

	POLICY & PROCEDURE	POLICY NUMBER: 201 H
	Subject: MEET OPERATIONS	EFFECTIVE DATE: 5-18-2016 Revised 4-13-2019

MEET OPERATIONS

1. Entries

- a. Electronic entries are encouraged for all meets and required for some. When permitted, non-electronic entries must be made on the AZSI Individual Entry Card. USA Swimming On-line Meet Entry (OME) is required for certain AZSI sanctioned meets.
- b. Individual Entry Cards, together with printouts from electronic entries, shall be kept at the Clerk of Course as a ready reference in case of dispute over an entry.
- c. Entries must be completely filled out including, but not limited to, the current USA Swimming registration number. Use correct names and club abbreviations as contained in the SWIMS database.

2. Registration

- a. Registration is required for all participating athletes, coaches, and officials. The host club must verify registration of all athletes, coaches, and officials prior to the start of competition.

Individual athletes for whom registration cannot be verified must register through AZSI prior to the start of competition or be scratched from the meet. Athletes should be prepared to show proof of current registration to the Clerk of Course, if requested. There is no deck registration available at any AZSI meet except those designated by the AZSI Board of Directors. (e.g., day after High School Championships meets).

An additional handling fee of one half of the then current registration fee will be added to the registration fee when registered between entry due date for meet and start of competition. Current fees are detailed in the Annual Statement of Fees.

There is no deck registration for any non-athlete member, including Coaches, Officials or other members.

Athletes, coaches and/or officials who are not registered will not be allowed to check in or participate in competition, including warm-up. Unregistered Athletes and coaches who participate in a competition will be subject to fines and possible other disciplinary action.

- b. Registration for athletes, coaches and/or officials may be substantiated by any club, whether from in or out of state by:
 - 1. supplying copies of current registration cards to the Clerk of Course, or
 - 2. verifying registration through direct access to SWIMS data base, or
 - 3. through Deck Pass with a current photo ID.
- c. It is always anticipated that the host club will submit the meet registration file to the AZSI office to be electronically compared to USA Swimming SWIMS registration data base, thus alleviating the need for submission of above documentation.

3. Positive Check-In (Deck Seeded Events)

- a. Meet flyers shall clearly delineate closing of check-in times for deck seeded events. (commonly referred to as Positive Check-In Events.)
- b. If the Meet Flyer does not clearly delineate the closing times for such deck seeded events, then the closing of check-in for the first four deck seeded events shall be no more than 30 minutes before the scheduled time of the start of the meet, and the subsequent deck seeded event check in times posted at the Clerk of the Course and announced at the meet coaches meetings.
- c. Close of check-in for subsequent events shall be no more than 30 minutes before the estimated time of the start of the first heat of the event.
- d. However, nothing in this policy shall preclude the Host from setting a required time for check-in for deck seeded events (i.e. for distance events) sufficient to allow time to seed, distribute seeding and announce the event in a manner that will provide for an on-time start of competition as long as club representatives are notified of such timelines.

4. Seeding

- a. Seeding for meets shall be accordance with meet flyers.

5. Scratch Procedures (Commonly referred to as the “Arizona Scratch Rule”)

- a. **Scratch Procedure.** When, following a round of competition, an athlete qualifies for subsequent round of competition (i.e., bonus (C), consolation (B), or championship (A) finals) the athlete shall notify the Referee, or the Referee’s designee, of 1) the athlete’s intention not to swim the event in further rounds of competition (“Scratch”) or 2) the athlete’s intention to wait until after his or her last individual preliminary event to make such decision(s) (“Intent to Scratch”).

The athlete must make the declaration of Scratch or the possible Intent to Scratch within 30 minutes of the announcement of the qualifiers for the next round of competition. Such declaration shall be made at the place designated by the Referee. An athlete who has recorded the Intent to Scratch has 30 minutes after the conclusion of the athlete’s last individual preliminary event to declare the intention to swim the event in further rounds of competition or to Scratch.

Athletes who do not Scratch or fail to notify the Referee, or the Referee's designee, of their decision regarding their Intent to Scratch, (see above) will be seeded into the further rounds of competition and will be subject to the penalties below. Athletes who are alternates who are subsequently seeded into any final by virtue of scratches are not subject to penalties below for failing to scratch, but are encouraged to do so.

Subsequent to the expiration of the 30-minute period in which an athlete may Scratch or Declare the Intent to Scratch, the Referee shall cause the list of athletes qualifying for the next round of competition to be announced. If an Intent to Scratch exists for this event, the Referee shall cause an announcement to be made indicated that an Intent to Scratch exists. Subsequent to the expiration of the Intent to Scratch, the Referee shall cause the list of athletes qualifying for the next round of competition, including alternates, to be announced.

It is the sole responsibility of the athlete to ascertain if he or she has been seeded into the next round of competition. Failure to Compete as the result of not being aware of the seeding of the next round of competition shall be subject to the penalties below.

b. Individual Scratch Rule. It is the athlete's responsibility to know and understand the starting time of the meet and his or her events. It is the athlete's responsibility to be in the proper vicinity and ready to swim at the appropriate place and time.

1) Pre-Seeded Events. Athletes shall report promptly to designated area and/or individual prior to the start of each race in which they are entered.

i) Any athlete who does not report or compete (i.e., no show) in an individual timed final event shall not be penalized.

ii) Any athlete who does not report or compete (i.e., no show) in a preliminary heat when finals are scheduled shall not be penalized.

2) Events Seeded on the Deck. In timed finals meets or timed final events swum in prelim/final meets, there is no penalty for athletes who fail to check in for a particular event; they will be scratched from that event and neither seeded in the event nor allowed any opportunity to swim. Athletes who have Positively Checked In (see 3. above) for an individual event that is Deck Seeded (see 3 above) must compete in the event. Declared false starts are permitted.

Failure to compete in such an event will result in the athlete being barred from the next individual event in which he or she is entered, whether on that day or on a subsequent day of the meet. Failure to compete shall also result in a \$30 fine payable by the swimmer (or coach/team) prior to the conclusion of the meet.

3) Scratching from Bonus, Consolation, and Championship Finals

- i) **Senior Level** - The following procedure is mandatory for all Senior preliminary/finals meets unless other scratch rules are delineated in appropriate meet flyer.
- (1) Any athlete qualifying for a bonus, consolation, or championship final competition in an individual event who fails to compete (no show) (“Failure to Compete”) in either bonus, consolation, or championship final race shall be barred from further competition for the remainder of the meet, including relays, (except as noted in paragraph 4) below. A declared false start or deliberate delay of meet is not permitted and will be regarded as a Failure to Compete.
 - (2) In the event of withdrawal, no show or barring of an athlete from competition, the Referee shall fill the bonus, consolation, or championship final when possible with the next qualified athlete(s). First and second alternates shall be announced along with the final qualifiers. These alternates shall not be penalized if unavailable to compete in any levels of finals.
 - (3) For events with bonus finals, where bonus finals have not yet been swum and a withdrawal, no show or barring is known to the Referee, the Referee shall reseed the bonus, consolation, and championship final, if necessary and practicable, to insert the alternate(s) in the appropriate lane(s), filling all lanes in the finals.
 - (4) For events without bonus finals, where consolation finals have not yet been swum and a withdrawal, no show or barring is known to the Referee, the Referee shall reseed the consolation final and the championship final, if necessary and practicable, to insert the alternate(s) in the appropriate lane(s) filling all lanes in the finals.
 - (5) For events with bonus finals, if a bonus final has already been contested, the companion consolation and championship finals shall be swum without reseeding for the empty lane(s).
 - (6) For events without bonus finals, if a consolation final has already been contested, the companion championship final shall be swum without reseeding for the empty lane(s).
 - (7) Despite (3), (4), (5), and (6) above, alternates are to be inserted into any heat if that heat’s athletes are competing only for times, not points or prizes or placement on a team. For example, for an event in which there are D, C, B, and A finals – with points awarded only for swims in the B and A finals – an alternate is to be called to fill an empty lane in the C final even though the D final has already been run with all lanes filled. In the event of scratches, the empty lanes may be filled by moving the swimmers up in order from the slower heats and by using the available alternates in the slowest heat without reseeding the heats.

- ii) Age Group.** The following procedures are mandatory for Age Group championship preliminary/finals meets. At the discretion of the meet host these or other scratch rules may be used in any other Age Group preliminary / final meets. In such case, the meet flyer must indicate the existence of a scratch rule and its terms.
- (1)** Any athlete qualifying for a consolation final or championship final competition in an individual event who fails to compete (no show) (“Failure to Compete”) in either consolation final or championship final race shall be barred from the rest of that session’s events, including that session’s relays, and disqualified from their next individual event in the competition whether that event be a timed final event or a preliminary event except as noted in paragraph 4 below).
 - (2)** In the event of withdrawal, no show or barring of an athlete from competition, the Referee shall fill the consolation final or championship final when possible with the next qualified athlete(s). First and second alternates shall be announced along with the final qualifiers. These alternates shall not be penalized if unavailable to compete in any level of finals.
 - (3)** Where consolation finals have not yet been swum and withdrawal, no show or a barring is known to the Referee, the Referee shall reseed the consolation final and the championship final, if necessary, to insert the alternate(s) in the appropriate lane(s) filling all lanes in the final.
 - (4)** If a consolation final has already been contested, the companion championship final shall be swum without reseeding for the empty lane(s).
 - (5)** Despite (3) and (4) above, alternates are to be inserted into any heat if that heat’s athletes are competing only for times, not points or prizes or placement on a team. For example, for an event in which there are D, C, B, and A finals – with points awarded only for swims in the B and A finals – an alternate is to be called to fill an empty lane in the C final even though the D final has already been run with all lanes filled. In the event of scratches, the empty lanes may be filled by moving the swimmers up in order from the slower heats and by using the available alternates in the slowest heat without reseeding the heats.
- 4) Exceptions for Failure to Compete.** No penalty shall apply for failure to withdraw or compete in an individual event if:
- i)** The Referee is notified in the event of illness or injury and accepts the proof thereof.
 - ii)** It is determined by the Referee that failure to compete is caused by circumstances beyond the control of the athlete.

- 5) Application Exceptions for a Failure to Compete.** No penalty for failure to compete applies to the following:
- i) Any heat originally scheduled to have been conducted prior to the failure to compete but that is actually being conducted after the failure to compete due that heat of the event having been postponed because of unusual or severe weather or other conditions.
 - ii) Any timed final heat for an individual event for which the heat of that event was conducted prior to the failure to compete.
- 6. Prohibited Conduct.** In addition to any USA Swimming requirements AZSI prohibits photos behind the blocks as specified in the meet flyer.
- 7. Appropriate Attire.** Only swimsuits complying with FINA swimsuit specifications may be worn in any USA Swimming sanctioned or approved competition. For all athletes, swim suits must cover the buttocks and be of sufficient size to cover both the buttocks and the “crack”. For female athletes, the breasts must also be covered.

8. Time Trials

- a.** Time trials may be held at sanctioned meets, as specified in the meet flyer. Conduct of time trials must meet the following requirements:
- 1).** They are run at a properly sanctioned meet with the required number of officials and timing systems appropriate to the type and class of the meet (see USA Rules & Regulations).
 - 2).** A reasonable standard be set by the Referee to minimize the entrants to a reasonable number.
 - 3).** Time trials do not interfere with the published meet format.
 - 4).** Athletes are limited to a maximum number of events including those swum in the sanctioned meet.
 - 5)** Events for time trials shall be run in the following order: 1) today’s events; followed by events for next day(s) of competition in order followed by events swum in previous days of competition. (commonly referred to as “national protocol” for time trials.) Time trials for distance events may be limited to a certain day or days. Time trials for events that start at the turn end of the course may be grouped at either the beginning or end of the time trial session. Time trial events may be combined by the Referee.
- b.** The Referee and Meet Director will determine whether the conduct of the time trials met these requirements.

9. Other Referee Duties

- a. It is the responsibility of the Meet Referee to monitor, control and otherwise supervise the following classes of individuals/volunteers, etc. during the conduct of the meet:
 - 1) Certified Officials
 - 2) Meet Marshals
 - 3) Credentialed Press

10. Forms.

- a. Approved forms for use at meets are posted to the document library of the AZSI web site.

UPDATES

<u>Date</u>	<u>By Whom</u>	<u>Abstract of Change</u>	<u>Section</u>	<u>Control#</u>
07/18/2012	B of D	Scrivener and formatting conform to policy by	various	12-005
07/18/2012	B of D	adding deck registration at HS Day after meets	2.a	12.006
03/18/2015	B of D	Prohibited Conduct	6	15-006
05/21/2015	B of D	Scratch Rule	5.	15.014
01/20/2016	Office	Scrivener Error	2.a	16-011
05/19/2016	B of D	Amendment to Attire	201H, 7	16-019
05/31/2007	B of D	Appropriate attire, re number	7	16-020
06/20/2016	B of D	Amendment to Attire	201H, 7	16-022
07/31/2017	Ofc/GC	Housekeeping updates	2b,2,5b2	16-046
03/13/2019	BOD	Scriv/Gender/ Scratch proc.	Various	16-079