

## MEET INVITATION INFORMATION

1. **Name of meet**
2. **Sponsor of meet**
3. **The statement: "This meet is held under sanction of USA Swimming and Snake River Swimming, Inc., Sanction No. \_\_\_\_\_. In granting this sanction it is understood and agreed that USA Swimming shall be free from any liabilities or claims for damages arising by reason of injuries to anyone during the conduct of the event.**
4. **Include the statement: "The competition pool "has/has not been" certified in accordance with USA Swimming Rule 104.2.2C(4).**
5. **Date of the meet**
6. **Location of the meet, including address**
7. **Description of the meet - Pentathlon, C meet, Invitational, Time Trial, etc.**
8. **Format of meet - timed finals, preliminaries and finals**
9. **Meet Referee: The meet referee must be certified as a referee and a current member of USA Swimming. Include their name, phone number, address, and e mail.**
10. **Meet Director: The meet director must be a current member of USA Swimming. Include their name, phone number, address, and e mail.**
11. **Include the statement: "At Referees discretion, there will be a coaches meeting fifteen (15) minutes prior to the start of warm-ups each day of the meet."**
12. **Include the statement: "There will be an officials meeting forty-five (45) minutes prior to the start each day of the meet."**
13. **Start time for each day of the meet**
14. **The meet information shall include a description of the facility, including the length of the pool, number of lanes, type of timing system (automatic or manual), approximate depth of pool, type of lane lines, type of starting blocks, etc.**
15. **The statement: "Current USA Swimming rules will apply."**
16. **The statement: "Protests will be handled in the manner described in Section 102.11 of the USA Swimming Rules and Regulations," and/or a specific explanation of the manner of handling protests as long as it agrees with the policies of Snake River Swimming and USA Swimming. A committee should never be chaired by the meet referee.**
17. **For warm-ups, include the time warm-ups will start, their duration, if they are to be split by age or team, and the statement: "Snake River Swimming Warm-Up and Safety procedures will apply."**
18. **A statement of eligibility: "Swimmers must hold current USA Swimming registration cards."**
19. **A statement regarding the swimmers age for the meet. (i.e."Age of the swimmer on the first day of**

the meet determines the swimmer's age for the meet.")

**20. ENTRIES:**

**\*How entries are to be submitted - master sheet only, on disk, cards, e mail, etc. Include a hard copy of entries if submitted via disk or e mail.**

**\*Times to be submitted (SCY, SCM, LCM) and if NT is acceptable.**

**\*Number of events the swimmer can swim each day.**

**\*Will deck entries be allowed. If deck entries are allowed, the conditions to be met for entering (i.e. higher fees, proof of current registration, etc.)**

**\*Seeding method to be used - deck or pre-seeded.**

**\*Statement that relay swimmers must be on the master entry form and all fees paid.**

**\*For events 400 yards/meters or longer, a statement shall be included in the meet invitation indicating the required check-in procedures and time and shall also state if the events will be deck seeded. Also list any requirements for providing timers and lap counters, if they will be swum fastest to slowest, mixed ages, mixed gender, etc., or at referee's discretion.**

**\*An explanation of any scratch rules.**

**\*Information regarding the conduct of time trials, including fees.**

**\*Entry fees for the meet:**

**Surcharge should be itemized to include Snake River Travel Fund surcharge, \$2.00 timing system rental if system is used, individual event and relay fees, pool rental if it is paid by a dollar amount per swimmer, awards, administrative, etc.**

**The recommended fee per event for championship meets is \$1.50-\$2.00.**

**\*Date entries are due (It is recommended invitations be mailed 30 days before the meet entry deadline and entry deadline no more than 10 days prior to the first day of the meet.)**

**\*Address to which entries are to be sent (mailing and e mail)**

**\*Limits on entries to meet (i.e. 350 swimmers, C swimmers only)**

**21. SCORING**

**\*See 102.7 Scoring in USA Swimming Rules and Regulations**

**\*Snake River Championship Meets:**

**Refer to the LSC Championship Meet format.**

**22. AWARDS**

**\*Type of Awards - ribbons, medals, individual high point, team high points, spirit awards, etc. Championship meets have specific award requirements: Relay events-1st-4th Ribbons; Individual Awards-1st-8th Medals & 9th-16th Ribbons; and Team Awards-1st-3rd Trophies.**

**\*Places to which awards are to be given for each individual event and relay for individual high point and for team high points.**

**\*If different awards are to be given for B and better swimmers, and C swimmers.**

**\*If there is no correlation between scoring and awards. While events may be scored through 6th place in a 6 lane pool, awards may be given through 20th place if desired.**

**23. MISCELLANEOUS**

**\*Special rules if any (accessibility of the pool or meet area)**

**\*Variations for 8 and under swimmers should be explained (i.e. using cards, reporting to Clerk of Course, bull pen, etc.)**

**\*Timers to be provided by the participating teams.**

**\*Marshals and officials who are current members of USA Swimming to be provided by the participating teams.**

**\*Mixed relays are acceptable (i.e. 18 & U, 14 & U, etc.) or mixed sex relays. State the type of relays clearly.**

**\*Event numbers, ages, classification, distance, stroke**

**For sanctioning, information regarding directions to the meet location, concessions, heat sheets, hospitality, motels, and things to do in your city are not required but can be included with the information sent to the invited teams.**

**If Masters events are to be included in your meet format, the Masters events must be sanctioned by the Masters Association. Masters information should be separate from the age group information (i.e. below the line stating the Age Group Sanction state "Sanctioned by the Masters Association and the Sanction number").**