The standardized meet announcement template has been 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.

This checklist has been organized so that each item corresponds to the order in which it is placed within the template. Most sections are mandatory and **shall include the wording given (as bolded).** Red lettering indicates meet specific information and **must** be entered. Please note that 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.

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, 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 mandatory and included in the template.
☐ 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: 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 where indicated (2 places). Mandatory wording is given.
☐ Entries: Example is given; adjust as needed. "All relay only swimmers" statement is mandatory.
☐ 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. Example is given.
☐ Entry Verification: A statement to teams verifying entries received. Example is given.
☐ 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: 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: Mandatory wording is given. Include a day, date, time, and place for the coach/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.

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