****

INSERT MEET NAME

INSERT CLUB HOST

Choose date from calendar **— to —** Choose date from calendar

**Sanction Number:** To be completed by Minnesota Swimming

**Held under the sanction of USA Swimming.**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.

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| --- | --- |
| **Meet Director:** | Insert name and contact information (email and phone) for the Meet Director. NOTE that the Meet Director MUST be a non-athlete member of USA Swimming.  |
| **Inquiries:** | Insert name, phone and email address for entries.  |
| **Emergency Phone:** | Insert phone number, including area code. Specify the number that WILL be answered if there is an emergency during the meet. This can be meet director cell phone. |
| **Meet Type:** | Insert description of meet you are holding. Is this an ABC Open Invitational meet, a BC Open Invitational, etc.? |
| **Teams Invited:**  | Insert what teams you are inviting. Is this a closed meet? or can all of Minnesota LSC attend, first come, first served? |
| **Fees:** | MSI Entry fee of $3.00 and Please detail your fees for this meet - per splash fee, per swimmer fee? If this is a "Bid Invitational" meet, you can only charge a facility and/or program fee, if this was stated on the original bid. Spell everything out so there are no questions.  |
| **Time Schedule:** | Morning warm-up session will start at \_\_\_\_\_\_\_, warm-up session will end at \_\_\_\_\_\_ and the meet will start at \_\_\_\_\_\_\_. If there is an afternoon session, say that this will not start before \_\_\_\_\_\_\_ (time) following a \_\_\_\_\_\_ minute warm-up. |
| **Awards, Prizes** **and Scoring:** | Include any information about awards ,prizes, and scoring (points); indicate “no awards” if none are to be given. |
| **Programs:** | If you are charging a program fee, check all that apply: [ ] Meet Mobile [ ] Pdf on MSI website [ ] Pdf on host website [ ]  free limited hard copies at the meet. If you are not charging a program fee, check all that apply:[ ]  Programs will be on sale during the meet [ ] Meet Mobile [ ] Pdf on MSI website [ ] Pdf on host website [ ]  free hard copies at the meet(To be able to charge the program fee, clubs are required to provide free mobile app heat sheets (not the app membership/fee, but the heat sheets would be free) and a free publicly posted printable pdf programs within 24 hours of the first splash. Whatever you are not using will be deleted) |
| **Amenities:** | Include information about concessions, camping/video, vendor sales, etc. |
| **FACILITY/LOCATION** |
| **Meet Location:****Directions:** | Pool location address, including street, city, zip code.Directions to the pool |
| **Facility:** | Choose from dropdown lanes, Choose from dropdown Choose from dropdown pool with lanelines and backstroke pennants. Choose from dropdown Starting blocks are Choose from dropdown inches above the water surface.  |
| **Water depth:**  | The minimum water depth, measured in accordance with Article 103.2.3 is Choose depth from dropdown at the start end and Choose depth from dropdown at the turn end. |
| **Course certification:** | Choose from dropdown |
| **Other:** | Add any other pertinent information regarding your meet here. |
| **ENTRIES** |
| **Entries To:** | Insert name, phone and email address for entries.  |
| **Form of Entries:** | Insert how entries are preferred or required (i.e. email entries preferred).  |
| **Entry Start Date:** | Entries will be accepted beginning at 8:00 pm on Choose date from calendar (This shall be a specified day 1-2 months prior to the first day of the meet). Use this space only if further clarification is needed. If you are inviting a specific group, is there a start and end deadline for them and then a deadline when other teams can enter? |
| **Entry Close Date:** | Entries will close at Insert specific time; include AM or PM on Choose date from calendar (This shall be 10 days prior to the first day of the meet) This is the final date that entries will be accepted for the meet. |
| **Entry Limitations:**  | Age of a swimmer is determined by their age on the first day of the meet. A swimmer may compete in a maximum of Add the number of events individual events per day and Add how many (if any) relays they may swim. relays per day. All seed times must be in (choose from dropdown) |
| **ELIGIBILITY / ATHLETES** |
| **Eligibility:** | Indicate who is eligible to enter the meet. (i.e. swimmers with any times?; swimmers with novice times only? etc.) |
| **Racing start** **Certification:** | 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 requirement.  |
| **USA Swimming** **Membership:**   | No swimmer will be permitted to compete unless the swimmer is a member as Provided in Article 302 of USA Swimming Rules. All coaches must be current members as provided in Article 302 of USA Swimming Rules. Any club or individual entering a non-USA Swimming registered swimmer will be subject to a $25 fine per event per swimmer. |
| **Swimmers without** **A Coach Present:**  | USA Swimming athlete members must be under the supervision of a USA Swimming member coach during warm-up, competition and warm-down. The Meet Director or Meet Referee shall assist the athlete in making arrangements for such supervision.  |
| **MEET ADMINISTRATION, CONDUCT** |
| **Coach’s Meeting:** | Will take place on a regular basis at the discretion of the referee. |
| **Deck Access - Coach & Official check-in:** | Due to USA Swimming insurance, only athletes, working coaches or officials, authorized meet volunteers and facility personnel are allowed on deck. All others must remain off the pool deck unless timing for an event in which swimmers must provide their own timer.Coaches must check in [Use this space to explain how your check-in will occur, where your check-in will take place, the start time of your check-in and what you will use for identification purposes.]The non-athlete membership and required certification expiration dates must be valid for the duration of the meet.Working officials must check-in with the Referee (or designee) [Use this space to explain how your check-in will occur, where your check-in will take place, the start time of your check-in and what you will use for identification purposes.]The non-athlete membership and required certification expiration dates must be valid for the duration of the meet.All working coaches or officials, and any other person required by sanction to be members of USA Swimming shall visibly display the valid membership credential for the meet at all times. The Referee and/or Meet Director(s) (or their designees) reserve the right to ask a working coach or official for proof of their active membership during the meet, and/or deny deck access if a working coach or official does not comply or any membership requirement is no longer valid. |
| **Warm-up:** | Current MSI and USA Swimming Rules will govern all aspects of the warm-ups. If warmup procedures have been modified to accommodate the size of the meet, the procedures MUST be prominently posted in the pool area. Swimmers and coaches are expected to be acquainted with all rules and regulations; the NO Diving and Slip-In Entry rules will be strictly enforced. |
| **Rules and** **Regulations:** | All information, rules and regulations including time standards, schedules, order of events, meet operations, and requirements will be in accordance with Minnesota Swimming Inc. policies, rules and regulations and USA Swimming Rules and Regulations current edition, and take precedence over any errors or omissions on this form. |
| **Changes to the** **Meet Information:** | Any changes to the meet information will be discussed, reviewed and voted on at the coaches meeting held each morning before the beginning of the first session of the day. Changes must be approved by a 100% vote of coaches in attendance at the appointed meeting.  |
| **Prohibited:** | * **Deck changing*:*** **Deck changes are prohibited.**
* **Use of audio or visual recording devices** including a cell phone, is not permitted in changing areas, rest rooms or locker rooms.
* **Operations 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.
 |
| **Distance Events: Check box if this does not apply to this meet ☐**  | Heats for distance events may be combined across gender at the Meet Referee’s discretion. Minnesota Scratch rules will be in effect. Use this space to articulate the distance events being swum for this meet and define how 500 free and 400 IM are to be seeded. Also state if there will be a 10 minute warm-up prior to the 1000 or 1650 freestyles.  |
| **Time Trials: Check box if this does not apply to this meet** **☐** | Time trials will be offered, time permitting, and as decided by the meet referee who may specify entry restrictions to keep the time trials at a reasonable size. Time trials are open only to swimmers in the meet. Cost is $ \_\_\_\_ per event. Requests must be submitted through the swimmers coach (or assigned coach). |
| **Open Lane Swims:****Check box if this does not apply to this meet ☐** | The MSI “Open Lane Swim” procedure (choose from dropdown) be available at this meet. The open lane fee is $ Add the open lane Fee. Sign-up is on a first come basis at the timing table. Swimmers must be registered in the swim meet in order to have the opportunity to participate in Open Lane Swims. In the event of a missed heat, the Referee will determine if the missed swim may occur and how it is conducted. Swimmers may swim events for which they have no times. Swimmers may not exceed the event limit of (choose from dropdown) events including Open Lane Swims. Swimmers may scratch an event in order to swim on Open Lane Swim to stay within the entry limit. No refunds will be given for scratched events.  |
| **Time Standards:** | ☐ MN Swimming Time Standards – the most current edition published on the MSI website will be used. Senior boys events will use the (choose from dropdown) age group time standards to qualify. Senior girls events will use the (choose from dropdown) age group time standards to qualify. (Generally, during the high girls season, girls will use the 13-14 standards and boys will use the 15-16 standards as the Senior time standard. During the boys high school season, boys will use the 13-14 standards and girls will use the 15-16 standards as the Senior time standard. If no high school season is going on – both genders will use the 15-16 time standards. These are suggested guidelines to provide a better competitive experience for the swimmers.) **☐** No Senior time standards will be used for this meet. |
| **ORDER OF EVENTS** |

Insert the Order of Events with any time standards if applicable and include footnotes if applicable to indicate events that require positive check-in or events that require swimmers to provide their own lap counters.

If you have any problems inserting the Order of Events, please send me a word copy or an Excel version and I will be happy to put them in for you.

**IMPORTANT: Make sure you double and triple check the order of events you are going to use. Are there duplicate events, missed genders or events, missed or duplicate age groups, is event numbering correct? Why? USA Swimming Rule 102.7.1 states: *The order of events, as stated in the meet announcement, shall not be changed.* *The announced arrangement of heats in any event shall not be added to or altered, except by the authority of the Referee, to the extent of consolidating the heats.***

Meet Calculation Form

INSERT MEET NAME

INSERT CLUB HOST

INSERT MEET DATE

**Sanction Number:** To be completed by Minnesota Swimming

**Entering Club’s Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Club Code** \_\_\_\_\_\_\_\_\_\_\_\_

**Coach:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Phone #** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Entries Person:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Phone #** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Entry Data Costs:** (this amount can be whatever you choose – either a flat fee no matter how many events swum or a fee per splash. MSI will delete any not having amounts in them before sanctioning.)

MSI Entry Fee: \_\_\_\_\_\_\_\_\_\_\_\_\_# of Swimmers entered x $3.00 = $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

\_\_\_\_\_Total # swimmers x Flat Fee of $ Insert flat fee amount = $\_\_\_\_\_\_\_\_ # of boys\_\_\_\_\_\_ # of girls \_\_\_\_\_

\_\_\_\_\_Total Splashes x $ Insert splash fee amount = $\_\_\_\_\_\_\_\_ # of boys\_\_\_\_\_\_ # of girls \_\_\_\_\_

\_\_\_\_\_Total Relays x $ Insert splash fee amount = $\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_Total # swimmers x $ Insert facility fee amount (Facility fee) = $\_\_\_\_\_\_\_\_

\_\_\_\_\_Total # swimmers x $ Insert program fee amount (Program fee) = $\_\_\_\_\_\_\_\_

  **Total Due = $\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Make checks payable to:** INSERT CLUB NAME **All fees are due** INSERT WHEN YOU WANT THE ENTRY FEES. (i.e., Before meet or at meet)

**E-Mail results to:** Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The undersigned team representative certifies by his/her signature that all athletes participating in this meet are currently registered athlete members of USA Swimming, Inc. The undersigned further certifies that any person appearing on deck in this meet in the capacity of coach is currently a coach member of USA Swimming, Inc.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Who should we contact if there is a problem with your entry file?**

**Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone: Day**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Night** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_