

MARYLAND SWIMMING RULES AND REGULATIONS

This document has all of the rules and regulations for meets that are sanctioned within Maryland Swimming. Please refer to the "Maryland Swimming Fines, Fees, and Reimbursements" found at the end of this document for details on any fines, fees, or reimbursements that are mentioned in the Rules and Regulations.

Article 1	Registration and Insurance	Article 9	Officials
Article 2	Pre Meet Procedures	Article 10	Travel Reimbursement
Article 3	Equipment	Article 11	Fines
Article 4	Guidelines for Conducting a Meet	Article 12	Board of Review
Article 5	Post Meet Procedures	Article 13	Scratch Procedures
Article 6	Championship Meets	Article 14	Meet Safety Marshals
Article 7	Open Water	Article 15	Observed Swim Meets
Article 8	Records		<i>MD Swimming Fees, Fines, and Reimbursements</i>

ARTICLE 1 REGISTRATION AND INSURANCE

Section 1.1 **Registration.** All swimmers who participate in meets conducted by Maryland Swimming, Inc. (MSI) or its member clubs must be registered with USA Swimming, Inc. as athlete members. USA Swimming offers two categories of individual memberships, athlete and non-athlete. On deck registrations are not permitted. Seasonal memberships are available for athletes and clubs. Outreach Athlete Memberships are available to qualifying swimmers.

Section 1.1.1 Registration of Athletes.

(a) Open Water – A, single meet, USA Swimming open water membership is available for individuals wishing to compete in an open water event who are not currently registered with USA Swimming.

Section 1.1.2 Registration of Non-Athletes. Non-athlete members are further designated as coach, official, and other.

(a) All coaches on deck at practices and meets must be registered and meet special training requirements to qualify as a registered coach.

(b) All meet directors, meet safety directors and officials, including apprentice officials, must be registered as non-athlete members.

(c) Non-athlete membership is also required of MSI board members and club representatives.

Section 1.2 **Club Affiliation.** Swimmers who are members of a swim club usually register as members of that club and are said to be "attached" to that club.

Section 1.2.1 When swimmers enter meets as attached with a club, they can earn points for the club and swim on relays.

Section 1.2.2 Swimmers who participate without being attached with a club are said to be "unattached". An unattached swimmer may not swim on club relays and may not earn points for a club.

Section 1.2.3 A swimmer who changes clubs must wait 120-days after his/her last competition representing the former club before representing the new club in competition. During the 120-days, the swimmer must compete as an unattached swimmer. This 120-day rule restriction does not apply to high school or collegiate swimmers who are joining a USA Swimming club at the conclusion of their non-USA Swimming club school season. A USA Swimming transfer form must be completed to change club affiliation.

Section 1.3 **Insurance Coverage.** Registered members of USA Swimming/MSI are insured under a secondary accident medical insurance policy. Any accident, no matter how seemingly insignificant, which occurs at practice or at a swim meet, must be reported to the LSC Safety Chairman, and to USA Swimming. A Report of Occurrence Form must be completed by all involved parties.

Section 1.4 False Registration.

Section 1.4.1 There will be a fine imposed against any Member Club signing a document or submitting a written or an electronic document which indicates a swimmer is registered with USA Swimming when that swimmer is not properly registered. This includes submission of meet entries for unregistered swimmers.

Section 1.4.2 If the Member Club hosting the meet has been informed of the ineligibility of an unregistered swimmer and permits the athlete to compete, the Member Club will also be fined per event that the unregistered swimmer illegally competed in and is required to revise the meet records to delete the unregistered swimmer from the results.

Section 1.5 Club Requirements.

Section 1.5.1 Every new Team Registration Coordinator is required to complete a Registration Class, conducted by the MD Swimming LSC Registration Chairperson, within 30 days of their starting the position. Failure to complete the training class may result in the unattachment of all swimmers and coaches, until the requirement is met. Unattached swimmers may not represent their club, swim on relays or earn team points at any MSI sanctioned, approved, or observed meets.

Section 1.5.2 All coaches must be properly certified by USA Swimming. This includes current USA Swimming background check as well as CPR, First Aid, and Coaches Safety Training and Educational requirements. The Coach of Record/Head Coach, for every team, must be at least 18 years old and be properly certified as described above.

ARTICLE 2 PRE MEET PROCEDURES

Section 2.1 Meet Schedule. The preliminary Meet Schedule for the following year (September-August) is developed at the Spring Coaches Planning Meeting. The Technical Planning Chairperson then submits a proposed Meet Schedule to the House of Delegates. This Meet Schedule for the next year (September – August) is then approved by the House of Delegates at the June House of Delegates meeting. The proposed annual schedule is posted on the MSI web site prior to the House of Delegates meeting.

Section 2.2 Bid Procedure. Clubs who wish to host a meet must bid for the requested meet as outlined below.

Section 2.2.1 Bid Form

- (a) The preliminary bid should be presented at or before the Spring Coaches Planning Meeting, listing the name, date and location of the meet.
- (b) The official bid should be presented using the form on the MSI web site, listing the meet requested, the type of meet, dates, facility, Meet Director, and Meet Referee, Starter and equipment operator
- (c) The official bid must be delivered to the Technical Planning Chair on or before June 1st, or two weeks prior to the House of Delegates meeting, whichever come first.
- (d) Any host team that does not have a currently certified USA Swimming referee, starter and 2 stroke & turn officials as noted in the MSI Rules, must host two officials training clinics annually.

Section 2.2.2 A Dual Meet may not be conducted the same weekend or within one week (before or after) an existing Maryland Swimming Scheduled Meet, that includes the same level of swimmers.

But, the following exceptions may apply:

- (a) If the teams involved in the dual meet have historically (past 2 years) not attended the conflicting meets.
- (b) If the other teams involved in the dual meet are out of LSC teams, assuming those out of LSC teams do not historically (past two years) attend the Maryland Swimming scheduled meet.
- (c) If the clubs hosting the Maryland Swimming Scheduled Meets one week prior to and one week following, give the dual meet host their consent to run their dual meet.

Section 2.2.3 All dual meets must be presented at the Spring coaches meeting for review.

Section 2.2.4 All dual meets must be presented and approved at the June House of Delegates Meeting

- Section 2.2.5 All dual meets sanctioned are subject to all financial obligations and other rules as the Maryland Swimming meets including but not limited to the sanction fee, percentage of entry fees due to for all sanctioned MD Swimming meets where entry fees are charged, registration recon report, request for sanction guidelines, and minimum requirement for officials.
- Section 2.3 Right of First Refusal.** Clubs must bid annually at the Spring Coaches Meeting to maintain their right of first refusal to host a competition. Each club retaining their right of first refusal or bidding on an open date must have a representative present at the Spring Coaches Planning Meeting and at the House of Delegates meeting.
- Section 2.3.1 Teams that are bidding for meets are required to have entries totaling \$2,500 in Maryland sanctioned meets, throughout the year (June 1 - May 31), for each meet hosted excluding Open Water meets. For example, a team hosting 4 meets is required to have a minimum of \$10,000 in entries, 3 meets - \$7,500, 2 meets - \$5,000 and 1 meet - \$2,500. If a host team does not meet those requirements then they will lose their right of first refusal to host a meet during the next year, as follows:
- \$1 - \$2,500 under requirement - lose 1 meet
 - \$2,501 - \$5,000 under requirement - lose 2 meets
 - \$5,001 - \$7,500 under requirement - lose 3 meets
 - \$7,501 - \$10,000 under requirement - lose 4 meets
- Section 2.4 Meet Specifications.** Unless approved by the Technical Planning Chairperson, specifications of the awarded meet may not be changed after approval of the meet specifications at the House of Delegates meeting. This includes, but is not limited to, age groups, time standards and dates of competition. The host team has the right to run the awarded meet as a timed finals meet or as a trials and finals meet if not specified in the awarded specifications. The host club shall determine the number of days over which the meet is held, and the events that are offered unless specified by the House of Delegates.
- Section 2.5 Sanction Number.** By 90 days before the start of the meet, the Application for Sanction Form must be sent via email to the MSI Technical Planning Chairman along with a complete copy of the proposed meet notice. Approval of the sanction will depend upon the proper form of the meet notice and inspection of its contents to assure that the competition adheres to the approved type and schedule as approved by the House of Delegates and to USA Swimming and MSI rules. Upon approval, the Technical Planning Chairman will issue the sanction number that must appear on all meet notices. No sanction number will be issued without fulfilling the above requirements. Technical Planning will provide a sanction number within 21 days of receiving a completed meet notice.
- Section 2.6 Meet Notice.**
- Section 2.5.1 The meet notice must contain all of the information in the template meet notice found on the MSI website.
 - Section 2.5.2 At least 60 days before the start of the meet, the sanctioned meet notice shall be published on both the MSI and host team's website.
 - Section 2.5.3 Upon receipt of the sanction number, the meet notice is to be sent by e-mail to the MSI web-master. A .hyv event file must also be emailed to the MSI web-master.
- Section 2.7 Recon File.** At least 7 days prior to the start of the meet, the Meet Director is required to electronically submit the Hy-Tek pre-meet recon file (.sd3 or .cl2 file) to the Registration Chairman. The purpose of this file is to identify improperly or non-registered swimmers.
- Section 2.8 Meet Personnel.**
- Section 2.8.1 All clubs that bid to host a meet must have four certified swimming officials and one timing system equipment operator for each planned competition course used for the meet.
 - Section 2.8.2 The minimum complement of certified swimming officials is defined as one-referee, one starter, and two stroke and turn judges. Exceptions are listed below:
 - (a) Clubs not meeting the requirement to have at least one referee and one starter per course shall have a minimum of two stroke and turn judges and may secure the services of non-member referees and starters provided they are committed to working all sessions of the meet.

- (b) Until the minimum club-affiliated complement of one referee, one starter, and two stroke and turn judges per competition course are met, the club will be required to host two officials' clinics annually. Should a club not meet the minimum requirement for three consecutive years, the Board of Directors shall decide whether said club will lose the right of first refusal for their specific meet(s) and whether such right of first refusal will be reinstated when the club achieves the minimum number of certified officials. A club representative should be present to mitigate circumstances for the Board's consideration.
- (c) Clubs desiring to submit a bid for a new or available meet shall have a minimum of two stroke and turn judges affiliated with the host club. The provisions of using non-member referees and starters and hosting annual clinics until the minimum required complement of officials is achieved, as discussed in a. and b. above, apply.

Section 2.8.3 A referee must be present during all meet sessions. Meets not having a referee present are subject to a fine, will lose all rights to run that meet and will not be allowed to host any swim meets for a period of 2 years. In addition, all times from the said meet will be unofficial.

Section 2.9 Failure to Hold a Meet. When a bid is awarded and approved by the House of Delegates, the cancellation of a meet by the host club less than 120 days before the start of the meet will result in the prohibition of that club hosting a competition for the next two (2) years. The Board of Directors may modify this ruling for just cause.

Section 2.10 Time Standards.

Section 2.10.2 With approval from the Technical Planning Chairman, qualifying times may be modified from the USA Swimming National Age Group Motivational Times. All modified qualifying times must use a consistent algorithm for modification; for example, modified BB-A times might be one second per 50 slower than A times.

Section 2.10.2 For most meets, swimmers do not have to prove they have previously achieved the relevant time standard for the individual events. This is left to the integrity of the swimmer and the coach.

Section 2.10.3 A swimmer may enter relay events regardless of whether he/she has competed in an individual event in that session or meet. Relay only swimmers must be entered into the meet and recognized by the recon file.

Section 2.10.4 Once a swimmer has achieved or claimed a best time at a certain level, they may no longer swim that event at the lower level. When changing age groups, the swimmer's fastest time claimed or swum follows him/her. If a swimmer achieves a faster time standard after having entered an event in a lower class, he/she must withdraw from the event. The host club will not be required to refund the entry fee but may, when possible, allow the swimmer to enter another event for which he/she is qualified.

Section 2.10.5 MSI monitors all entry times and overqualified swimmers who compete in a meet, subject their club to a per swim fine. Under qualified swimmers may be subject to removal from the meet.

Section 2.11 Entry Fees.

Section 2.11.1 MSI authorizes individual entry fees to range from \$1.00 to \$7.50. Relay charges shall not exceed 4 times the individual entry fee.

Section 2.11.2 The cost of hosting a meet is 20% of entry dollars payable to MSI.

Section 2.12 Entry Forms. Entry forms are required to be submitted on Team Manager or Commlink files and are not considered "accepted" or "official" until the entry fees are received by the host club.

Section 2.13 Time Limitations. MSI limits timed finals sessions to five (5) hours, with the exception of championship meets. Events for swimmers ages 12 and younger shall be planned to allow those events to be completed in four (4) hours or less or in a total of eight hours or less per day for a preliminaries and finals meet.

Section 2.13.1 The Meet Director shall be responsible for controlling the size and length of the meet.

Section 2.14 Event Limits. The number of events swimmers are permitted to enter must be entered in the meet announcement.

Section 2.14.1 Swimmers are limited to a maximum of 5 individual events per day in a pool with 7 or more lanes.

Section 2.14.2 Swimmers are limited to a maximum of 3 individual events per day in a pool with 6 or fewer lanes unless pre-approved by the Technical Planning Chair.

Section 2.14.3 Meet Directors may restrict swimmers to fewer events per session so that more swimmers can be accommodated and each session of the meet.

Section 2.15 Entry Order. As entries are received they should be dated and entered into the meet set-up program. Entries should be entered into the computer in the order of receipt; Maryland LSC teams receive first priority. The timeline should be checked regularly to determine when entries have reached the 4 hour / 5 hour limit; MSI requires using at least 25 seconds between heats for meets with USA Swimming "BB" times and faster and 35 seconds for mini meets, meets with USA Swimming "BB" times and slower, and no time standard meets. When the 4 hour / 5 hour time limit has been reached, no additional entries may be entered. If entries for a team are begun before the time limit for the session is reached, the entries for that team may be completed even if the session then exceeds the 4 hour / 5 hour limit. The only exception to the above is if the meet notice specifically states that certain events will be limited. In this case, individual swimmers may be eliminated from those events but should be listed as alternates and given the chance to swim if there are scratches from the event at the meet.

Section 2.16 Unaccepted Entries. Teams and unattached swimmers whose entries could not be accepted must be notified not later than 5 days prior to the start of the meet. It is the responsibility of the host team to return all entry fees to these teams and unattached swimmers not later than the first day of the meet.

Section 2.17 Swimmer Eligibility.

Section 2.17.1 Swimmers may only enter events for which they meet the specified qualifying times. If a swimmer achieves a time which is faster than the meet qualifying time after having entered an event in a lower level meet, he/she must withdraw from the event. Swimmers with times faster than or slower than the qualifying time standards, as well as improperly and unregistered swimmers will be disqualified and their club may be fined.

Section 2.17.2 For most meets, swimmers do not have to prove they have previously achieved the relevant time standard for the individual events. This is left to the integrity of the swimmer and the coach. However, meets may require accurate seed times. Swimmers may be rejected from events if they submit inaccurate times. Once a swimmer enters an event in a claimed time, he/she may not swim that event at a lower ability level within the same age group. When changing age groups, the swimmer's fastest time claimed or swum follows him/her.

Section 2.17.3 All swimmers competing in the meet must be registered with USA Swimming. If the Member Club hosting the meet has been informed of the ineligibility of an entered swimmer and permits the athlete to compete, the Member Club will be fined per event that the unregistered swimmer illegally competed in and is required to revise the meet records to delete the unregistered swimmer from the results.

Section 2.18 Disabled Swimmers. MSI welcomes all swimmers with a disability who wish to participate in USA Swimming/MSI.

Section 2.18.1 This policy shall apply only to swimmers with disabilities as defined by USA Swimming "a permanent physical or mental impairment that substantially limits one or more major life activities."

Section 2.18.2 In the regular season meets disabled swimmers need not have achieved the qualifying time standards. The meet director shall have the authority to accommodate the swimmer without substantial negative impact on meet time line. Examples of such accommodations are:

- (a) Allow the Disabled swimmer to compete at a shorter distance, e.g. a 50 yard distance within a 100 yard event.
- (b) Seed the disabled swimmer by time rather than age, e.g. an 18-year-old disabled swimmer could be seeded in the 11 - 12 age group of the same event.

Section 2.18.3 In championship level meets, disabled swimmers may enter with the permission of the Meet Director and Meet Referee. Accommodations may be made as described in 2.18.2.

Section 2.18.4 Places and awards for disabled swimmers can only be earned in the swimmers actual event and/or age group. At the discretion of the meet host special awards may be given to disabled swimmers.

Section 2.19 Entry Guidelines.

Section 2.19.1 Meet entries are required to be submitted as a .cl2 or .hy3 file. Special exceptions may be made for individual paper entries.

- (a) Entries are not considered "accepted" or "official" until the entry fees are received by the host club.

Section 2.19.2 All MSI teams who enter by the entry deadline get priority placement. After all MD LSC teams who have been entered the host team may accept entries from out of LSC teams until the session limits are met.

Section 2.20 Under-subscription.

If the Meet Director determines, after all meet entries have been entered, that the meet is under-subscribed, the host club may enter swimmers from their own club up to the meet limit. Host clubs are permitted to enter their 8&U swimmers in 9-10 events unless specifically prohibited in the schedule.

ARTICLE 3 EQUIPMENT

Section 3.1 Equipment Fees.

Section 3.1.1 MSI teams can rent MSI timing and safety equipment (Colorado Timing device, electronic starters, impact printer and cable, cables, cable harnesses, buttons, touch pads and brackets, scoreboard, orange safety vests, 15 meter markers, and officials' radios) for a fee.

- (a) There is no charge for finals sessions of prelims/finals meets.
- (b) Fees are not reduced if certain equipment is not used.
- (c) Items not included in the rental of MSI equipment include: serial cables that connect individual computers to the CTS (Colorado Timing System), electrical extension cords, paper goods and administrative supplies.

Section 3.1.2 When a club rents officials' radios without renting other equipment, the rental fees are reduced. There will be a maximum charge per meet. Non-sanctioned meets will have a different fee without a maximum charge.

Section 3.1.3 Fees for equipment rental shall be paid after completion of the meet with the other fees on the swim meet accounting form.

Section 3.1.4 High school conference championships will have rental fees waived if members of a MSI club affiliate run the meet.

Section 3.1.5 Priority of Rentals.

- (a) MSI Club running an officially sanctioned or approved meet. Meets on the MSI approved schedule will have first priority.
- (b) MSI Club running a non-sanctioned meet will have second priority.
- (c) High School conference championship meet run by MSI club affiliate will have third priority.

Section 3.2 Equipment Care.

Section 3.2.1 All equipment must be transported in a closed vehicle. Only equipment that will fit in a closed vehicle will be released for rental.

- (a) The timing console, cable harnesses, buttons and starter will fit in most cars.
- (b) The touch pads (60" or 72") and timing console require a pick-up truck with a cap, or a van with the seats removed.
- (c) The scoreboard (8 feet long) will only fit in large vans or long bed pick-ups with caps.

Section 3.2.2 Touch pads and the timing console have specific storage and handling requirements.

- (a) When not in use, touch pads must be stored in the shipping / storage cases that are used for transport. Touch pads may not be stored laying on the face or touch-sensitive portion of the pad.
- (b) Touch-pads should be removed during warm-up and between sessions, to reduce wear on the pads.

- (c) Pads must not be left in vehicles during weather below 32 degrees to prevent condensation on electronic parts or in hot weather when internal vehicle temperatures can exceed 135 degrees. These conditions can cause the pads to crack or warp.
 - (d) Care must always be taken to avoid splashing water, or having moisture contact, the timing computer console.
- Section 3.2.3 It is the renting club's responsibility to mark and remove any damaged piece of equipment from use. Upon return to the Equipment Chairperson, they must explain the damage or malfunction. If the damaged equipment is sent out for repair, the renting club will be charged for the costs of repair and/or replacement for equipment abused, or broken due to mishandling, and may not rent timing equipment again until the debt has been settled. Under no circumstances will any part of this timing equipment, the pads or related supplies be modified without the express permission of the MSI Equipment Chairperson.
- Section 3.2.4 The Equipment Chairman may limit the use of the timing equipment to those individuals who have received appropriate training in the set-up and operation of the system. Each host club is expected to provide at least one person with this training and to apprentice others to gain experience in the use of the system.
- Section 3.2.5 If a club does not return all equipment within 48 hours of the end of the meet, or fails to make arrangements with the Equipment Chair in that time frame, said club forfeits the right to rent equipment for a period of one year. Any club not returning equipment will be charged for all costs, not to exceed \$300.00, which are incurred by the Equipment Chairperson for retrieving the equipment. This includes all radios and headsets.

ARTICLE 4 GUIDELINES FOR CONDUCTING A MEET

Section 4.1 USA Swimming Deck Credentials.

- Section 4.1.1 The Meet Directors, Team Safety Directors, as well as coaches, officials, and appropriate administrators must be registered USA Swimming members.
- Section 4.1.2 During the meet, no one will be permitted on the pool deck unless they are currently registered with USA Swimming as an athlete, or as a non-athlete working the meet. The only exceptions will be for the timers and administrative staff assisting with the conduct of the meet. Coaches and officials should prominently display their credentials. Violators of this policy are subject to a fine and/or removal from the venue.

Section 4.2 Safety Requirements. The Meet Director, Meet Safety Director, and Meet Referee must ensure that all applicable USA Swimming and MSI Rules are being followed and that the USA Swimming/MSI Safety Guidelines and Warm-up Procedures are observed.

Section 4.3 Warm Ups. Detailed procedures are found in the MD Swimming Safety Guidelines and Warm Up Procedures.

- Section 4.3.1 MSI recommends a one and one half (1 ½) hour warm-up period for 13 and over swimmers.
- Section 4.3.2 All teams must be allowed a minimum of 25 minutes for warm-up before each session of the meet.
- Section 4.3.3 Warm-up times shall be posted for each lane at both ends of the pool indicating lane assignments for each team.

Section 4.4 Computer Operations. All clubs are required to run meets using software that will generate a .cl2 file for results.

Section 4.5 Scratch Rules. MSI Scratch Procedures shall be in effect for all MSI sanctioned meets and must be included in the meet notice. Refer to MSI Scratch Procedures.

Section 4.6 Meet Length. The Referee must sign off on the session length report generated by Meet Manager noting the start and finish times, and each notable problem or delay.

- Section 4.6.1 There are over-subscription fees for all sessions concluded more than 300 minutes (5 hours) after the published starting time as stipulated in the Meet Notice and certified by the Referee.

Section 4.6.2 For sessions containing events for 12 & under age group swimmers, with the exception of MSI championship meets, an over-subscription fee for each 15 minutes over the time limitation will be imposed after 240 minutes (4 hours) from the published start time of the session in addition to the 300 minute fees above.

ARTICLE 5 POST MEET PROCEDURES

Section 5.1 Webmaster Submission.

Section 5.1.1 The Meet Director is responsible for submitting an HTML or PDF file of results to the MD Swimming webmaster within 24 hours of completion of the meet. The file must include the following:

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

Section 5.1.2 The Meet Director is responsible for submitting a .cl2 result file from the meet to the MD Swimming webmaster within 24 hours of completion of the meet.

Section 5.1.3 Meet results from an open water event must be provided electronically to the MD Swimming webmaster within 7 business days of the conclusion of the meet, in a format that is compatible to the webmaster and the timing system used for the meet.

Section 5.2 Times Officer Submission. The Meet Director is responsible for submitting a .cl2 result file from the meet to the MD Swimming Times Officer within 48 hours of completion of the meet.

Section 5.2 Treasurer Submission.

Section 5.2.1 The Meet Director must submit the following to the Treasurer within 30 days of the conclusion of the meet. Failure to do so will result in a fine.

- (a) Meet Expense Accounting Form (short or long form);
- (b) Session Timeline Certification Form;
- (c) Meet Manager Post-Meet summaries
- (d) Fees due to MSI (as calculated on the accounting form, plus any over-subscription fees), payable to "Maryland Swimming, Inc."

Section 5.3 Technical Planning Chairperson Submission.

Section 5.3.1 The Meet Director must submit a backup of the meet database to the Technical Planning Chairman within 30 days of the conclusion of the meet.

Section 5.4 Safety Chairperson Submission. The Meet Director must submit all "Reports of Occurrence" to the LSC Safety Chairperson within 30 days of the conclusion of the meet. A copy of this form must also be mailed to USA Swimming. If there are no incidents that need to be reported then the Meet Director must notify the LSC Safety Chairperson of that.

Section 5.5 Meet Referee Requirements. The Meet Referee must send the Officials Tracking Report (template available on the website) to the MSI web-master or the MSI Officials Chairperson within 15 days.

Section 5.6 Meet Records. All meet entries, DQ slip copies, printed results, timer and officials' heat sheets, and any other pertinent documentation must be retained in an accessible location for one year after the last date of the meet. The Meet Director shall respond promptly to any challenges to the posted results, re-posting corrected results if necessary.

Section 5.7 Post Meet Procedures. Failure to abide by the Rules and Regulations may result in a fine and/or forfeiture of the right of first refusal to host next year's meet. Failure to mail the appropriate meet expense account form, and monies due to MSI within 30 days of the conclusion of the meet will result in a fine.

ARTICLE 6 CHAMPIONSHIP MEETS

Section 6.1 End of Season Meets.

- Section 6.1.1 The Maryland Swimming Championship Meet has pre-published qualifying times based on the previous quadrennial. The qualifying times are published by October 1st for the meet, which will be held in late February or early March. The MSCM may be used to determine the swimmers who will represent MSI at the Eastern Zone Short Course Championships.
- (a) All Maryland Swimming Championship Meet ("MSCM") participants must be USA Swimming members as of the first day of the MSCM and must meet all qualifying times. Any swimmer that achieves one or more Speedo Junior National Championship qualifying times may swim any event at the MSCM.
- (b) Entry times will be checked by the USA Swimming SWIMS database. For results not yet in the USA Swimming SWIMS database, the name and date of the meet where the time was achieved, as well as official meet results must be provided. The qualifying meet must have been a sanctioned or approved meet.
- Section 6.1.2 The Junior All-Star Meet qualifying times are slower than those for the Maryland Swimming Championship Meet and those faster than the MSCM if they have not been achieved during the MSCM qualifying period.
- Section 6.1.3 The Maryland Swimming 10&U Championship Meet will not have qualifying times and will allow all swimmers ages 10 and younger to compete.
- Section 6.1.4 MSI may participate in the Short Course Eastern Zone Championship Meet in late March or early April and the Long Course Eastern Zone Meet in August. All participating MSI swimmers constitute a single MSI Zone Team, swim on MSI relays and earn points for the MSI team.
- (a) A swimmer has only to achieve the qualifying time in order to attend the Long Course Eastern Zone Meet. All entries will be submitted to the meet host by MSI. Entry times will be checked by the USA Swimming SWIMS database. For results not yet in the USA Swimming SWIMS database, the name and date of the meet where the time was achieved, as well as official meet results must be provided. The qualifying meet must have been a sanctioned or approved meet.
- (b) No travel funding is available for long course zones and swimmers are required to pay their own entry fees.

ARTICLE 7 OPEN WATER

Section 7.1 Meet Notice.

- Section 7.1.1 All open water events shall comply with Part VII of the current edition of the USA Swimming Rules and Regulations.
- Section 7.1.2 In addition to identifying the Safety Director, the meet notice shall describe the safety plan in detail.
- Section 7.1.3 In addition to the information in the template meet notice, open water event meet notices shall also include the following:
- (a) Detailed description of the proposed race course. Include maps if appropriate.
- (b) Average water temperature on meet day.
- (c) Description of the body of water (e.g., lake, river, ocean).
- (d) Average current/tidal conditions.
- (e) Name of organization(s) providing safety.
- (f) Description of the safety plan.
- (g) Items included with meet entry fee (e.g., meet shirt, cap)
- (h) Attire requirements (e.g., cap, wetsuit restriction).
- (i) Liability waiver statement and signature form.

Section 7.2 USA Swimming Open Water Rules. When conducting open water events, the host club shall recognize and strictly comply with all articles of Part VII, Open Water Swimming, of the current

USA Swimming Rules and Regulations. In addition to the rules set forth in the MSI Rules & Regulations, the following rules shall apply. When there is a conflict, the rules stated in this Article shall prevail.

- Section 7.3** **Insurance.** A full description of the event venue location (including address when possible) must be added to the USA Swimming General Liability policy of the host team.
- Section 7.4** **Entry Fees.**
- Section 7.4.1 MSI authorizes individual entry fees to range from \$20.00 to \$60.00.
- Section 7.4.2 The fee due MSI will be determined by completing the Open Water Meet Expense Accounting Form.
- Section 7.5** **Entry Forms.** Entry forms are required to be submitted in a format compatible with the approved timing system being used at the meet. Liability waiver forms shall be signed by individual participants (or parent/legal guardian if competitor is under 18 years of age) and received by the host team prior to the competition.
- Section 7.6** **Time Limitations.** Time limitations shall be established by the meet director. Suggested limit is twice the time of the first place finisher in each event distance.
- Section 7.7** **Open Water Championship.** MSI may conduct an open water age group championship.
- Section 7.8** **Event Limits.** Swimmers are limited to one event per day.
- Section 7.9** **Officials.** All events shall have officials as required in Article 706 of the current edition of the USA Swimming Rules and Regulations.
- Section 7.10** **Equipment/Timing Systems.** All clubs will utilize timing systems as approved by the MSI Technical Chair/Committee.
- Section 7.11** **Venue.** It is the responsibility of the host club to obtain any permits required to utilize the selected venue. Written permission to use the venue on meet day must be made available to the Technical Planning Chairman upon request.
- Section 7.12** **Safety.** The meet host will ensure that all proper safety measures are being taken as put in the Open Water section of the USA Swimming Safety/Loss Manual.

ARTICLE 8 RECORDS

- Section 8.1** **Course/Age Requirements.** MSI recognizes short course yard and long course meter times in the 8&Under, 9-10, 11-12, 13-14, 15-16, 17-18 as well as OPEN age groups. For purposes of MSI records, MSI recognizes official times achieved by MSI member athletes and teams participating in USA Swimming or FINA sanctioned competitions or in USA Swimming approved competitions, within or without the LSC boundaries. MSI records may only be established by USA Swimming registered swimmers. All relay teams must be composed of USA Swimming members of the same club representing a MSI/USA Swimming registered team as noted in USA Swimming rule 102.4.1.
- Section 8.2** **Proof of Performance.** The results of all USA Swimming sanctioned meets attended by MSI member athletes will be reviewed by the Records Coordinator for new records. The official results received by the Records Coordinator will constitute "proof of performance." For relays, the "proof of performance" must include the names and the order of each relay swimmer. In the case of approved or observed USA Swimming meets within or outside the LSC boundaries, a coach must complete and submit to the Records Coordinator a Maryland Swimming Record Application form. Forwarding a copy of the meet results (via mail or e-mail) or notifying the Records Coordinator where the results can be found on-line, will constitute "proof of performance" in this case.
- Section 8.3** **National Age Group Records.** For National Age Group records the athlete or athlete's representative must submit to the Records Coordinator the following: MSI Records Reporting form, official meet results of the event the record was established in all signed by the designated meet official(s) within 14 days for review, signature and submission to the National Age Group Records Coordinator.

Section 8.4 **MSI Top 10.** MSI compiles a list of the 10 fastest times in single age groups (9, 10, 11, 12, 13, 14, 15, 16, 17, 18 year olds) for MSI swimmers only. Swims from meets outside the LSC will be included if electronic meet results are provided.

Section 8.4.1 The period of consideration runs from September 1st to August 31st.

ARTICLE 9 OFFICIALS

Section 9.1 **Requirements.** The requirements for becoming a MSI/USA Swimming official include attending an official's clinic, serving as an apprentice official at meets, completing an open book test, and becoming a non-athlete member of USA Swimming. Recertification requirements include attending an annual official's clinic, working a minimum number of meet sessions per year and maintaining a non-athlete membership with USA Swimming. MSI Minimum Standards are available from the Officials Chairperson and are available on the MSI web site.

ARTICLE 10 TRAVEL REIMBURSEMENT

Section 10.1 MSI will reimburse a USA Swimming registered club for up to two meets during a September 1 - August 31 fiscal year per swimmer. Those meets are detailed below. Swimmers must have qualified and participated in an individual event. There is no funding for relay only swimmers. Qualifiers for Open Water Championship reimbursement must have a minimum of a US Open cut time in a freestyle event that is 400 meters/500 yards or longer.

Section 10.2 Funding must be applied for within 30 days of the last day of the meet, and all payments of travel funds must be completed within 60 days of the last day of the meet. Application for travel funds must include a copy of the meet results showing the swimmer's participation.

Section 10.2.1 Reimbursements are made to the swimmer's club, not to the individual swimmer.

Section 10.2.2 Funding for Olympic Trials shall be in addition to the reimbursable meets. There is a minimum reimbursement for Olympic Trials.

Section 10.2.3 To be eligible for reimbursement, the swimmer must have been a Maryland resident for one year or registered with a Maryland club for a year prior to the reimbursable meet.

Section 10.2.4 There is a per swimmer maximum amount of reimbursement for the USA Senior Nationals, USA Junior Nationals, USA Open Water National Championships and the US Open. Other meets may be approved on a case by case basis. Coaches may apply for up to four (4) meets per year at the same reimbursement rate as swimmers. The number of coaches per club per meet shall be in accordance with the issuance of deck passes by the championship meet.

Section 10.2.5 Swimmer must represent MSI or be MSI unattached. They may not represent any other LSC or League.

Section 10.3 MSI will provide to a Referee a stipend per fiscal year, for participating as an official at a National Championship Meet. This stipend is limited to one meet per fiscal year.

Section 10.4 MSI will reimburse one coach/year to attend the National Disabilities Championship meet.

Section 10.5 MSI will reimburse one official/year to officiate at the National Disabilities Championship meet. The official shall be determined by the Adaptive Swimming chair.

Section 10.6 MSI will reimburse a USA Swimming registered club per swimmer for swimmers attending a Zone Select Camp outside the state of Maryland. Reimbursement must be used to offset travel costs. To be eligible for reimbursement, the swimmer must have been a Maryland resident for one year or registered with a Maryland club for one year prior to the camp.

ARTICLE 11 FINES

- Section 11.1 Fines must be levied within 45 days of the offense. Notice of the fine must be in writing and emailed to the offending club with return receipt requested.
- Section 11.2 The club will have 30 days from the receipt to pay the fine or to adhere to any other penalty issues in accordance to MSI rules, unless an appeal is filed with the Executive Committee or Board of Review. After 30 days, the amount of the fine will be doubled.
- Section 11.3 If payment is not received by the end of the additional 30 day fine period, no swimmer may represent the club at a MSI sanctioned or approved meet until all fines are paid. MSI has established a returned check fee to apply to entries as well as all other LSC monetary transactions. This is listed in the Fees, Fines, and Reimbursements section.
- Section 11.4 The Board of Directors or Executive Committee may, at their discretion, modify, suspend or waive any penalties or fines stated herein, when they believe said penalty or fine is not appropriate or warranted. Such actions shall not alter or diminish the Board of Directors' ability to enforce the penalty or fine upon subsequent violations.
- Section 11.5 Any decision of the Executive Committee can be appealed to the LSC Board of Review.

ARTICLE 12 BOARD OF REVIEW

- Section 12.1 There will be a processing fee for application to the Board of Review on an appeal by the petitioning party. The nonrefundable fee must be paid prior to the hearing. This is listed in the Fees, Fines, and Reimbursements section.
- Section 12.2 The Board of Review and/or Board of Directors will not accept or hear appeal applications in connection with the judgment decisions of starters, stroke, turn, place or relay take-off judges which can only be considered by the Referee and the Referee's decision shall be final pursuant to USA Swimming rules.

ARTICLE 13 SCRATCH PROCEDURES

- Section 13.1** USA Swimming Rules. MSI follows USA Swimming Rules Section 207.7.9D(1) – (4) and Section 207.7.9E(1) – (3) with modifications and clarifications as follows.
- Section 13.2** Pre-seeded Timed Final Events. There is no penalty for not competing (scratching) in a pre-seeded timed final event.
- Section 13.3** Positive Check-in Events (applies to both timed final and prelims/finals events). In meets with positive check-in events, swimmers have to check-in with a meet official prior to swimming their events. Refer to the information package or meet notice for check-in requirements. If the swimmer fails to swim (scratches) after checking in for a positive check-in event, the swimmer will be disqualified from his/her next individual event unless the swimmer declares a false start per Rule 102.15.5D prior to the start of his/her heat. Swimmers failing to positively check-in will not be penalized nor allowed to compete in that event.
- Section 13.4** Prelims/Finals Events (non-National Championship format meets).
- Section 13.4.1 There is no penalty for a swimmer not competing in the preliminary heats of individual events.
- Section 13.4.2 A swimmer qualifying for (based on the results of the preliminaries) and wishing to scratch from a bonus, consolation or championship finals race shall notify the scratch official within 30 minutes of the announcement of the event results.
- Section 13.4.3 Alternately, a swimmer may make a declaration of intent to scratch within 30 minutes of the announcement of the preliminary event results, with final decision to scratch or not scratch being reported to the scratch official within 30 minutes of the completion of the swimmer's last individual preliminary event of the session. A swimmer declaring their intention to

scratch and failing to return to the scratch official to make final resolution on the intent to scratch will result in the swimmer being seeded into the respective final heat. This Rule also applies to announced alternates for each of the individual events.

Section 13.4.4 All other swimmers finishing below the places of the announced alternates will be excused from the responsibility of returning for bonus, consolation or championship finals heats.

Section 13.4.5 If a swimmer fails to scratch and subsequently does not compete in the bonus, consolation or championship finals events, he/she will be barred from competing in the remainder of the meet, including relays unless such failure to compete is excused by the meet referee. For swimmers registered in the Maryland LSC, if the failure to compete occurs at the swimmer's last event of the meet, the swimmer will be fined. This fine must be paid in accordance with Maryland Swimming Inc. Rules and Regulations before that swimmer or any swimmer from that club may compete in any other MSI sanctioned or approved meet.

Section 13.4.6 There will be no penalty for not competing in pre-seeded relays.

Section 13.4.7 Per USA Swimming Rule 207.7.9D(1), declared false starts are not allowed in the bonus, consolation, or championship final heats of a prelims/finals event.

Section 13.4.8 In Maryland Swimming non-championship meets, the meet host is responsible for specifying, in the meet notice, any authorized deviations to these procedures.

Section 13.5 Maryland Swimming Championship Meet (MSCM). In addition to the above rules:

Section 13.5.1 Alternates: The top 4 alternates for finals will be announced with the preliminary results. Those alternates must follow the scratch procedures listed above in Section 13. Alternates beyond the first four are strongly encouraged to follow the scratch procedures to allow for full finals heats, but will be excused from the responsibility of returning for bonus, consolation or championship finals heats. Coaches and/or the announced alternate swimmers are reminded to check the Scratch Table at the end of each preliminary session to determine which alternate swimmers have been placed into finals. Alternates ultimately not seeded into the finals or who are published as first or second alternates in the finals program shall not be penalized if unavailable to compete in finals.

Section 13.5.2 A declaration of intent to scratch must be made within the 30 minute time limit, with the decision to scratch or not to scratch being reported to the scratch official within 30 minutes of the completion of the swimmer's last individual preliminary event for the session. This rule also applies to alternates 1 - 4 for each of the individual events. For the Maryland Swimming Championship Meet, if the swimmer does not return to clarify their intent to scratch or not to scratch, it will result in the swimmer being seeded into the respective final heat.

Section 13.5.3 Per USA Swimming Rule 207.7.9D(1), declared false starts are not allowed in the bonus, consolation, or championship final heats of a prelims/finals event. If a swimmer fails to scratch and subsequently does not compete in the bonus, consolation or championship finals events, he/she or the club for whom the swimmer represents will be subject to the penalties listed above in Section IV.E.

Section 13.6 National Championship Format Meets. For USA Swimming Championship Meets and LSC sanctioned meets with the designation 'National Championship' format on the information package or meet notice, USA Swimming Rules Section 207.7.9D(1) – (4) and Section 207.7.9E(1) – (3) apply. For clarification purposes, the following information is restated:

Section 13.6.1 Prelims/Finals Events. Swimmers are required to swim in preliminary non-positive check-in heats entered unless 1) the swimmer has declared a false start per Rule 102.15.5D, 2) the swimmer is excused from competing in the event by the appropriate meet official, or 3) the swimmer has properly scratched from the event via the scratch procedures stated in the meet notice. Failure to swim in a preliminary pre-seeded event shall cause the swimmer to be barred from competing in any further preliminary events for that day, including relays, and the swimmer shall be required to positively check-in for his/her remaining events with the appropriate meet official by the scratch deadlines stated in the meet notice.

Section 13.6.2 A swimmer declaring their intention to scratch and failing to return to the scratch official to make final resolution on the intent to scratch will result in the swimmer being seeded into the respective final heat.

ARTICLE 14 Meet Safety Marshals

Section 14.1 Pre-Meet Safety Preparations.

Section 14.1.1 Prior to the start of the meet, the following materials should be available and readily accessible at the meet:

- (a) ice
- (b) plastic bags
- (c) disposable rubber gloves
- (d) Band-Aids
- (e) peroxide or alcohol
- (f) tweezers

Section 14.1.2 No medication should be applied or given out.

Section 14.1.3 Locate the nearest phone or carry one and know the exact address of the meet site in case a call must be made for emergency assistance.

Section 14.1.4 Become familiar with the facility's Emergency Action Plan, which should be posted by the phone.

Section 14.1.5 Hazards in locker rooms, on deck, or in areas used by coaches, spectators, athletes, or officials, must be removed or clearly marked.

Section 14.1.6 Warm-up times shall be published in the meet program. Signs shall be posted for each lane at both ends of the pool indicating the lane assignments for each team during the warm-up.

Section 14.1.7 An announcer shall be on duty during the entire warm-up session to announce lane and/or time changes and to assist with the conduct of the meet.

Section 14.2 Safety Responsibilities During Competition.

Section 14.2.1 The assigned Meet Safety Director, Marshal(s) or his/her designee(s) must be clearly visible by wearing identifying clothing or marker such as a fluorescent vest prior and during the meet.

Section 14.2.2 If there is a bulkhead at the facility it shall be constantly monitored. No diving, or jumping off the bulkhead, and no swimming under the bulkhead.

Section 14.2.3 Running on deck, throwing sand, stones, etc., smoking within the pool confines, use of glass containers, alcohol use within the meet confines, horseplay, and unsecured equipment (blocks, harnesses, pads, etc.) are prohibited.

Section 14.2.4 Maintain crowd control, proper competitor and spectator decorum and safe, courteous behavior in all areas of the venue.

Section 14.2.5 Gyms or rooms where swimmers wait to go on deck should be constantly monitored.

Section 14.3 Accidents.

Section 14.3.1 Even the smallest wound requires the Meet Safety Director to wear disposable gloves.

Section 14.3.2 Any blood in the pool or any open wound on a swimmer must be brought to the attention of the referee.

Section 14.3.3 Any incident, no matter how seemingly insignificant, must be reported to the Meet Director and the proper USA incident report filled out.

Section 14.4 Deck Access. This issue requires considerable attention for all safety positions. Be aware that it is your club's liability insurance coverage is at stake.

Section 14.4.1 Only entered swimmers, officials working the meet, meet workers, and current USA swimming coach members are eligible to be on deck.

Section 14.4.2 When on deck, coaches are required to display their current coach-member registration card. Those persons who are not current coach members, and do not have a meet responsibility, should not be allowed on deck and should be removed from the deck.

Section 14.5 Report Of Occurrence Form.

Section 14.5.1 Several copies of this form should be available at the meet for the Meet Safety Director or the Meet Director's use in the event of an injury, of any sort, or for any property-damage incident.

Section 14.5.2 In addition to the required distribution noted at the bottom, they may be given to anyone requesting a copy.

Section 14.5.3 Keep the original with your meet records.

Section 14.6 Meet Safety Committee Responsibilities.

Section 14.6.1 The Meet Safety Committee shall consist of the Meet Director, Meet Safety Director, and the Meet Referee.

Section 14.6.2 The Meet Safety Committee shall have any person deliberately violating safety rules removed from the meet facility.

Section 14.7 Meet Referee. The Meet Referee shall have the responsibility to establish and enforce rules for safe conduct within the competition pool area during the meet and shall oversee the assignments for all marshals.

Section 14.8 Warm Up Procedures. Warm-ups should provide swimmers with a safe opportunity to physically and mentally prepare for the upcoming competition. All safety positions should keep an eye on all pool entries by the athletes as they prepare to warm-up.

Section 14.8.1 General Warm Up.

- (a) No diving allowed from the blocks or edge of the pool. Swimmers must enter the pool feet first in a cautious manner unless otherwise directed by the meet host in the published meet warm-up plan. A swimmer who is observed violating this rule may be disqualified from his/her next individual event. This rule is in effect during all warm-up periods at all meets.
- (b) No sprint starts allowed during general warm-up session.
- (c) A lightweight object such as a kickboard or traffic cone shall be placed on top of starting blocks of general warm-up lanes to signify no diving.
- (d) There is to be no diving, jumping, or swimming under bulkheads at any time during warm-ups or competition.
- (e) The use of stretch cords, paddles, fins, etc. are not permitted during any warm-up session. Anyone not entered in the meet or in associated time trials may not enter the pool for warm-ups.

Section 14.8.2 Specific Warm Ups.

- (a) The meet officials may establish one-way sprint lanes near the end of the warm-up period. Swimmers may enter the sprint lane by diving from the starting block or wall, or by sliding feet first into the water.
- (b) If sprint lanes are permitted, it is recommended that inside lanes (e.g., lanes 2 and 7 or 2 and 5) be used.
- (c) Marshals must control sprint lanes (one-way). Swimmers may start from the blocks or the deck and must exit at the far end of the pool. Swimmers should not be permitted on the blocks when a swimmer is in the water for a backstroke start.
- (d) Swimmers are required to exit the pool upon completion of their allotted warm-up time to allow other swimmers adequate time to prepare for competition.
- (e) Warm-up procedures shall be enforced for any breaks scheduled during competition.
- (f) Host clubs, with the consent of the Meet Director or the Meet Referee, may modify the time schedule or recommended lane assignments depending on pool configuration, number of swims, or other considerations, so long as safety considerations are not compromised. Any such changes shall be announced and/or posted prominently in the pool area.

Section 14.8.3 Continuous Warm Ups.

- (a) During competition, where a course is set up to allow continuous warm-up and warm-down, a lifeguard may function as a warm-up marshal if the lifeguard is under the supervision, directly or indirectly, of the Meet Safety Director and has been properly instructed about MSI warm-up rules and procedures.
- (b) If there is no lifeguard available, a minimum of one warm-up marshal must be on duty and observing continuous warm-up sessions.
- (c) The rules applicable to general warm-ups shall apply.

Section 14.9 Meet Safety Director.

Section 14.9.1 General Requirements.

- (a) The Meet Safety Director must be a member of USA Swimming.
- (b) The Meet Safety Director should be familiar with USA Swimming and MSI Safety Guidelines and Warm-up Procedures.
- (c) The Meet Safety Director is required to be at the meet site for the duration of the meet unless one or more others were named in writing as co-directors in the request for sanction for the meet or in case of emergency.
- (d) If others were named, or are to be included, it is the Meet Safety Director's responsibility to brief them and provide written notice to the MSI sanction chairman of the change/addition.
- (e) If an emergency situation precludes proper notification, the Meet Director should be prepared to step in.

Section 14.9.2 General Responsibilities.

- (a) The Meet Safety Director is responsible for making sure USA Swimming and MSI Safety Guidelines and Warm-up Procedures are followed and all assigned safety personnel have been briefed on these guidelines and procedures.
- (b) The Meet Safety Director is responsible for safety rules in all areas during the warm-up sessions and competition and shall assist the Meet Referee, if necessary.
- (c) The Meet Safety Director is responsible for arranging for the proper number of marshals to adequately cover the facility.
- (d) The Meet Safety Director shall ensure that all Pre-Meet Preparations are completed before the beginning of the meet.
- (e) The Meet Safety Director shall serve on the Meet Safety Committee.
- (f) The Meet Safety Director must wear an orange vest at all times during a meet and is responsible for ensuring that by the assigned Marshal(s) are also in compliance with this requirement.
- (g) The Meet Safety Director shall ensure that ROF are available at the meet and, with the Meet Director, properly distributed after the meet.

Section 14.9.3 Authority

- (a) The Meet Safety Director shall have the same authority as Marshal(s) described below.

Section 14.10 Meet Marshals. Marshals are an important element in the conduct of a safe and efficient meet. The exercise of polite, but firm, authority by Marshals will go a long way towards assuring a pleasant, safe and efficient meet.

Section 14.10.1 General Requirements.

- (a) A minimum of one (1) marshal is required, with additional marshals assigned as needed. Marshals report to and receive instructions from the Meet Referee and/or Meet Director and shall be on deck during the entire warm-up session.
- (b) Marshals should be familiar with USA Swimming and MSI Safety Guidelines and Warm-up Procedures.

Section 14.10.2 General Responsibilities.

- (a) Aiding with warm-up procedures. Marshals should be posted at each end of the warm-up pool(s) and should be thoroughly instructed as to the warm-up procedures.
- (b) Assuring that safe practices are maintained in areas other than the competition area, including maintaining crowd control, deck access, proper competitor and spectator decorum and safe, courteous behavior in areas of the venue.
- (c) If assigned to a position to oversee warm-ups, they should be in position before that session starts. They should remain in that position until relieved or reassigned. If a separate pool or diving well is available for warm-up/warm-down, marshals assigned to monitor that facility should remain in the appropriate positions continuously during the competition. Marshals assigned to monitor warm-ups should not also be given the responsibility for other duties such as crowd and access control.
- (d) If assigned as a deck or locker room marshal they should make periodic and timely rounds of their area to deal with unsafe or un-sportsman like behavior or situations. At least one of the marshals shall be female to cover the women's locker rooms.

Section 14.10.3 Authority.

- (a) To remove from the deck for the remainder of warm-up session, any swimmer or coach who is in violation of Safety Guidelines or Warm-up Procedures.

- (b) With the consent of the Meet Referee or Meet Director, to remove any person who deliberately violates Safety Guidelines.
- (c) Marshals observing any violations should bring the offenders to the Meet Referee for enforcement. Removal from part or all of the remaining warm-up period may be considered as a penalty.
- (d) With the consent of the Meet Referee, to bar any swimmer from competing in their next scheduled individual event for any infraction of the NO DIVING rule.
- (e) In the event of a continuous warm-up pool being available during the meet, lifeguards from the host facility may serve as Marshals if they agree to enforce the warm-up rules as instructed by the Meet Director.

Section 14.11 Coaches.

Section 14.11.1 All coaches must be current members of USA Swimming and be up to date on the required coaching certifications.

Section 14.11.2 General Responsibilities.

- (a) Coaches shall instruct their swimmers regarding Safety Guidelines and Warm-up Procedures as they apply to conduct at meets.
- (b) Coaches shall actively supervise their swimmers throughout the warm-up session at meets.
- (c) Coaches shall have the responsibility to ensure the proper supervision of their swimmers. If a coach is not available for warm-ups or during the meet, said coach shall have a designated replacement at all times during the meet. The coach, if possible, shall notify the Meet Referee of the designated coach for his/her swimmers.
- (d) Coaches shall prominently display their USA Swimming coach membership card at all times during the meet or sign a coach-membership verification form.
- (e) Any coach who does not comply with the coach's responsibilities after a warning from the Meet Referee or his/her designee, may be penalized by the Meet Referee, who is authorized to unattach the swimmers on that coach's team for the entire meet.
- (f) Coaches will ensure that all swimmers who will using the starting blocks at swim meets have passed the USA Swimming Racing Start Certification. Coaches must inform the meet referee of swimmers who have not passed and will need to start in the water.

ARTICLE 15 OBSERVED SWIM MEETS

Section 15.1 General Requirements. Maryland Swimming supports observed swimming competition under the coordinated efforts of the Technical Planning, Officials & SWIMS chairpersons when the following procedures are followed.

Section 15.1.1 The qualifying observed meets shall be limited to YMCA, high school or collegiate league and conference championship meets conducted within a swimming venue within the boundaries of Maryland Swimming.

Section 15.1.2 The meet must have at least two properly registered and certified S&T officials who will perform the requested observations and timing adjudications to ensure they are performed in accordance with the current USA Swimming Rules and Regulations.

Section 15.2 Pre Meet Procedure.

Section 15.2.1 Between 30 and 60 days prior to the start of competition, the meet host or representative is responsible for requesting the observation. The observation request shall take the form of the USA Swimming/Maryland Swimming, Inc. Request for Observation. The Application can be found on the Maryland Swimming web site. It shall be submitted to the Technical Planning chair via email or fax.

Section 15.2.2 Under no circumstances can a meet host request an 'approved' meet status if the meet notice does not explicitly state that the technical rules contained in Part One of the current USA Swimming Rules and Regulations will be followed.

Section 15.2.2 The Technical Planning chair will:

- (a) Validate the request, acquire additional information and coordinate the request with the Officials chair.
 - (b) Provide the approval to conduct the observations to the meet host once all issues are resolved.
 - (c) Courtesy notification of approval will be provided to the Officials and SWIMS chairpersons.
- Section 15.2.3 The Officials chair will validate the status of the named officials to ensure they are properly registered and active USA-S certified officials and communicate such to the Technical Planning chairperson.
- Section 15.2.4 The meet host is responsible for making every effort to acquire the competitor's USA Swimming valid registration number and enter it accurately into the meet management software.
- Section 15.2.5 The meet host must ensure the competitors and coaches understand that observation requests must be made to the meet referee or observing officials coordinator no later than the start of each meet session so that the officials are notified, aware and in a position to perform the observation

Section 15.3 Requirements During The Meet.

- Section 15.2.5 The meet referee or observing officials coordinator is responsible for coordinating the observing officials to ensure:
- (a) All requests for observation are performed.
 - (b) Official times are determined in accordance with the applicable rules.
 - (c) Making the appropriate notes and records so that competitors who swim legally under the league or conference rules but not under USA Swimming rules are discernable.
 - (d) Providing the meet host with the results of the observations.
- Section 15.2.6 A minimum of two USA Swimming-certified officials are required to perform observations so that there can be one at each end of the pool during each and every observation. An official can perform in the capacity of the meet official and observing official so long as the proper notes and information is provided to make the determination whether a competitor was legal for the meet results and observation results independently.
- Section 15.2.7 Observed swims are restricted to athletes who are registered members of USA Swimming and should be restricted to those swimmers who have a reasonable chance of showing improvement over a personal best time, challenging an existing record or striving to make a national championship time standard.
- Section 15.2.8 The observed swims must conform to the technical stroke rules of Article 101 in the current and applicable USA Swimming Rules and Regulations.
- Section 15.2.9 Timing systems utilized for the purposes of creating official times must adhere to the table in Rule 102.16.4.
- Section 15.2.10 Adjudication of times for the determination of the competitor's official time must adhere to Rule 102.16.5.

Section 15.3 Post Meet Requirements.

- Section 15.3.1 A copy of observation notes for all swimmers observed shall remain with the meet host as a part of the meet record.
- Section 15.3.2 A copy shall be forwarded to the SWIMS chairperson along with the times to support and validate the athletes times.
- Section 15.3.3 If the meet host wants the observed swimmer's times entered into the USA Swimming SWIMS database, the meet host is responsible for providing the information required to the SWIMS chairperson within 3 days after the conclusion of the meet. It is preferable that only times of legally performed observed swims are provided, however electronic meet results are welcomed with a statement of exactly which swims were observed.

Section 15.4 YMCA Meet Requirements.

- Section 15.4.1 A USA Swimming certified referee and a Maryland certified Stroke and Turn judge who will actively work at all sessions must be in attendance at all sessions where there are USA registered swimmers.
- Section 15.4.2 A minimum of two YMCA officials from each YMCA club will attend a minimum of one USA Swimming stroke and turn clinic.

Section 15.4.3 Only those registered USA Swimmers' times which are to be entered into the SWIMS database will be forwarded to the Top 10 Times Tabulator while a fee per swim is forwarded to the Technical Planning Chairman.

Section 15.5 Recommendations.

Section 15.5.1 It is recommended the meet host arrange for a separate set of qualified officials (suggest a minimum of three) to perform the observations against the USA Swimming rules and regulations entirely independent of the staff observing the meet under the prevailing swimming rules.

Section 15.5.2 It is recommended the meet referee or observing official's coordinator create a log to capture the entire list of swimmers (by event) observed to include notes as to whether the performance was legal and the official time determined in accordance with the current USA Swimming rules and regulations. The log should include a brief description of the timing systems, timing adjudication protocols and meet management software used for the meet. By creating, completing and signing a log, the meet host and SWIMS chairperson will have a complete record of all athletes observed.

Maryland Swimming Fees, Fines & Reimbursements

Fees

Sanction Fee

Teams who host a meet in Maryland Swimming must pay a \$30 sanction fee if there are entry fees charged and teams submit the proper entry fee percentage to Maryland Swimming. Teams that do not charge entry fees will be charged a \$275 sanction fee.

Entry Fees for Individual and Relay Events

Approved entry fee range that host clubs can charge for individual events is \$1.00-\$7.50. Relay fees shall not exceed four times the individual entry fee.

Entry Fee Percentage

Host clubs who take entry fees for meets must pay 20% of the entry fees to Maryland Swimming.

Observed Meet Fee

Fee per swim for USA registered swimmers who wish to have their times from an observed meets put into the SWIMS database is \$2.

Equipment Rental Fee

Cost of renting Maryland Swimming equipment (Colorado Timing device, electronic starters, impact printer and cable, cables, cable harnesses, buttons, touch pads and brackets, scoreboard, orange safety vests, 15 meter markers, and officials' radios) for the 1st session of a meet for MSI host clubs is \$300. Host clubs will be charged \$25 for each additional session of a meet.

Radio Rental Only Fee

When a club rents officials' radios without renting other equipment, the rental fees are \$25 for the first session and \$12.50 for each session. There will be a maximum charge of \$50 for a meet. For non-sanctioned meets, the radio rental charge will be \$30 per session with no maximum charge.

Oversubscription Fees

The over-subscription fees for all sessions concluded more than 300 minutes (5 hours) after the published starting time as stipulated in the Meet Notice and certified by the Referee are:

Oversubscription.

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

For sessions containing events for 12 & under age group swimmers, with the exception of MSI championship meets, an over-subscription fee of \$25 for each 15 minutes over the time limitation will be imposed after 240 minutes (4 hours) from the published start time of the session in addition to the 300 minute fees above.

Return Check Fee

A fee of \$25 will be charged for all checks that are returned. This applies to meet entries as well as all other LSC monetary transactions.

Board of Review Application Fee

A processing fee of \$50 will be charged for application to the Board of Review on an appeal. This nonrefundable fee must be paid prior to the hearing.

FINES

False Swimmer Registration Fine

There will be a \$100 fine imposed against any Member Club signing a document or submitting a written or an electronic document which indicates a swimmer is registered with USA Swimming when that swimmer is not properly registered. This includes submission of meet entries for unregistered swimmers.

False Swimmer Registration For Meet Hosts Fine

If the Member Club hosting the meet has been informed of the ineligibility of an unregistered swimmer and permits the athlete to compete, the Member Club will also be fined \$100 per event that the unregistered swimmer illegally competed in.

Failure To Scratch Fine

If a swimmer fails to scratch and subsequently does not compete in the bonus, consolation or championship finals events, he/she will be barred from competing in the remainder of the meet, including relays unless such failure to compete is excused by the meet referee. For swimmers registered in the Maryland LSC, if the failure to compete occurs at the swimmer's last event of the meet, the swimmer will be fined \$50. This fine must be paid in accordance with Maryland Swimming Inc. Rules and Regulations before that swimmer or any swimmer from that club may compete in any other MSI sanctioned or approved meet.

Referee Fine

The host team of meets not having a referee present are subject to a \$100 fine, will lose all rights to run that meet and will not be allowed to host any swim meets for a period of 2 years. In addition, all times from the said meet will be unofficial.

Overqualified Swimmer Fine

MSI monitors all entry times and overqualified swimmers who compete in a meet, subject their club to a fine of \$100 per swim.

Post Meet Treasurer Submission Fine

The Meet Director must submit the following to the Treasurer within 30 days of the conclusion of the meet. Failure to do so will result in a \$100 fine.

- (a) Meet Expense Accounting Form (short or long form);
- (b) Session Timeline Certification Form;

- (c) Meet Manager Post-Meet summaries
- (d) Fees due to MSI (as calculated on the accounting form), payable to “Maryland Swimming, Inc.”

Rules And Regulations Fine

Failure to abide by the Rules and Regulations may result in a \$100 fine and/or forfeiture of the right of first refusal to host next year’s meet.

Reimbursement

Olympic Trials

The minimum reimbursement for Olympic Trials is \$900 per swimmer.

USA Senior Nationals

The maximum reimbursement for USA Senior Nationals is \$600 per swimmer.

US Open

The maximum reimbursement for US Open is \$600 per swimmer.

USA Junior Nationals

The maximum reimbursement for USA Junior Nationals is \$300 per swimmer.

USA Open Water Nationals

The maximum reimbursement for USA Open Water Nationals is \$300 per swimmer.

Zone Select Camp

MSI will reimburse a USA Swimming registered club up to \$200 per swimmer for swimmers attending a Zone Select Camp outside the state of Maryland. Reimbursement must be used to offset travel costs. To be eligible for reimbursement, the swimmer must have been a Maryland resident for one year or registered with a Maryland club for one year prior to the camp.

Referee Stipend

MSI will provide to a Referee a stipend of \$250 per fiscal year, for participating as an official at a National Championship Meet. This stipend is limited to one meet per fiscal year.

Coach Reimbursement For National Disabilities Championship Meet

MSI will reimburse one coach per year to attend the National Disabilities Championship meet up to \$650.

Official Reimbursement for National Disabilities Championship Meet

MSI will reimburse one official per year to officiate at the National Disabilities Championship meet up to \$250. The official shall be determined by the Adaptive Swimming chair.