

This template has been developed to aid in the meet announcement preparation, review, and sanctioning. The template is in a table format and will allow easy edits and automatic adjustments of the margins to for descriptions to be disclosed fully.

The NCS Meet Announcement/Sanction Checklist has been reformatted to follow this new template which helps with the flow of the announcement and standardization of it for ease in all aspects of the announcement.

KEEP SECTIONS IN THE ORDER OF THIS TEMPLATE. Most sections are mandatory and shall include the wording given. Other wording and sections are variable and may be customized for the individual meet.

Instructions:

Include all headings on this announcement; 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, deck changing rules, etc. for the site the event is being held. Also include whether the competition course is certified or not. The wording for this certification is included in the template.

Meet Format: Classification of meet; include in separate table information as labeled in the headings.

Deadline and Meeting Summary: Populate, in chronological order, important deadlines per headings.

Safety: Mandatory wording is given. Add any additional facility rules.

Racing Starts: Mandatory wording is given.

Rules: Mandatory wording is given. 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.

Eligibility: Mandatory wording is given. Include any minimum/maximum time standards for qualification to enter the meet/event, team affiliations invited, etc.

Swimmers with Disabilities: Place host team name in statement. All wording is mandatory and given.

Entries: Example is given; adjust as needed. All relay only swimmers statement is mandatory.

Entry Limitations: State all limitations; events swimmers may swim, number of swimmers, event limitations, relay limitations, etc. Example is given.

Entry Verification: A statement to teams verifying entries received.

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.

Entry Fees: Include all fees to be paid.

Seeding: Adjust 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: Mandatory wording is given. Include a day, date, time, and place for the coach's/general meeting.

Officials/Timers/Volunteers: Mandatory wording is given. Include when official briefings will take place. Include any other information for timers/volunteers as needed.

Hospitality/Concessions: Hospitality should be available. Include who it is open to and whether there will be concessions available.

Warm-up: Mandatory wording is given. State whether there will be continuous warm-up/down available.

Waiver/Release: Use wording given.

Image Release: Use wording given.

Order of Events: List for each session, warm-up time, meet start time, and events available in the table format given.