

FG Standing Rules

October 4, 2004 Changes in YELLOW

Definitions

FG Championship Meets - FG Short Course Junior Olympics, FG Long Course Junior Olympics, FG Winter Championship, Long Course Division II Championship, Short Course Division II Championship. Other meets may be designated as such by the sanctioning officer and use FG Championship procedures.

Non-Championship Meets- County Sub-JO (Time Standard is below Junior Olympic cuts), County Invitational (No Time Standards), and FGC Invitational (Time Standard is Junior Olympic Cuts).

Fines – Fines may be levied by FG Swimming against members, member teams, or member coaches in accordance with the FG By-laws and the table listed below.

Table of Fines - Maximum

Violation	Member fined	Penalty	Fines Payable to:
Meet Information-Late Submission	Club	\$100.00	FGC
Meet Information - Late Distribution	Club	\$50.00 per day	FGC
Meet Back-up - Late Submission	Club	\$50.00 per day	FGC
Meet Back-up – Final Result not meeting FG standards	Host Club	\$100.00 per session	FGC
Unregistered Swimmer participating in sanctioned meet.	Club or Member	\$50.00 per swim	FGC
Incomplete/Incorrect Athlete Data	Meet Host	\$25.00 per athlete	FGC
Missed Event – Positive Check in	Club or Member	\$25.00	Host
Missed Event – Finals	Club or Member	\$25.00	Host
Proof of Time for any entered event (includes DQ, and NS)	Club or Member	\$25.00	Host
Proof of Time-Late for deadline issued	Club or Member	\$25.00 per event, per week	FGC
Illegal Swim in a Sub-JO Meet	Club or Member	\$50.00 per splash	Host
Recruiting Violation*	Club, Coach or Both	\$1000.00 – Max per swimmer	FGC
Returned Check Fee	Club, Coach, Member	\$25.00	FGC
Late Team Re-Registration	Club	Double the Registration Fee	FGC
Late submission of post meet reports / fees	Host Club or Organization	\$100.00/month (10/4/04)	FGC

*Other penalties may be levied by the Board of Review in accordance with the FG By-Laws.

**Clubs who have not satisfied their proof of times by the next championship meet must compete unattached until all fines are satisfied.

**All fine obligations must be settled by cash, money order, or cashiers' check.

Forms of Payment:

1. Any amount of money for registration that is submitted to the FGC must be with a team check, cash, or money order and it should be payable to FGC Swimming, Inc.
2. Any amount of money for the Banquet, and the All-Star Teams may be paid with an individual or team check, cash or money order.
3. All fines owed to the FGC must be paid with a single team check, cash, or money order.
4. Entry Fees are payable to the host team with a single team check, cash, or money order. Only one check per team will be accepted.

102.2.1 Entries

.1 **Deadline-** All entries will be due Wednesday (ten days before the meet) and the meet host must get a registration export to the Registration Chairman by that Friday night in order to review that all registrations are complete and correct.

.2 **Entry Times** – In all FG Championship meets - swimmers will enter events with “Submitted Times”. The definitions of submitted times is “those filed with an entry, as having been previously achieved.” Conversions will be allowed for all Timed Final events at all FG Championship meets. All entry times for any FG Championship meets must have been achieved within two years prior to the start of the meet.

.3 **US Open Qualifiers** – A swimmer who is currently qualified for the US Open, must swim that event in the Open category in all FG Championship meets. For purposes of this rule – 400M Free / 500Y Free, 800M Free / 1000Y Free, 1500M Free / 1650Y Free, are considered equivalent events. This ruling does not apply to swimmers participation in relay events.

.4 **Qualification Period – Duration of Times for Championship Meets** – Submitted times for any FG Championship meets must have been achieved within from September 1 of the second previous year and the entry deadline for the meet. Example: Meet date – March 13, 2004 – Qualification period 9/1/02 – entry deadline.

.5 **Awards** – Must be approved by the FG Age Group or Senior Chair as appropriate. Failure to receive prior approval may result in the host team being required to replace the awards. Replacement awards will be distributed to all teams not later than 30 days following the notification of inadequate awards. (10/4/04)

102.3 Scratches

FG Scratch Policy

Background:

Meet Information may specify that certain events required “Positive Check-In” for seeding. Due to a variety of circumstances (traffic, school, administrative error, etc.) there are occasions where there may be some doubt whether a swimmer will be available to participate in an event.

Definition:

CHECKED IN – A swimmer is checked in by initialing by the swimmers name by the swimmer, coach or other authorized representative. A swimmer checked in at the close of positive check in will be seeded.

SCRATCH – Swimmer has been removed from an event by annotation on the check in sheet (normally a single line drawn through the name) Swimmers that are annotated as scratched at the time check in closes are permanently removed that event.

NOT CHECKED IN – Swimmers who has not checked in or scratched from an event. For seeding purposes, these swimmers will be removed from seeding.

Policy

If a swimmer has not scratched or checked in and the swimmer subsequently declares they desire to swim, they may swim in open lanes on a first come, first served basis. If there is no open lane, the swimmer shall not swim.

102.4. **Seeding**

.1

FG Deck Seed Policy

Background

The intent is for all swimmers to be entered into meets electronically or by using a Master Entry Form. However, swimmers are occasionally omitted from meet entries for a variety of reasons. Meet hosts may leave swimmers out who should have been entered into the meet, coaches forget to enter swimmers in either individual or relay events and occasionally, swimmers arrive at meets thinking that they are in the meet when their name does not appear on the Master Entry Form.

Deck entries can be a very difficult to manage and consistency in application of this policy is the key to the fairness of the process. Allowing deck entries can place a significant administrative burden on the meet host. Additionally, last minute deck entries can increase the number of administrative errors in meet results.

For these reasons, the following policy has been adopted for use in all Florida Gold Coast non-championship meets where the meet information does not specify that no deck entries will be permitted.

Note that deck entries in FGC Championship meets are never permitted unless there has been an administrative error on the part of the meet host.

Coaches Responsibility

It is the responsibility of the coach to provide a correct electronic entry or Master Entry Form that enters all swimmers into all of their events. The coach should review the heat sheet prior to the start of each session to ensure that all swimmers and relay teams are included.

If there is an omission noted in the heat sheet, the coach should immediately contact the meet director. The coach should have a printout of the electronic entry or a copy of the Master Entry Form prior to contacting the meet director.

Deck Seed Policy

If the problem is an administrative error on the part of the meet host, the meet director will enter the swimmer into the appropriate events as follows:

- **Non-Championship Meets:** The swimmer will be entered into the open lane most appropriate to the swimmers' seed time. If there are no open lanes, the swimmer may stand by for an open lane. If no open lane exists at the conclusion of the event, the meet referee will add an extra heat for the swimmer.

If the problem is not an administrative error on the part of the meet host, the following procedure will be followed:

- For a one hour period starting 1 hour and 30 minutes before the start of the session: deck entries from swimmers who have been entered into the meet but not entered into an individual event or events will be permitted. Entries will be processed on a first come first served basis, one event at a time, into open lanes only. The entry fee for all deck entries in this period will be double the stated entry fee for meet.
- For a one half hour period, starting 45 minutes before the start of the session: swimmers not entered in the meet will be added, one event at a time into open lanes only. The entry fee for all deck entries in this period will be double the stated entry fee.
- 15 minutes before the start of the session, the entries for the session will be closed. No further entries will be processed for that session.
- Swimmers that are entered into the meet during this open entry time are considered in the meet for remainder of the meet.
- The Meet Director will provide the Meet Referee with a master heat sheet that contains all deck entered swimmers properly annotated on it. The Meet Referee may also require individual entry cards to be filled out for each additional swim.
- The coach is responsible for paying for deck entered swimmers, including applicable pool/swimmer surcharges for new swimmers, when the swimmer is deck entered.
- For entries into Deck Seeded events – Swimmers entering deck seeded events using this policy will be entered at NT – No Time.

Prohibited Actions

- Moving swimmers that were properly entered into events between events.
- Purposely leaving swimmers out of events so that they can be later deck seeded.

Championship Meets:

If the swimmers seed time falls outside the circle seeded heats, the swimmer coach will be offered any open lane. If there are no open lanes, the referee will add a heat to accommodate the swimmer. The Referee may split a heat or add a heat to accommodate the swimmer. If the swimmers seed time would have seeded the swimmer in the circle

seeded heats, the swimmer will be offered the following options in this order (NOTE: The swimmer / coach may request any of these options to include reseeding.)

1. Any available lane in the circle seeded heats.
2. Any available lane in any other heat. Where there is more than one open lane, select the fastest available heat.
3. A lane in an added or split heat. Reseeding is preferred to splitting a circle seeded heat.
4. Reseed event.

.4 **Timed Finals** – In all FG Championship meets, if the meet information states that the fastest heat of an event will be swum in the finals session, and a swimmer desires to swim the event in the preliminary session, the swimmer must enter the event at the event qualifying time.

.7 **Seeding of 400 and greater events** – The standard order for seeding events of 400Y or greater will be fastest to slowest. Where only one course is available, the event will be alternated Women's heats and Men's heats.

.8 **Seeding for Championship Meets** – Swimmers must enter at the fastest time achieved in an event (except as provided in USA Swimming Rules 207.10-.11). Swimmers who have not achieved a time in the conforming course must enter at the fastest achieved time in the non conforming course.

Bonus Events for 12&U Swimmers – Swimmers who have achieved the qualifying time standard in the 100 Yard or Meter event will be permitted to enter the 50 Yard or Meter distance of that event. The swimmer must enter this bonus event at NT.

After entries are completed, the NTV Chair will screen the entries for times that have not been achieved. A listing of non-achieved times will be posted on the FG web site. Team who do not provide pre-proof of times for swimmers on that list by the deadline stated in the meet information will not be entered in that event.

102.7 **Scoring**

.4 The Division II Championship meets will not be scored. All FG Championship meets will be scored using standard point values equal to the number of lanes used in championship finals. If more than one final is scheduled, the A and B final will be scored. Any other meet may be scored using point values as delineated in the meet information.

102.8 **Change of Program and Postponement**

.4 **Meet Committee** – The meet committee will be appointed to handle all issues pertaining to non rule situations at the meet. Examples of issues under the jurisdiction of the meet committee are: Severe weather, equipment issues, etc. The composition of the meet committee is left to the discretion of the Meet Referee but must include at least one athlete and one coaching representative.

102.12 **Officials** – The FG Officials Chair is responsible for assigning the Meet Referee for all FG Championship meets.

.2 Apprentice procedures: The following outlines the minimum apprentice requirements for different officiating positions.

Stroke and Turn Judge – Member of USA Swimming
USA Swimming Officials Test – Timer and Stroke and Turn Judge.
FG Stroke and Turn Clinic
Apprentice a minimum of 6 sessions at two separate meets – one meet must have non – “A” swimmers.

Starter - Member of USA Swimming
Minimum of 1 year as a certified Stroke and Turn Judge
USA Swimming Officials Test – Starter
Apprentice – Minimum of 6 sessions at two separate meets.

Referee - Member of USA Swimming
Minimum of 1 year as a certified Stroke and Turn Judge
USA Swimming Officials Test – Referee / Administrative Referee
Apprentice – Minimum of 6 sessions at two separate meets.

202 **Sanctions**

202.2 **Requirements for Sanction**

The FGC Board of Directors will approve a schedule of meets each fall. Hosts of meets will be determined through a bid process at the next scheduled meeting. The FGC Age Group Chairman will produce a bid package which will be posted on the FGC Web site for download and distributed electronically to all team contacts no later than 30 days prior to the bid meeting. Only FGC member organizations may bid on meets. Hosts for FGC-wide meets will be voted on by all FGC Board Members. County meet hosts will be determined by the coaches from each county. Payment for sanctions must be made at the conclusion of the bid meeting.

Granting of the sanction requires the host to comply with the FGC Swim Meet Sponsor and Information Worksheet below. Any request to modify the terms of the sanction must be approved by the FGC Board.

202.3 **Retention of Records** – The following meet material must be retained for a period of 12 months after each sanctioned meet. One heat sheet from each session, timing equipment printout sheets/tapes, lane timers sheets, Referee order of finish, DQ log, DQ Slips, no show log, positive check in sheets, relay cards, relay takeoff slips, any other paperwork the Referee deems appropriate.

205 **Age Group Program**

205.3.1 (f) (10/4/04) **Application of USA Swimming 4 hour rule – The USA Swimming rule book** section 205.3.1f states that “with the exception of championship meets, the program in all other age group competition shall be planned to allow the events for swimmers 12 years and younger to be completed in four (4) hours or less for a timed finals session or in a total of eight hours or less per day for a preliminaries and finals meet.” FG will enforce the “4 hour rule” for 12&under swimmers as follows:

1. Meets shall be planned to not exceed a 4 hour (timed finals) or 8 hour day (prelims – finals) for 12&Under swimmers.

2. Definition: Time Limit Point: 4 hours – timed finals meet. 8 hours minus the estimated time line for finals (prelims/finals). The time lines will be computed using a heat interval as determined by the technical planning committee.
3. If the pre-meet time line shows the last 12&Under event will be completed after the time limit point, all 12&U relay events scheduled prior to the time limit point for that session will be automatically cancelled. This cancellation will be made prior to the meet.
4. Relay events for older swimmers scheduled after the 12&Unders have completed swimming will be retained in the session.
5. If the cancellation of the relay events does not result in the last 12&Under event being completed by the time limit point, all 12&Under events scheduled after the time limit point will be cancelled. This cancellation may be made pre-meet or during the meet.
6. The Referee will keep track of lost time lost due to weather, equipment malfunctions or other disruptive events. This cumulative lost time will not be counted towards the 4 hour rule. Normal operational events such as checking of backup times, swimmers getting in and out of the water, and protests will be considered normal events and will not be counted as lost time.
7. The meet entry fees for events cancelled under this policy will be returned to the teams.

205.7 LSC Age Group Championship Meets

.6 **Athlete Eligibility** – To be eligible to swim at the Florida Gold Coast Junior Olympics, the swimmer must be registered with Florida Gold Coast by February 1st for the spring meet and June 1st for the summer meet.

302 **Athlete Registration** - All athletes must be registered USA Swimming member prior to competing in a sanctioned meet. Entry into the meet constitutes certification that the athlete is a member of USA Swimming. FG will fine member coaches, clubs or individuals in accordance with the table of fines if a swimmer is found to not be properly registered at the start of the meet.

Club Registration - Penalty for late registration of a team will be double the normal registration fee.

Teams - Satellite teams – Teams that train at more than one location may compete at meets in the county in which the team trains. Teams may travel to compete in the county of the satellite with prior coordination with the meet director. For the Division II championship, the team will compete as a whole in the meet as delineated in the North/South dividing line as stated in the meet information.

FGC Swim Meet Sponsor - Information & Work Sheet

This work sheet is designed as a checklist to assist FGC teams hosting swimming meets by following the correct procedures set forth by the FGC Board of Directors. Please follow each of the steps in the listed categories below, (before, during & after meet) as they were designed for a specific purpose. Also, adhere to the different deadlines in each of the categories. If you need an explanation of any item, please ask the General Chairman or any of the current Board Members.

~~~~~ BEFORE MEET PROCEDURES ~~~~~

BID MEETING

- _____ Meet Application.
- _____ Meet approved by AG or SR Chairman.
- _____ Sanction Fee (\$25 for each day of the meet, \$75 maximum).
- _____ Make checks payable to: Florida Gold Coast Swimming.

*There is a \$5.00 Sanction Fee if there is no entry fee charged (dual meets, time trials, Etc...).

MEET INFORMATION

1. **Entry Deadline:** _____ (Not earlier than the Friday, one week prior to the meet).

2. **Maximum Entry Fees (for electronic entries in acceptable SDIF or its equivalent format):**

- Individual Events:**
- _____ \$2.00 - "Sub-Jo" timed finals.
 - _____ \$2.50 - "FGC Inv.", "A-B" and "County Inv."- Timed Final Invitational Meets.
 - _____ \$3.00 - Age Group Meets with prelims and finals.
 - _____ \$5.00 - FGC Championship Meets (includes a \$2.00 per swimmer for Zone Travel Surcharge.
 - _____ \$3.00 - Senior Meets.
 - _____ Deviation from above fees must have prior FGC Bd. of Dir. Approval.
- Relay Events:**
- _____ \$4.00 - "BB-C" timed finals.
 - _____ \$5.00 - "A", "A-B" and "A-B-C" Timed Final Invitational Meets.
 - _____ \$6.00 - Age Group meets w/ prelims/finals & All Senior meets.

****All other forms other than the standard above (SDIF or its equivalent) will be doubled the stated entry fee. Entries that are not conforming to USA Swimming SDIF include: fax entries, free email, voice entries, etc...**

3. **Maximum Pool Surcharge:** \$1.00 per day for the number of days in the meet. Maximum of \$3.00 for three or more days.

4. Awards

- _____ **"Sub-JO" and 8 & Under** -Ind. events: Ribbons for as many places as there are lane used in competition, Relays: Ribbons for the top three teams.
- _____ **"County Invitationals" (Timed Finals)** -Minimum: Ind. events: Medals (or equivalent) for places 1-3, and ribbons for 4th-16th. Relays: Ribbons for the top three teams.
- _____ **"Division II Championships" & "FGC Invitationals"** -Minimum: Ind. events: Medals (or equivalent) for places 1-3, and ribbons through the place equal to the number of lanes used for competition. Relays: Ribbons for the top three teams.
- _____ **Junior Olympics & Winter Championships**- Minimum - Ind. events: Custom Medals (or equivalent) equal to the number of lanes used for competition. Relays: Custom Ribbons for the top three teams. **Must be approved by the Age Group Chair.** (10/4/04)
- _____ **Senior** -Minimum, Ind. events: Medals (or equivalent) for places 1-3. There shall be no awards for senior qualifying meets (timed trials). **Championship Meets must be approved by the Senior Chair.** (10/4/04)

Note: For all meets, 13 & Over swimmers achieving ribbons must indicate with the awards desk their desire to receive their ribbons, otherwise, meet management will not be required to issue these ribbons.

5. Officials

_____ Referee is: _____
It is the responsibility of the host club to provide certified officials at all sessions of the meet. Each club should have a current list of FGC certified officials. If you do not, contact the FGC Officials' Chairman.

_____ **Head Meet Marshall must be identified by name in the Meet Information.** (10/4/04)

6. Event Limit in accordance with USA Swimming Rules:

_____ Timed Final meet: Maximum of five (5) events per day, not including relays.
_____ Prelim and Final meet: Maximum of three (3) events per day, not including relays.

7. Entries

_____ An entry file submitted electronically in SDIF or its equivalent is considered the official master entry.

8. Items to be included with information sheet and/or entry blanks.

_____ Name of Meet and Date of Meet
_____ Sanction Number.
_____ Date and Time (warm-up and start times for all sessions).
_____ Location (include directions and/or map to pool).
_____ Pool specifications (course distance, # of lanes to be used, warm-up availability).
_____ Timing equipment to be used (ie. Colorado, Omega or Watches). – Level of primary timing system to be used (Level 1 – Level 4). See USA Swimming Rules 102.16 B
_____ Eligibility (age if restricted and qualifying times if applicable and if the meet is open or .
_____ Entry Deadline
_____ Scoring (if applicable).
_____ Address where entries are to be mailed or phone number to be faxed.
_____ Name/Organization to which the entry fees are to be made payable.
_____ Vendors (if applicable).
_____ Name of Meet Referee
_____ Meet manager and phone number.
_____ Penalties for failing to make qualifying times (if applicable).
_____ Scratch procedures and penalties in Prelim and Final meets.
_____ Order of events (to be approved by the Age Group/Senior Chairman or their designee).
_____ Financial Recap Sheet.

9. 45 Days prior to the meet

_____ For all meets- send complete meet information sheet, meet application, and appropriate sanction fees to AG or Senior Chairman for their approval. Sanction number will then be issued.
_____ For information on non-USA-S meet approvals- contact the Registration Chairman

10. 30 Days prior to the meet

_____ Email the webmaster and participating teams the meet information for him to put on the FGC website.
_____ Email the webmaster and participating teams a "meet events file" complete with appropriate time standards. If meet event changes, please email the webmaster and all participating teams the correct information.

~~~~~ DURING MEET PROCEDURES ~~~~~

1. Event results are to be posted as soon as they are compiled.
2. Event results should indicate achieved time standards as appropriate for the meet.
3. Awards are to be made available to the swimmers as soon as they are available.
4. Coaches shall have access to the Meet Director during the course of the meet.
5. Positive check in shall close no more than 60 minutes prior to the scheduled start of an event unless

stated otherwise in the meet information.

6. Deadline for submission of relays' names will be determined by the Meet Referee.
7. Finals of a prelim/final meet may not begin less than two (2) hours after the last heat of the prelims.

~~~~~ AFTER MEET PROCEDURES ~~~~~

MEET RESULTS

Electronic Results-A complete electronic Meet Manager backup must be forwarded to the LSC NTV Chairman immediately after the meet results are final. It should not be later than 3 days after the meet.

1. Title Page-Please send this page to the Officials Chairman and it must include:

- a. Name of the meet. (This must appear on all pages of the results).
- b. Meet site.
- c. Meet date(s). (This must appear on all pages of the results).
- d. Meet course. (25 yard, 25 meter or 50 meter)
- e. Sanction number (must appear on all pages of the results).
- f. Participating teams and team abbreviations.
- g. Name of Officials (referee, starters, stroke and turn).
- h. Other: Team scores if kept, high point individuals if kept.

2. The following items must appear on all pages of the results:

- a. Name of the meet
- b. Meet date(s)
- c. Sanction Number

3. Within 3 Days of the meet conclusion:

- a. Electronic results sent to the NTV Chair.
- b. **A complete Hytek Backup** must be sent via e-mail. Go to www.fgcswim.org to see the current e-mail of the NTV Chair.
- c. Meets that are run with other software must provide complete results in **USA Swimming SDIF**.

4. Within 15 Days of the meet conclusion:

- a. Send the Title Page of the results to the FGC Officials Chairman.

5. Within 30 Days of the meet conclusion: **NOTE: \$100.00 per month fine for late submission of post meet reports and fees.** (10/4/04)

- a. Send to the Registration Chairman/Treasurer:
 - An FGC Financial Report along with the post -meet financial report from Meet Manager.
 - A check for 20% of the total entry fees (do not include meet surcharge in your figure).
 - Make check payable to: **FGC Swimming, Inc.**

Failure to comply with any of the items listed under Before, During and After Meet Procedure sections may result in a fine and/or other sanctions by the FGC Board of Directors or its designee.

FLORIDA GOLD COAST SWIM MEET FINANCIAL REPORT

NOTE: THIS REPORT IS DUE WITHIN THIRTY (30) DAYS AFTER THE MEET. MAIL ONE COPY TO THE SECRETARY AND ONE COPY, INCLUDING A CHECK, TO THE TREASURER/REGISTRATION CHAIRMAN.

EVENT: _____ HELD AT: _____

DATE: _____ SPONSOR: _____

SANCTION NUMBER: _____ FEE PAID: \$ _____ SANCTION DATE: _____

ENTRY FEE INCOME: _____ = \$ _____
(DO NOT INCLUDE FACILITY SURCHARGE)

MEET PERCENTAGE: 20% X ENTRY FEES DUE FGC SWIMMING = \$ _____

CLUB NAME: _____ REPORT DATE: _____

PRINT NAME OF PERSON MAKING THIS REPORT: _____

ADDRESS: _____ PHONE #: (____) _____

**PLEASE ATTACH, WITH THIS REPORT FROM MEET MANAGER:
post-meet team entry fee summary report**

FLORIDA GOLD COAST



APPLICATION FOR CHANGE OF REGISTRATION

I am now registered under _____ and hereby make
(former club)
application to transfer my registration to _____
(new club)

Reason for transfer _____

The last time I competed under my present registration was at the meet of,

_____ Held on _____ (date)
(must be completed) (must be completed)

Swimmer's Name _____

Current Address _____

Phone _____ Birth date _____

USA SWIMMING # _____

Signature (parent if under 18) _____

Approved _____ (Secretary of former club)

Approved _____ (Secretary of new club)

Transfer Granted _____ Date _____

The individual requesting transfer must sign all applications personally. In filing this application the applicant is informed that he cannot compete under his new registration until officially informed. If club changes are involved, approval must be obtained from both clubs. The REGISTRATION CARD must accompany this application.

Mail to: Dick Cavanah
951 U.S. Hwy. #1
North Palm Beach, FL 33408

Office (561) 691-3427
Fax (561) 691-3427

