**Indiana Swimming Meet Scheduling Request  
This completed form MUST be completed and submitted by appropriate deadlines below.**

**NO FEE TO BE SUBMITTED WITH THIS REQUEST**

Submit To: [michele@inswimming.org](mailto:michele@inswimming.org)   
   
 2022-2023 Winter Requests Accepted:  
 May 2, 2021 until May 1, 2022

2023 Summer Requests Accepted:

December 2, 2021 until December 1, 2022

Scheduling Guidelines (MAKE SURE YOU ADHERE TO THESE!!)

1. All requests must be submitted to the Indiana Swimming Office using the “Meet Scheduling Request” form published by Indiana Swimming, Inc. An e-mail will be sent within two (2) weeks to confirm receipt of the request.
2. No more than a total of ten (10) open invitational meets and/or conference championship meets with two or three day formats will be held in the state of Indiana on a given weekend. The addition of more than ten meets per weekend of this format must be approved by ISI. On a given weekend, a minimum distance between the locations of these meets will be observed. When the location of the meets are within thirty (30) miles of 1 Monument Circle, Indianapolis, the minimum distance between locations of these meets, as determined by the shortest driving route, will be twenty-five (25) miles. Outside of the Indianapolis area the minimum distance will be fifty (50) miles between meet locations. The only exceptions to the distance guidelines are if one of the meets in question is being held at the IU Natatorium in Indianapolis or if the two teams whose facilities are less than the minimum distance apart are both in agreement that their meets be held on the same weekend.

Additional one (1) day meets will be allowed per weekend.

1. Meet requests are generally granted on a first come, first serve basis. However, past meet dates may be taken into consideration if the request forms are submitted in a timely fashion. Historic meet dates do not include one (1) day meets, or multi-day meets that have been canceled in two consecutive years, unless documentation is provided that cancelation was beyond the host’s control. The following date restrictions apply to all requested meets:
2. All meet requests for the upcoming short course season must be submitted to the Scheduling Chairman no later than May 1.   
   Likewise, meet requests for the upcoming long course season must be submitted to the Scheduling Chairman no later than December 1.   
   The postmark (or dated e-mail) will determine if the request deadlines have been met. Requests postmarked after the deadlines will   
   not be honored.
3. The policy is NOT to accept meet requests more than one (1) year prior to the request deadlines.   
   (i.e. Requests for an upcoming short course season will only be accepted from May 2 of the prior year through May 1 of the current year. Similarly, requests for an upcoming long course season will only be accepted from Dec. 2 of the prior year through Dec. 1 of the year preceding the start of that season.)
4. In the event a meet host needs to reschedule after the scheduling deadline the guidelines above will apply.
5. Conference championship meets MUST be on the schedule. Closed meets cannot and do not apply to conference championships regardless of the number of clubs competing. All of the scheduling guidelines listed above apply to conference championship meets.
6. A CLOSED competition or closed invitational is a meet limited to no more than five (5) teams including the host team. Names of clubs invited must accompany the sanction request. However, closed meets do NOT have to be on the schedule and are not subject to the meet guidelines outlined above.
7. All decisions of the Indiana Swimming Office are final.
8. Clubs submitting a request for a schedule meet after the deadline that do not wish to host a closed invite, may apply for a late scheduling request.
9. Late scheduling requests may be made until 1 month after the approval of that season’s schedule
10. Late scheduling requests will not be included on the published schedule
11. Late scheduling requests are subject to approval from other clubs duly schedules/sanctioned and hosting meets on the same weekend
12. Late scheduling requests must be accompanied by a $100 processing fee and may be required to pay 15% sanction fee.

**Host Team:**       **Club Code**:

**Requested Meet Date(s) MM/DD/YY):**       **Alternate Meet Date(s) (MM/DD/YY:**

**Facility & CITY:**       **MEET COURSE:**       ***(25 Y; 25 M or 50 M)***

**Water depth at start end**      **Turn end**

**MEET TITLE:**

**Type of Meet:**      ***(Prelims/Finals, SYOA, Developmental; Invitational; Conference Chmps; etc)***

**8 & U Events?**       **Minimum Time Stds?**         **Minimum Used**      ***(A-BB, A, AA, etc)***

**Is this meet traditionally full /do you have to send teams away?**

**Club Contact for Meet Info**: Include daytime or cell phone, and e-mail address.

**Contact:**      **Meet Director/Entry Chair:**     

**Phone #’s:**      **Phone #’s:**     

**E-mail Address:**      **E-mail Address:**