HOST TEAM LOGO (optional)

MEET NAME

Hosted by HOST TEAM

DATES

Held at VENUE NAME, ADDRESS, CITY, STATE, ZIP

Held under the Sanction of USA Swimming, Inc., issued by North Carolina Swimming, Inc. Sanction #

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| **MEET DIRECTOR** | **MEET ENTRY COORDINATOR** |
| NAMEPHONEEMAIL | NAMESTREETCITY, STATE, ZIPPHONEEMAIL |
| **MEET REFEREE** | **MEET MARSHALL** |
| NAMEPHONEEMAIL | NAMEPHONEEMAIL |

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| **FACILITY** |  Include description of pool and venue; starting platform type; timing and starting system type; length of course, lane width, pool depth at both ends of course, warm up/down available during the meet. Include either: **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).** Any other pertinent facility information such as parking. Any facility rules in regards to deck changing must be included. |
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| **MEET FORMAT** | EXAMPLE: This is a timed final-prelim/final Age Group/Senior, pre-seeded meet unless otherwise indicated. |

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| Session | Day | Warm-up | Meet Start | Age Group |
| 1 | Friday | 4:00 PM | 5:00 PM | 13 & Older |
| 2 | Saturday | 8:00 AM | 9:00 AM | 11-12 |
| 3 | Sunday | 8:00 AM | 9:00 AM | 13-14 |

**DEADLINE AND MEETING SUMMARY**: (keep section in chronological order)

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| **Day, Date** | **Time** | **For:** |
| Day, Date | Time | Entry deadline |
| Day, Date | Time | Coaches/General Meeting |
| Day, Date | Time | 11-12 500 Free positive check  |
| Day, Date | Time | Official Briefings |

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| **SAFETY** | **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.**  Add any additional facility rules add here.  |
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| **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.** |
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| **RULES** | **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.** If following the NCS Scratch Rule: The NCS Scratch Rule is in effect for this meet. Include the scratch rule (on separate page) and any penalties that may be accessed. **Use of audio or visual recording devices, including a cell phone, is not permitted in changing areas, rest rooms or locker rooms.** **Deck changes are prohibited.****Effective January 1, 2017 - Operation of a drone, or any other flying apparatus, is prohibited over the venue (pools, athlete/coach areas, spectator areas and open ceiling locker rooms) any time athletes, coaches, officials and/or spectators are present. Exceptions may be granted with prior written approval by the Vice President of Program Operations.** |
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| **ELIGIBILITY** | **All swimmers must be registered with USA Swimming, Inc. Swimmers must be registered prior to entry deadline.** Entries listed as “Registration Applied For” will not be accepted. **There will be no on deck registration available at this meet.**  Include any minimum/maximum time standards for qualification to enter the event, team affiliations, etc. |
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| **SWIMMERS WITH DISABILITIES** | **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.** |
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| **ENTRIES** | Include how entries are to be submitted, a summary form if you wish one submitted. EXAMPLE: Entries submitted in Hy-tek format require no hard copy entry forms. Email is preferred for electronic entries however, disks are also acceptable. A completed and signed Entry Summary Sheet (included in the announcement) and payment in full must be received by the Meet Entry Coordinator by the entry deadline (also may be within x hours of receipt of entries, etc.). A swimmer’s age on the first day of the meet will determine their age for the entire meet. HOST TEAM entries will be entered first and then accept teams/entries in the order received, until the four/eight hour rule is reached. Entries received thereafter will be returned immediately. **All relay only swimmers including alternates must be listed and pay the NCS Travel Fund surcharge.** |
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| **ENTRY LIMITATIONS** | Swimmers may swim a maximum of x individual events plus x relays per day and a total of x individual events and x relays for the meet. Also include limitations on number of swimmers, event limitations, and team relay limitations, if applicable. |
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| **ENTRY VERIFICATION** | An email will be sent to the person submitting the entry confirming receipt of the entry within 48 hours of receipt. |
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| **ENTRY DEADLINES** | **The Meet Entry Coordinator must receive entries by the date and time listed in the Deadline and Meeting Summary** (note: no earlier than 10 days prior to the start date of the meet)**.** 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**

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| **Make checks payable to: HOST TEAM; All fees are non-refundable** |
| Individual Event | $x.xx per event; see NCS rules for any restrictions |
| Relays | $x.xx per relay; see NCS rules for any restrictions |
| NCS Travel Fund | $3.00 per swimmer, including relay only swimmers |
| Facility Surcharge | See NCS rules for any restrictions |
| Late Entry Fee | $x.xx; up to double the IE and relay fees listed |

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| **SEEDING** | The conforming time standard for this meet is short **OR** long course yards. Swimmers will be seeded and swim from slowest to fastest unless otherwise indicated. All non-conforming times will be seeded last in rank order |
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| **CHECK-IN** | A positive check-in, located where?, will be required for the following events: * 11-12 500 free
* 13-14 500 free
* 13-14 400 IM, etc.

Check in for event will be as stated in the Deadline and Meeting Summary (suggest ½ hour prior to session start to scratch, seed, and produce meet programs). You must include a penalty for not checking in. EXAMPLE: Swimmers that fail to check in will be scratched from the event and not seeded. Also include a penalty for those that do check in but fail to compete. EXAMPLE: In the positive check-in events, a swimmer who has checked in, been seeded, and fails to complete in said event, shall be barred from his/her next individual event. If no penalty is stated, no penalty may be accessed. |
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| **SCRATCHES** | EXAMPLE: There will be no penalty for scratching pre-seeded events at the block. If following the NCS Scratch Rule: The NCS Scratch Rule is in effect for this meet. Include the scratch rule (on a separate page) and any penalties that may be accessed. |
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| **SCORING** | List points and places that will score, if applicable. If not, state: No team or individual scoring will be kept. For example: All scoring will be on a sixteen (16) place basis.* Individual events: 20-17-16-15-14-13-12-11-9-7-6-5-4-3-2-
* Relay events: 40-34-32-30-28-26-24-22-18-14-12-10-8-6-4-2; only 2 relays per gender may score for each team.
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| **AWARDS** | List awards for individual events and relays for the number of places. List any high point/teams awards also. EXAMPLE: Ribbons will be awarded to the top 8 finishers in each age group, 8 & Under, 9-10, 11-12, and 13-14. No ribbons for Senior/Open events. No relay awards will be given. |
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| **RESULTS** | EXAMPLE: Results will be posted on HOST TEAM’s website within 24 hours of the meets conclusion. At the conclusion of the meet, teams may obtain Hy-tek backups either on a memory stick or via email attachment. |
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| **COACHES** | **All coaches on deck must be registered and certified with USA Swimming. Meet Management will require all coaches to show proof of such by prominently displaying their registration card or be prepared to show their Deck Pass virtual membership card upon request. 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.** |
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| **OFFICIALS/TIMERS/****VOLUNTEERS** | **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 such to the meet referee by displaying their registration card or be prepared to show their Deck Pass virtual membership card upon request. A certification card showing the official’s level of certification must also be presented. Any official’s assistance will be greatly appreciated and will help to ensure a great meet for the swimmers. Official briefings will be held in the hospitality area at the date and time listed in the Deadline and Meeting Summary.** |
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| **HOSPITALITY/****CONCESSIONS** | There will be a hospitality area open to all coaches and officials. Refreshments will be available at the concession stand. |
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| **WARM-UP** | **In accordance with USA Swimming guidelines, there will be a published warm-up procedure for all swimmers and coaches attending the meet. The Marshal 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.** During the competition, there will be lanes available for continuous warm-up/down (if available). **There is to be no diving or horseplay in this area.** |
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| **WAIVER/RELEASE** | **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.** |
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| **IMAGE RELEASE** | All participants agree to be filmed and photographed by the host club approved photographer(s) and videographers and to allow the right to use names and pictures before, during, or after the meet such as in public psych sheets, heat sheets, and results or featured on the host club or NCS website or social media or in public broadcast of the event via television or webcast. Parents and guardians of minor swimmers who do not wish their swimmers to participate in interviews or have individual pictures featured on any media should inform their team’s head coach and the Meet Director prior to the meet. |

**ORDER OF EVENTS**

**DAY, DATE**

**Warm-up: TIME; Meet Start: TIME**

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| **Girls/Women** | **Event** | **Boys/Men** |
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**DAY, DATE**

**Warm-up: TIME; Meet Start: TIME**

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| --- | --- | --- |
| **Girls/Women** | **Event** | **Boys/Men** |
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**DAY, DATE**

**Warm-up: TIME; Meet Start: TIME**

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| --- | --- | --- |
| **Girls/Women** | **Event** | **Boys/Men** |
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**Meet Name**

**Summary of Fees/Release Form**

Complete and email or mail this form along with entry fees to (checks payable to HOST TEAM):

HOST TEAM

ATTN: ???

STREET ADDRESS

CITY, STATE ZIP

Email to: ???

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| Team Name |  |
| Club Code |  |
| Coach |  |
| Coach Phone |  |
| Coach Email |  |
| Team Address |  |

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| Item | Total Number | Cost per | Total |
| Individual Entries |  | $x.xx per event |  |
| Relay Entries |  | $x.xx per relay |  |
| Swimmers (Travel Fund & Facility Surcharge) |  | $x.xx per swimmer |  |
| **Total Fees Due** |  |  |  |

**Waiver, Acknowledgement and Liability Release:**

I, the undersigned coach or team representative, verify that all of the swimmers and coaches listed on the enclosed entry are registered with USA Swimming. I acknowledge that I am familiar with the Safety Rules of USA Swimming, Inc. and North Carolina Swimming, Inc. regarding warm-up procedures and meet safety guidelines, and that I shall be responsible for the compliance of my 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. I also acknowledge that by entering this meet, I am granting permission for the names of any or all of my 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.

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SIGNATURE (Coach or Club Representative) CLUB

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