SECTION 3

CONDUCT OF MEETS

A. Rules

1. Meets shall be conducted under current rules and regulations of USA Swimming and Pacific Swimming. The sanction application and meet announcement shall be submitted by the deadlines outlined in the Pacific Swimming Policies and Procedures.

2. At each sanctioned competition, every warm-up session shall be supervised and controlled using the warm-up procedures adopted by Pacific Swimming. A complete copy of the Pacific Swimming warm-up procedures shall be provided with each sanction and shall be posted at the Clerk of Course during the meet.

3. Except for coaches accompanying athletes participating under the provisions of USA Swimming's "open border" policy, all persons acting in any coaching or officiating capacity shall show proof of valid USA Swimming membership in accordance with Pacific Swimming Policies and Procedures.

4. All animals except service animals are prohibited from all areas of the competition venue.

5. In Preliminaries and Finals meets, the finals may not begin less than one hour after the completion of the last preliminary heat that day.

6. No athlete will be eligible to participate in a Pacific Swimming-sponsored swim meet if the athlete or the athlete's family is indebted to Pacific Swimming. Resolution of the indebtedness subsequent to selection or entry in a Pacific Swimming-sponsored swim meet may not make the athlete eligible for participation. An athlete will not be eligible for further participation as long as the indebtedness remains unresolved.

7. Timing systems to be provided by meet hosts of all meets sanctioned by Pacific Swimming shall conform to USA Swimming Timing Rules Article 102.24. Minimum timing system requirements are described in USA Swimming Policies and Procedures.

8. Any meet having qualifying time standards not in accordance with those published by Pacific Swimming shall be approved by the Board of Directors prior to being sanctioned.

B. Meet Operations

1. Entries

   a. Competitors shall be current athlete members of USA Swimming. The meet host shall check all athlete registrations against the USA Swimming SWIMS database.

   b. At all sanctioned meets that include time trials, only athletes that are entered in an individual event in the meet are eligible to enter time trials.

   c. Once the meet or a meet session has met an imposed capacity and has closed, all further meet entries and payments shall be returned per Pacific Swimming Policies and Procedures.

      (1) The host club shall accept, in the order they receive them, entries to a CAP meet. Athletes from the host club shall not be given preference.

      (2) Failure of the host club to notify, in the prescribed manner, the athletes that their entries are not being accepted, shall result in a complaint filed with the Pacific Swimming Administrative Review Board. A host club not attempting to notify non-accepted entrants may be barred by the Board of Directors from hosting meets the following year.

2. Check-In

   a. No event shall be closed more than 30 minutes before the scheduled start of the session. Close of check-in for remaining events shall be no more than 60 minutes before the estimated time of the start of the first heat of the event.

3. Scratch Down Procedures

   a. Mandatory Scratch-down — If conditions warrant, the referee, with the concurrence of the meet director, may require athletes to scratch an event or events in order to regulate and control the length of time for competition in a sanctioned meet.

      (1) Meet announcements shall include the following statement "If local conditions warrant it, the meet referee, with the concurrence of the meet director, may require a mandatory scratch down, subject to the provisions of Pacific Swimming Rules and Regulations."

      (2) The mandatory scratch procedure shall be applicable to timed final events only.

      (3) To the maximum extent possible, the mandatory scratch requirement shall be applied uniformly to all age groups and all athletes.

      (4) The entry fee for each event scratched pursuant to the mandatory scratch procedure shall be refunded in full to athletes in cash prior to the close of the meet.

4. No Show Penalties

   a. Age Group Meet: Refer to Pacific Swimming Rules and Regulations Section 4.

   b. Senior Meet: Refer to Pacific Swimming Rules and Regulations Section 5.

C. Meet Results

1. Meet results shall be submitted to Pacific Swimming no later than 48 hours after the completion of the meet, in the manner and format prescribed in Pacific Swimming Policies and Procedures.

2. Failure to provide meet results as required shall be grounds for denying future sanctions.

D. Financial Reports, Meet Summary Reports and Fees

1. Meet financial report, meet summary report and payment of fees due Pacific Swimming shall be received by the Treasurer within 30 days after the last day of the meet.

2. Failure to provide the meet financial report and payment of fees due Pacific Swimming as specified shall subject the meet host to a penalty of 10% of the Pacific Swimming share of the meet fees and may provide grounds for denying future sanctions.

3. A meet summary report is a copy of the documentation from the meet management software used to determine and calculate the number of individual and relay entries and the corresponding fees due to Pacific Swimming. The meet summary report shall be attached to the meet financial report. Failure to supply the documentation will trigger a reminder e-mail to the club. If the documentation is not provided to the Treasurer within 14 days of the reminder, a penalty fee of 25% of the fees paid to Pacific Swimming shall be assessed to the club.

4. Invoices shall be emailed to clubs who incorrectly calculate the amount due to Pacific Swimming. Payment shall be received by the treasurer within 14 days of the reminder. If the payment has not been postmarked by that deadline a penalty of 10% of the amount due will be added to the amount due. If the invoice has not been paid within 30 days of the reminder, the club shall not be eligible to host a sanctioned meet until the payment has been received.