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** |
| NAME  PHONE  EMAIL | NAME  STREET, CITY, STATE, ZIP  PHONE  EMAIL |
| **MEET REFEREE** | **MEET MARSHAL** |
| NAME  PHONE  EMAIL | *Must name at least one Meet Marshal of each gender.*  NAME (Female Meet Marshal)  NAME (Male Meet Marshal) |

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| **FACILITY and HOST TEAM REQUIREMENTS** | HOST TEAM has discussed specific health and safety procedures with the venue management. At this time, the facility and HOST TEAM have no additional requirements. (*If there are additional requirements, list them in this section.)* Compliance with the most current guidelines from USA Swimming, North Carolina Swimming, CDC, State and Local jurisdictions will be maintained throughout the duration of the meet. |
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| **FACILITY** | *Include description of pool and venue; starting platform type; timing and starting system type (including a a brief statement specifying what combination of buttons and/or watches will be utilized in addition to the automatic timing system).; length of course, lane width, pool depth at both ends of course, warm up/down available during the meet.* HOST TEAM will ensure the required competition course dimensions. *For pools with movable bulkheads include the following:* Prior to each session of competition, the facility host shall examine the bulkhead and shall confirm to the Meet Referee that the bulkhead is stable, straight and properly positioned and anchored.    *Please include a description of the medical support that will be available (i.e. Lifeguards will provide first aid.)*  *Any other pertinent facility information such as parking.*  *Any facility rules regarding deck changing must be included*. |
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| **MEET FORMAT** | *EXAMPLE:* This is a (timed final, prelim/final, Age Group/Senior, etc.) 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 |
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**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 | Official Briefings |
| Day, Date | | Time | Coaches/General Meeting |
| Day, Date | | Time | Timer Briefing |
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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.* |
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| **TECHNICAL SUIT BAN for 12&Us** | Per USA Swimming Rule 102.8.1F, 12 & Under athletes may not compete in Technical Suits at this meet.  A Technical Suit is one that has the following components:   * Any male or female suit with bonded or taped seams regardless of fabric or silhouette; or * Any male or female suit with woven fabric extending to the knee or mid-thigh regardless of the seam type. |
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| **MAAPP** | All adults participating in or associated with the meet acknowledge that they are subject to the provisions of the USA Swimming Minor Athlete Abuse Protection Policy (“MAAPP”), and that they understand that compliance with MAAPP is a condition of participation in the conduct of this competition. |
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| **SAFE SPORT** | The NCS Safety Program is in effect for this meet. Coaches are advised to closely supervise their swimmers at all times. Swimmers may be dropped off only in designated safe areas. Swimmers are not permitted in work out rooms, storage rooms, meeting rooms, or control rooms. No glass containers or bottles are allowed inside the facility at any time. Anyone failing to comply with a safety request may forfeit his or her privilege to participate. We strongly recommend each team assign a marshal to monitor warm-up sessions and locker rooms in addition to host team marshal.  Use of audio or visual recording devices, including a cell phone, is not permitted in changing areas, rest rooms, locker rooms, or behind the starting blocks. Flash photography of any kind is prohibited at the start of a race.  Deck changes are prohibited.  Any swimmer entered in the meet must be certified by a USA Swimming member-coach as being proficient in performing a racing start or must start each race from within the water without the use of a backstroke ledge. When unaccompanied by a member-coach, it is the responsibility of the swimmer or the swimmer’s legal guardian to ensure compliance with this requirement. It is also the responsibility of the swimmer or the swimmer’s guardian to request assignment from the Meet Director to a USA Swimming member coach attending the meet if a coach from the swimmer’s team is unable to attend.  Unless approved in writing in advance of the competition by the Program and Events Committee Chair or designee, operation of a drone, or any other flying apparatus, is prohibited over the venue (pools, spectator areas, and open ceiling locker rooms) any time athletes, coaches, officials, and/or spectators are present.  Only swimmers, properly certified officials and coaches, and meet volunteers will be allowed on deck. No spectators will be allowed on deck at any time. |
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| **ELIGIBILITY** | All swimmers must be registered with USA Swimming, Inc. and be members of HOST TEAM or INVITED TEAM. All Adult Athletes must hold current APT certification to compete. 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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| **MEMBERS WITH DISABILITIES OR**  **MEDICAL CONDITIONS** | 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. 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 |
| Relays | $x.xx per relay |
| 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** | | All events will be pre-seeded and there will be no positive check-in. |
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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: 20-17-16-15-14-13-12-11-9-7-6-5-4-3-2-1 * 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. Volunteering Officials should contact the Meet Referee by email **prior to the meet.** All officials on deck must be registered and certified with USA Swimming. Certification will be verified by Meet Referee the day before the meet/session. There will be a meeting at the day(s)/time(s) listed in the “Deadline and Meeting Summary” above. Meetings may be in-person at the meet or virtual in advance and assignments may be communicated electronically prior to each session. All officials are strongly encouraged to complete an individual personal review of applicable USAS rules prior to the meet. Officials should report at the time specified by the Meet Referee and bring a writing utensil. |
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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. HOST TEAM, 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. |
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**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. HOST TEAM, 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.

SIGNATURE (Coach or Club Representative) CLUB

TITLE DATE