 time] for an event for the JO Meet and **c)** who will be "under qualified" for their respective State Meet [not yet have a Q1 time] in their new age group. If the athlete meets the above test, they have an entry option. This option is intended to allow these swimmers who "Age-Up" before the State Meets an opportunity to achieve a State Q1 in their upcoming new age group.

**2) HOW TO ENTER THESE EVENTS:** An "Age-Up athlete" may then enter a JO event in their current age group even though their achieved time is a Q1 State Meet time for their current age group. Enter the athlete at their actually achieved best time [Q1 or better]. This will result in the swimmer being seeded the fastest in the heats. Coaches, Club Entry Chairs and Paper Entry Individuals: It is imperative that you alert the JO entry chair to all "Age-Up" entries by enclosing a statement to that effect in your TM or US mail entry. Coaches - in your TM event file - mark the event as "Exhibition" and use the actually achieved Q1 time (or better) as a seed time.

**3) MEET RESULTS:** The meet host will consider all athletes that are entered at the Q1 time or better to be "Age-Up Athletes", exhibition swims and not eligible for awards.

**4) "Age-Up athletes"** are subject to the same entry limitations as all other athletes. (See E above).

### **J. Q1 Qualification**

Q1 (State qualifying) times achieved at JO's qualify for the State Meets as long as the entry is received by the State Meet hosts by the entry cut off dates as stated in the State Meet announcements.

## **K. Relays**

Selected Relay events are offered. Swimmers must be entered into the meet in at least 1 individual event in order to swim a relay. (NO RELAY ONLY Swimmers). Teams may enter up to two (2) relays per relay event - labeled A and B. Relays do not have "faster than/slower than" qualifying times. However, Coaches should provide [with the entry] a reasonably accurate aggregate seed time for the relay [rather than a NT].

## **L. Entry Fees**

Electronic entry fees are \$ 5.00 per individual event and \$12.00 per relay. Add \$1.00 per event for paper entry. There is also a \$1.00 MS Athlete surcharge for each swimmer entered.

## **M. Deck Entries**

There are no deck entries at the JO's.

## **N. Time Trials**

**1)** Athletes do not need to be previously entered in the meet in order to Time Trial. Those athletes not already in the meet must be able to prove that they are currently registered USA/MS athletes (preferably by a membership card).

**2)** Time Trials will be offered at the discretion of the Meet Host and the Meet Referee only if time permits following sessions on Friday, Saturday and Sunday. All Time Trials will be offered as "Open" events.

**3) a)** Friday Evening Time Trial distances, if offered, include the 1,000 and 1,650 Freestyle events. **b)** However, Saturday and Sunday Time Trial distances are limited to distances of 500 yards or shorter.

**4)** 10 year old swimmers who are "Age-Up Athletes" are eligible to TT the 200 stroke events (Fly, back, breast), however, 10 year old swimmers who are not "age-up Athletes" may not time trial the Open 200 Stroke events.

**5)** Only 1 individual event time Trial is allowed per swimmer per day. The cost for an individual event is \$7.00. Only 1 relay event time trial is allowed per swimmer per day. The cost is \$15.00 per relay.

## **O. Scoring and Awards**

The meet is not scored. Individual events: Medals will be awarded for 1st through 8th place. Ribbons will be awarded 9<sup>th</sup> through 16<sup>th</sup> place. Relay Events: Relays will be awarded Medals for 1<sup>st</sup> – 3<sup>rd</sup> place and ribbons for 4<sup>th</sup>-8<sup>th</sup> place. The JO Championship Meets shall not have awards ceremonies. No awards will be mailed.

## **P. Number and Compensation of JO Championship Meet Officials**

The selection and compensation of JO Meet Officials is contained in the Officials Committee section of this manual.

### **Q. Profit Sharing at JO Championship Meets**

The JO Championship Meets will share the profits of the meet entries by calculating the total entry fees (number of individual entires multiplied by the entry fee plus the number of relays multiplied by the entry fee), subtracting the MS sanction fee from the total and then calculating the average.