**STANDARDIZED MEET ANNOUNCEMENT:**

NCS strongly recommends use of the standardized meet announcement template which was developed to aid document preparation, review, and sanctioning. The template is in a table format and allows easy edits and automatic adjustments of the cells for descriptions to be disclosed fully.

The standardized template includes all mandatory languageas indicated in **bold type**. Red lettering indicates meet specific information and **must** be entered. These do not need to remain bolded or red in your final announcement. Other wording and sections are variable and may be customized for the individual meet.

**SANCTION CHECKLIST:**

The following checklist has been organized so that each item corresponds to the order in which the section appears within the standardized meet announcement template. Again, statements indicated by **bold type** are mandatory language that must appear in all meet announcements, regardless of format. Red lettering indicates meet specific information and **must** be entered.

**INSTRUCTIONS:**

Upon completion, submit the Word file and required fees 60 days prior to meet date via e-mailed to the designated Meet Referee, Meet Director and to sanctions@ncswim.org. This address will transmit your meet information to the following individuals:

1. NCS Sanction Chair
2. NCS Technical Planning Chair
3. NCS Age Group Vice-Chair
4. NCS Senior Vice-Chair
5. NCS Webmaster
6. NCS Registration Coordinator

These people will respond with any comments and/or questions necessary to approve the sanction request. Once the comments have been satisfactorily resolved, the Sanction Chair will issue the sanction number, post the meet information on both the NCS website and USA-S Officials Tracking System, and provide an e-mail notification to all key host team and NCS personnel.

**MUST BE INCLUDED**

* Include all headings on the announcement template; logo (optional), meet name, host, dates, venue name and address, meet personnel along with their contact information.
* Facility: Include all pertinent information including description of pool and venue, starting platform, timing system, course, lane width, pool depth at both ends, warm up/down available, plus any other information such as parking, spectator seating, locker rooms, etc. for the site the event is being held. Also include whether the competition course is certified or not. **The competition course has been certified in accordance with 104.2.2C(4). The copy of such certification is on file with USA Swimming; OR The competition course has not been certified in accordance with 104.2.2C(4).**
* Meet Format: Classification of meet – Intra-squad, Dual, Tri, Quad, Timed Final, Prelim/Final, Age Group, Age Group/Senior, Senior, Pre-seeded unless otherwise indicated.
* Deadline and Meeting Summary: Populate table, in chronological order, with date, time and title of deadline or required meeting attendees.
* Safety: Add any additional facility rules. **The NCS Safety Program is in effect for this meet. Coaches are advised to closely supervise their swimmers at all times. NO running or horseplay will be tolerated.**
* Racing Starts: **Any swimmer entered in the meet, unaccompanied by an USA Swimming member coach, must be certified by an USA Swimming member coach as being proficient in performing a racing start or must start each race from within the water. It is the responsibility of the swimmer or the swimmer’s legal guardian to ensure compliance with this requirement.**
* Rules: If using the NCS Scratch Rule include statement as written and be sure to include the rule on a separate page. Any exceptions shall be listed. **This meet will be conducted in accordance with the current USA Swimming Rules and Regulations, except where rules therein are optional and exceptions are stated. Use of audio or visual recording devices, including a cell phone, is not permitted in changing areas, rest rooms or locker rooms. Except where venue facilities require otherwise, changing into or out of swimsuits other than in locker rooms or other designated areas is not appropriate and is strongly discouraged.** Host teams may change “strongly discouraged” to “prohibited”.
* Eligibility: Include any minimum/maximum time standards for qualification to enter the meet/event, team affiliations invited, etc. **All swimmers must be registered with USA Swimming, Inc. Swimmers must be registered prior to entry deadline.There will be no on deck registration available at this meet.**
* Swimmers with Disabilities: Place host team name in statement where indicated (2 places). **HOST TEAM welcomes all swimmers with disabilities as described in the USA Swimming Rules and Regulations, Article 105, to participate in our meets. Coaches entering swimmers with disabilities that require any accommodations are required to provide advance notice in writing to the Meet Director by the entry deadline accompanying their meet entry file, including the need for any personal assistants required and/or registered service animals. Failure to provide advance notice may limit HOST TEAM’s ability to accommodate all requests**
* Entries: **All relay only swimmers including alternates must be listed and pay the NCS Travel Fund surcharge.**
* Entry Limitations: State all limitations, number of events swimmers may swim, number of swimmers, event limitations, relay limitations, per day and/or meet total, etc.
* Entry Verification: A statement to teams verifying entries received. See example in template.
* Entry Deadlines: State day, date, time that entries must be received by the meet entry coordinator (no earlier than 10 days prior to the start date of the meet). Choose a statement to address late entries. **The Meet Entry Coordinator must receive entries by the date and time listed in the Deadline and Meeting Summary.** Also include: **No late entries will be accepted. There will be no on deck entries. OR Late entries may be accepted at the discretion of the Meet Referee. There will be no on deck entries.**
* Entry Fees: Include all fees to be paid.
* Seeding: Revise statement as needed.
* Check-in: List any events which will be positive check-in and when the check in deadline is along with where the check in will take place. Include any penalties for not checking in. Example is given.
* Scratches: List any penalties for scratching. Also include the statement for the NCS Scratch Rule if using. Again, remember to include the scratch rule on a separate page.
* Scoring: List points and places that will score if scoring is taking place.
* Awards List any awards that will be given.
* Results: State how meet results will be given.
* Coaches: Include a day, date, time, and place for the coach/general meeting. **All coaches on deck must be registered and certified with USA Swimming. Meet Management will require all coaches to show proof of certification/registration and shall prominently display their registration cards at all times while on deck. There will be a coach/general meeting at the date and time listed in the Deadline and Meeting Summary. Other meetings may be held at the meet referee’s discretion. Meet Management requests that at least one coach representative from each team attend all coaches meetings.**
* Officials/Timers/Volunteers: Include when official briefings will take place. Include any other information for timers/volunteers as needed. **There will be a need for officials. HOST TEAM welcomes and encourages anyone willing to volunteer to contact the Meet Referee by email prior to the meet or sign in once you arrive at the meet. All officials on deck must be registered and certified with USA Swimming and will be required to show proof of certification/registration. Officials shall prominently display their registration cards at all times while on deck. Any official’s assistance will be greatly appreciated and will help to ensure a great meet for the swimmers.**
* Hospitality/Concessions: Hospitality should be available. Include who it is open to and whether there will be concessions available.
* Warm–up: State whether there will be continuous warm-up/down available**. In accordance with USA Swimming guidelines, there will be a published warm-up procedure for all swimmers and coaches attending the meet. The Marshall will ensure all teams, coaches, and swimmers follow all warm-up procedures. Meet Management reserves the right to change warm-up times according to the number of entries. There is to be no diving or horseplay in this area.**
* Waiver/Release: Use mandatory wording either in this section or in the Summary of Fees/Release Form section. Place the HOST name and FACILITY name as indicated. **As a team entered in this meet, upon entry you are verifying that all of the swimmers and coaches listed on the enclosed entry are registered with USA Swimming. You acknowledge that you are familiar with the Safety Rules of USA Swimming, Inc. and North Carolina Swimming, Inc. regarding warm-up procedures and meet safety guidelines, and that you shall be responsible for the compliance of your swimmers with those rules during this meet. TEAM HOST, FACILITY, North Carolina Swimming, Inc., and USA Swimming, Inc., their agents, employees, and coaches shall be held free and harmless from any and all liabilities or claims for damages arising by reason of illness or injury to anyone during the conduct of this meet. You acknowledge that by entering this meet, you are granting permission for the names of any or all of your team’s swimmers to be published on the internet in the form of Psych Sheets, Meet Results, or any other documents associated with the running of this meet.**
* Order of Events: List for each session, warm-up time, meet start time, and events available in the table format given.

**COULD BE INCLUDED-PLACED AT THE END OF THE ANNOUNCEMENT**

* List any meet sponsors or logos
* Map to location
* List of restaurants and/or hotels in the area
* Special items of interest to participants such as a clinic or workshop
* Discount coupons from sponsors