



Policies and Procedures

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1. **BID DEADLINE:**
 - a. A bid date shall be established by the BOD and announced to the group members of NJSI.
 - b. Championship meets will be Club hosted unless no Club bids and then it can be hosted by the NJSI.
 - c. The request for bids shall be announced at least one month before the close of the bid process.
2. **BID SUBMISSION:**
 - a. Group members wanting to host a championship meet will submit their bid to NJSI through the online meet bid application process.
3. **AWARDING A BID:**
 - a. The Age Group Vice Chair will notify the Tech Planning Committee, and they will then recommend a host club to the BOD for approval if more than one team applies.
 - i. In the absence of the Age Group Vice Chair, the Senior Vice Chair will notify the Tech Planning Committee.
4. **FORMAT APPROVALS AND CHANGES:**
 - a. The Tech Planning Committee will recommend the Championship date and formats to the BOD for approval.
 - b. The Tech Planning Committee will work with host teams to abide by the dates and formats that were approved.
 - c. The Tech Planning Committee can make changes to the championship meet schedule and formats if needed.
5. **SWIMMER AGE:**
 - a. NJS follows the rules set forth in the USA Swimming Rules and Regulations regarding how a swimmer's age is determined for competition in a specific meet with one exception as follows.
 - i. **AGE UP EXCEPTION RULE:** When the Championship meet schedule is established so that the order of meets reflects an increase in the level of the swimmers, and they are run in ascending age-group order (e.g. Bronze Championships precedes Silver and/or Silver precedes State Champs).
 1. For the swimmer who "ages up" during the period between one championship meet and the next meet. If the swimmer had achieved a qualifying time for the younger age group in the latter two meets but that time does not qualify for the older age group, the swimmer will be permitted to enter the latter meet in the older age group using the older group cut-off time as the swimmer's entry time to allow for automatic seeding of the event.
 2. The meet announcements will specify the birth dates for those swimmers who fall in the "age up" period and which cut times they can use to enter the appropriate events.

- ii. When these end of season meets are not in an order that reflects an increase in the level of the swimmer, the BOD has the authority to determine how to resolve any issues.
 - 1. The underlying intent: whenever possible and within reason, give swimmers in NJS the opportunity to compete in their better events at one of the end of season meets.

6. RELAYS AT CHAMPIONSHIP MEETS:

- a. In order to swim in a relay designated as a Silver event, no swimmer on that relay may have a Gold time in the stroke and distance that the swimmer will swim in that relay.
- b. In order to swim in a relay designated as a Bronze event, no swimmer on that relay may have a Silver or faster time in the stroke and distance that the swimmer will swim in that relay.
- c. For 200 yard/meter relays for age groups that do not swim 50 yard/meter distances in a given stroke, the 100 yard/meter time for each swimmer for that stroke will be used to determine eligibility to swim that event.
- d. Examples:
 - i. A swimmer with a Gold Time in the 50 free cannot swim the freestyle leg of a 200 medley relay at Silver or Bronze Champs.
- e. If a team doesn't have enough eligible swimmers to complete a relay, that relay must be scratched and may not swim with an ineligible swimmer.

7. MEET ANNOUNCEMENTS:

- a. Meet announcements for the Bronze, Silver, and State Championship meets must carry wording that refers to the Swimmer Age, Age Up Exception Rule and Relays as outlined in this policy, as appropriate.

Change Log					
Version	Date	Description of Change / Sections	Author or Editor	Authority	Control Number
001	10/16/2023	Restructure of P&P / Whole Document	E. Harse	BOD	NJS-0002