Ozark Swimming Meet Sanction Requirements:

<table>
<thead>
<tr>
<th>Meet Name:</th>
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<tbody>
<tr>
<td>Date(s):</td>
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<tr>
<td>Pool:</td>
</tr>
<tr>
<td>□ Indoor</td>
</tr>
<tr>
<td>□ Outdoor</td>
</tr>
<tr>
<td>Course</td>
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<tr>
<td>□ 50 Meters</td>
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<tr>
<td>□ 25 Meters</td>
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<tr>
<td>□ 25 Yards</td>
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Pool certification must be on file. If this is a new pool it must be certified for compliance with standards. USA Swimming rule 104.2C(3)(4) and 103.2. Please make sure that your back stroke flags are in the correct location for the course you are swimming (5 meters for long course/15 feet for short course). If the facilities are deficient in any way (i.e. water depth, blocks) list the deficiencies on the meet information sheet.

Marshal Name (Printed Name):

Note that the Marshal must be on deck. The marshal may not be a coach. This is to be the marshal’s only job during the meet.

Meet Format:

□ Championship
□ Invitational with qualifying times
□ Open
□ Dual
□ Fun/Novice Meet
□ Intra–squad Meet
□ Time Trial (if included with another meet, you must request a separate sanction)

If you are running a prelim/final meet please indicate that the following is on the meet information sheet:

□ Order of final heats is stated (A final, B final or B final then A final)
□ Scratch rules apply as stated in the USA Swimming rule book
The following pages contain a list of information that must be accurate on the meet information sheet.

A current meet information sheet must accompany the Meet Sanction Request Form (make sure that the dates of the meet and the entry deadline are accurate)

Once a sanction has been issued, you must adhere to the information sheet concerning the order of events, awards, and application of the rules. Make sure that all information is correct before submitting your request.

**FOR CHAMPIONSHIP MEETS**
- Qualifying times are being used for this meet.
- The meet information clearly states whether fines will be assessed if times are not met (fines should be considered for prelim/final meets or limited events).

**FOR APPROVED MEETS**
- Make certain that you read and understand the definition of sanctioned, approved, and observed meets.
- See the instructions on getting your times in SWIMS with Forms A – C.
- For YMCA invitational meets, read and follow YMCA Approved.

**FOR OBSERVED MEETS**
- Make certain that you read and understand the definition of sanctioned, approved, and observed meets.
- See the instructions on getting your times in SWIMS with Forms A – C.

**FOR ALL MEETS—GENERAL INFORMATION**
- Event list has been checked for duplication and/or missing events
- Lane and times for all warm-ups are listed
- Session start times are listed. (Not before …)
- Meet director(s) listed with phone numbers
- Meet Referee listed with phone number and contact information
- Admin Official listed with phone number and contact information

**LIMITS**
- Number of events each swimmer may enter (by day, by meet)
- Number of total swimmers which will be allowed into the meet
- Will team entries be split?
- Are there entry limitations for certain events?
- Limited events require proof of times with the entry submission
- Acceptable means of proof have been clearly listed
- Format of proof is listed
- Indicate whether proof is converted and from what length
- Penalties will be assessed if times are not met? A fine?
Means of verification of swimmers entry is listed on the meet information
Options for swimmers not making the cut are listed
Select other events where openings are available
Refunds made to the team

QUALIFYING TIMES (if any)
Note that swimmers must meet a certain qualifying time
Penalty assessed if qualifying time is not met? A fine?
Are NTs accepted?
Qualifying Times have been checked for accuracy
Are updated times allowed? Deadline for updates noted?

RELAYS
Coaches must list full first and last name on all relay cards
Eligibility for relays is listed

SCRATCHES/CHECK IN/WARM UPS/TIME LINE
Qualifications or exceptions for the deck entries are listed.
Teams are required by Ozark to reseed the meet to eliminate open lanes and long time lines (this rule does not apply for fun meets, intra-squad meets, or dual meets) Note the need for positive check in on the meet information sheet.
Penalties for failing to swim a limited event are clearly delineated
Failure to check in at the designated times will be considered a scratch
Requirements for deferring the decision to swim finals are listed
Penalties for failing to comply with scratch regulations are clearly delineated
Penalties for failing to swim a finals heat are clearly listed
Are there any breaks planned in the schedule?
The schedule has been planned to comply with the required time-lines

Deck Entries
Will deck entries be accepted?
If so, under what conditions?
If so, what fee?

Late Entries
Will late entries be accepted?
If so, under what conditions?
If so, what fee?
WORKERS/ FEES/AWARDS

How many officials will your team provide?

<table>
<thead>
<tr>
<th>Stroke and Turn</th>
<th>Starters</th>
<th>Referees</th>
<th>Admin</th>
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Total number of officials must comply with USA Swimming rules.

Officials for this meet will be qualified persons as certified by USA Swimming and Ozark Swimming or any other LSC, and be a currently registered non-athlete member of USA Swimming. The Meet Referee and the Administrative Official will be listed in the meet information and will be a currently registered non-athlete member of USA Swimming.

For Ozark Championship Meets, the Meet Referee and Starter will be assigned by the LSC. You must contact the officials committee for an assigned Meet Referee for a championship meet, before requesting a sanction.

Additionally, your meet information requires the following information:

- □ Meet information lists the name of the person coordinating the officials for the meet, along with their phone number and/or address
- □ Does the meet information state whether swimmers in the distance events are required to provide their own timers and counters?
- □ List whether distance events are swum fastest to slowest
- □ List whether distance events will alternate female/male heats
- □ If distance events will swim two to a lane, the meet information must state this.
- □ Teams are required to pay Ozark a $2.00 surcharge for each swimmer entered in the meet.

Fee charges per individual event $5.00 maximum, relay charge maximum $20.00 for all meets
- □ Special Awards offered?
- □ Ribbons/Medals listed by place, age, etc.
- □ Over Achiever Awards?
- □ Categories of Trophies are delineated.
- □ If certain events are not included in High Point awards, this must be clearly stated.
- □ Is the host team eligible for trophies
- □ Are all terms defined? (for example, is the term ‘small club’ defined?)

REQUIRED LANGUAGE IN MEET INVITATIONS

The following language must be included in all meet invitations (per 202.4.9 & 202.6.6):
- □ A statement of the nature of prizes to be awarded (if any).
- □ A complete schedule of lanes and times for all warmup procedures, which must be adhered to by all participants.
- □ Information about water depth measured for a distance of 3 feet, 3 ½ inches (1.0 meter) to 16 feet, 5 inches (5.0 meters) from both end walls.

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The following statement?: “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. When unaccompanied by a member-coach, it is the
responsibility of the swimmer or the swimmer’s legal guardian to ensure compliance with
this request.”

A statement indicating no swimmer will be allowed to compete unless the swimmer
is a member as provided in Article 302.

A statement indicating whether on deck registration will be permitted and under
what conditions.

Either one of the following two statements”
1. “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
2. “The competition course has not been certified in accordance with 104.2.2C(4).”

The following statement: “Use of audio or visual recording devices including a cell
phone, is not permitted in changing areas, rest rooms, or locker rooms.”

The following statement: “Deck Changes are prohibited.”

The following statement: “Held under the sanction of USA Swimming”. Also, indicate
that all the technical and administrative rules of USA swimming will apply. (Once your
sanction number has been issued, this number MUST appear on the published meet
information sheet set out to teams, and on all sheets of meet results sent to teams)

The following statement: “It is understood and agreed that USA Swimming shall be
free and held harmless from any liabilities or claims for damages arising by reason of
injuries to anyone during the conduct of the event.”

The following statement: “All swimmers must be athlete members of USA Swimming.
‘Applied for’ will not be accepted. Swimmers entered in the meet who do not hold current
membership will be dropped from the meet, and entry fees will NOT be refunded”. IF a
swimmer swims and is not registered a $100.00 fine per athlete will be imposed.

The following statement: “A swimmer attending a meet without a USA-S certified coach
must report to the meet referee or meet director prior to warming up for each session in
which he/she is swimming. The swimmer will then be assigned to a coach on deck for each
session of the meet that he/she has entered”.

The following statement: “Use of audio or visual recording devices, including a cell phone,
is not permitted in changing areas, restrooms or locker rooms.”

The following statement: “Changing into or out of swimsuits other than in the locker rooms or
other designated areas is prohibited.”

The following statement: “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.”

FOR YOUR INFORMATION
Checking the following items confirms your understanding of what is expected of your team
before and after a meet (note that these items do not appear on the meet information sheet):

Once the sanction is issued the meet information becomes final, no changes can be made.

Send an electronic copy of the meet information (Microsoft Word or PDF format) along
with the Team Manager events file to the Ozark Webmaster. The meet information and Team
Manager events file must be posted on the Ozark Swimming website 21-days prior to the date

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entries will be accepted for the meet.

- Watches may be rented at a charge of $5.00 per case per day. Watches are to be picked up two days prior to the meet and returned two days after the meet, or a $10.00 fine per day will be imposed. Call the Stopwatch Chair to reserve watches.

- Notification of injury and report of occurrence forms must be available. These can be found on Ozarkswimming.org under the document library or from the Safety Chair. Please make certain to use the current form.

**REGISTRATION CHECK**

- Teams must send a meet back up via e-mail to Karen Butz (Kbutz636@aol.com) at least one week before the meet so that registrations may be checked. Your meet director will be notified of any swimmers who are NOT registered with USA Swimming. These swimmers must not be allowed to swim. The host team does not have to refund entry fees for these swimmers.

**FINAL RESULTS IN ELECTRONIC FORM** should be sent to:

- Ozark Webmaster
  - Send a complete Locked Meet Manager backup, a complete Team Manager Export file (CL2), and a PDF file of the meet results.

- Angie Dorsey (adorsey@fast-swimming.com)
  - Send a complete Team Manager EXPORT (.CL2) or locked backup.

*Note: Do not filter these export files—all athletes, regardless of their LSC affiliation, should be exported.*

**PROFIT/LOSS STATEMENT**

The completed Ozark profit/loss statement must be in the hands of the Ozark Treasurer within thirty (30) days following the last day of a meet, along with a check made payable to Ozark Swimming (or ACH bank account on Ozark website). You must include the following items:

- Ozark Meet Fee Worksheet (available on ozarkswimming.org in the document library)
- Meet Manager Team Entry Fee Report showing numbers of athletes, teams and entries both individual and relay (before scratches are removed).
- Fees include:
  1. Surcharge to be paid to Ozark is $2.00 per athlete
  2. Splash fee = 8% of Event Entry subtotals (both individual and relay shown on the Meet Manager Team Entry Fee Report (before scratches are removed).
  3. Fines – If you collected any fines, they should be included in your payment to Ozark Swimming (they go into the travel fund).

*Note: The Ozark sanction fee and travel fund $35.00 was paid in order to receive the sanction. If you include that payment again you will NOT receive a refund.*

Please send Ozark Meet Fee Worksheet, Meet Manager Team Entry Fee Report, and payment to:

Trish Grant, ozarklsc.treasurer@hotmail.com
Ozark Treasurer, 17 Junction Dr. #235, Glen Carbon, IL 62034

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