****

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, including exposure to or infected with COVID-19 which may result in illness, personal injury, permanent disability, and/or death, to anyone during the conduct of the event.

It is further understood and agreed that Minnesota Swimming shall be free and held harmless from any liabilities or claims for damages arising by reason of injuries, including exposure or and infected with COVID-19 which may result in illness, personal injury, permanent disability, and/or death, to anyone during the conduct of the event.

An inherent risk of exposure to COVID-19 exists in any public place where people are present. COVID-19 is an extremely contagious disease that can lead to severe illness and death. According to the Centers for Disease Control and Prevention, senior citizens and individuals with underlying medical conditions are especially vulnerable.

USA Swimming, Inc., cannot prevent you (or your child(ren)) from becoming exposed to, contracting, or spreading COVID-19 while participating in the USA Swimming sanctioned events. It is not possible to prevent against the presence of the disease. Therefore, if you choose to participate in a USA Swimming sanctioned event, you may be exposing yourself to and/or increasing your risk of contracting or spreading COVID-19.

BY ATTENDING OR PARTICIPATING IN THIS COMPETITION, YOU VOLUNTARILY ASSUME ALL RISKS ASSOCIATED WITH EXPOSURE TO COVID-19 AND FOREVER RELEASE AND HOLD HARMLESS USA SWIMMING AND MINNESOTA SWIMMING, TEAM NAME AND EACH OF THEIR OFFICERS, DIRECTORS, AGENTS, EMPLOYEES OR OTHER REPRESENTATIVES FROM ANY LIABILITY OR CLAIMS INCLUDING FOR PERSONAL INJURIES, DEATH, DISEASE OR PROPERTY LOSSES, OR ANY OTHER LOSS, INCLUDING BUT NOT LIMITED TO CLAIMS OF NEGLIGENCE AND GIVE UP ANY CLAIMS YOU MAY HAVE TO SEEK DAMAGES, WHETHER KNOWN OR UNKNOWN, FORESEEN OR UNFORESEEN, IN CONNECTION THEREWITH.

You acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that your family, including child(ren), may be exposed to or infected by COVID-19 while on site at the pool or facility and that such exposure or infection may result in the personal injury, illness, permanent disability, and death. You understand that the risk of becoming exposed to or infected by COVID-19 at the pool or facility may result from the actions, omissions, or negligence of myself and others, including, but not limited to, the TEAM NAME and other swim teams participating in the meet and pool management company’s employees, volunteers, and program participants and their families.

TEAM NAME and participating teams will include the above information in meet announcements, heat sheets and posted around the pool facility. TEAM NAME reserves the right to cancel this meet at anytime.

|  |  |
| --- | --- |
| **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.  |
| **Meet Officials** | **Complete if known at time of sanction request:**Meet Referee:      Admin Referee or Admin Official:      Deck Referee:      Starter:      Stroke & Turn Officials:      ,       |
| **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:** | Virtual MeetYOUR TEAM NAME will be the host team. The host team is responsible for completing all the requirements on the MNSI Swim Meet Sanction Checklist. In addition, the host team will merge the meet after each team has completed the meet for result purposes. |
| **Teams Invited:**  | Insert what teams you are inviting. Is this a closed meet? or can all of Minnesota LSC attend, first come, first served? Teams will comply with the current state, local, health and USA Swimming guidelines available on the meet date and should meet or exceed all requirements in their facility during the meet. **All participating athletes and clubs are registered only with MN Swimming. If participants will be competing from an adjacent LSC, the meet host must formally request permission from the LSC that registered the other athletes and/or clubs.**  |
| **Fees:** | Please detail your fees for this meet - per splash fee, per swimmer fee? Teams can charge whatever they would like, but MNSI will get $2.20 per individual splash and $8.80 per relay splash. 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:** | Each location participating in the virtual meet will use their team’s pool. Each team should communicate the pool location and directions to their team.  |
| **Facility:** | Each team will run in yards. Each pool will have lane lines, backstroke pennants and starting blocks. |
| **Water depth:**  | Each pool will meet the minimum water depth requirements in accordance with Article 103.2.3. |
| **Course certification:** | Choose from dropdown |
| **COVID-19 Procedures/Requirements:** | Use this space to describe your team’s COVID-19 Procedures/Requirements: **SAMPLE:**Each location participating in the meet will abide by the COVID-19 Preparedness Plans for the facility, including entry/exit procedures into the facility and cleaning protocols. However, the following items are required for teams to participate in the meet:1. Complete and submit your location’s LSC Sanction Requirements and include this document with the team entries that are submitted. The host team will submit all the LSC Sanction Requirements from participating locations to MNSI. The host team is required to include their LSC Sanction Requirements with the sanction request.
2. All locations will need to have anyone entering the facility for the meet to complete a waiver. If the teams have already completed this in their Return to Practice procedures for swimmers and coaches, then only needs to be done for volunteers, spectators, and officials for this meet.
3. Each location will use the same number of officials per session at all locations.
4. Mandated capacity limits must be followed.
5. All officials, coaches, volunteers, spectators, and swimmers will always wear a face mask except for swimmers when they are in the water. Swimmers should plan on bringing extra face masks as theirs may get wet and plastic baggies to put used masks in throughout the meet.
6. Teams participating will communicate all expectations and protocols for the meet to their team participants and observers in a timely matter before the meet date to ensure all participants are clearly aware of the requirements.
7. Officials, coaches, volunteers, spectators, and swimmers must maintain current social distancing guidelines throughout the meet. Some suggestions to help maintain social distancing are, but not limited to:
	1. Group swimmers within a session to an assigned area to wait in between races. This will also help with contact tracing if a positive test of COVID-19 were to be reported after the meet. These swimmers, if not in the water, should only be in their assigned area. Have swimmers bring their own chair to use during the meet or an extra towel to sit on. To comply with Safe Sport/MAAPP ensure at least 2 adult volunteers are present with swimmers when they are in areas outside of the pool deck.
	2. Add 1-2 volunteers per session to help monitor social distancing during the meet, similar to meet/safety marshals.
 |
| **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. **Teams will need to include their LSC Sanction Requirements with their entries.**  |
| **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 required check in sheets will be available and we will cross reference with the app and the current printed spreadsheets with names and qualifications. 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 required check in sheets will be available and we will cross reference with the app and the current printed spreadsheets with names and qualifications. 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. Violation of MNSI Meet Warm-up Policy (Policy #250) will result in the offending swimmer being barred from his/her next individual event in the meet. |
| **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.All applicable adults participating in or associated with this meet, acknowledge that they are subject to the provisions of the USA Swimming Minor Athlete Abuse Prevention Policy (“MAAPP”), and that they understand that compliance with the MAAPP policy is a condition of participation in the conduct of this competition. |
| **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, locker rooms nor behind the blocks at either the start of the race or as swimmers exit the pool.
* **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. An Excel version seems to work a lot better.

**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. MNSI will delete any not having amounts in them before sanctioning.)

\_\_\_\_\_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:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_