

MEET TYPES AND PROCESSES

Determine the type of meet you wish to host, then follow the applicable processes outlined
All Forms referenced are posted on the Indiana Swimming website – FORMS – Meet Director Forms

Intrasquad – a meet that involves your club swimmers only. Typically a 1-session competition. IF you want times to count towards future entry purposes, you will only need to submit a sanction application at least 2 weeks prior to your meet.

Dual or Tri meet – a meet that involves your team vs another team (or 2). Typically a 1-session competition. For insurance and times to count, you will only need to submit a sanction application at least 2 weeks prior to your meet.

Time Trials – a meet that may or may not members from your club. Typically used at the end of a season as last chance to make cuts. Advanced entries are not allowed. Entries are to be made during warm-ups of said time trials. Sanction application process is the minimum needed. However, if your club wants to open up and publicize your time trials on the IN Swimming schedule, the Schedule Request form must be submitted by deadlines referenced below (and on the form itself).

Closed Invite – a meet that has 5 teams or less participating. Many teams host this type of meet if they miss the Schedule Request deadline. Meet could be anywhere from a 1-day competition up to the full weekend. Sanction application process is the minimum needed.

Invitational – a meet that has an unlimited number of teams participating.

1. Schedule Request form **must** be submitted by deadlines referenced above (and on the form itself). There is a missed schedule request deadline detailed on the Schedule Request form.
2. After deadline and approval of schedule, club can then move to the sanction application process.

Conference Championships – a meet that is open only to IN Swimming club members of a particular conference.

1. Schedule Request form **must** be submitted by deadlines referenced above (and on the form itself). There is a missed schedule request deadline detailed on the Schedule Request form.
2. After schedule deadline and approval of schedule, club can then move to the sanction application process.

GLOSSARY OF TERMS

SCHEDULE REQUEST – the process by which an IN Swimming member club follows in order to host a sanctioned meet that will involve more than 5 teams. There is no fee involved in this request process, however there are timeframes and deadlines to submit Schedule Request form and subsequently be published on the IN Swimming schedule.

Timeframes to submit forms: May 1 for SHORT COURSE/WINTER requests and December 1 for LONG COURSE/SUMMER requests.

Requests can be made up to 364 days prior to deadline.

IE: Dec 1, 2015 deadline for Summer 2016;

May 2, 2015-May 1, 2016 deadline for Winter 2016-17

Dec 2, 2015 – Dec 1, 2016 deadline for Summer 2017

SANCTION – a number issued by IN Swimming to an IN Swimming member club to conduct a meet in conformance with all USA Swimming technical rules. All swimmers must be members of USA Swimming to participate and USA Swimming/IN Swimming certified officials will be overseeing the event. Sanction application process involves an application fee. Sanctioned meet also have insurance coverage and times can count towards meet entries. Please do not wait until the last minute to apply for/submit a sanction application!

APPROVAL – a number issued by IN Swimming to an IN Swimming member club to conduct a meet in conformance with all USA Swimming technical rules, but not all participants will be members of USA Swimming. Insurance for members is in place and times still are valid, but non-members have no insurance and their times are not maintained by the USA Swimming national database. Approval application form is not posted on the IN Swimming FORMS page of the website. Contact michele@inswimming.org to request a form. This is not a very common practice for IN Swimming. This is not to be used for “summer league” swimming unless the meet is run by certified USA Swimming officials in accordance with USA Swimming technical rules.

OBSERVATION – a process for non-USA Swimming groups (high schools/colleges) to request that certain participants be “observed” by assigned current USA Swimming certified officials for compliance with USA Swimming technical rules so that member’s time(s) may be used for National meet entry purposes. This is used for high school conferences, sectionals, state (no high school duals allowed) and collegiate duals and conferences. The observation application process involves a \$25 application fee.

EXCLUSIVE DATES - No other meets (that would involve the same swimmers) are to be sanctioned/approved on the same weekend as the Senior and Age Group Championships. (Effective 9/1998)