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| **Event Hosted By:** | <Insert Host Information> |
| **Approved By** | Held under the sanction of USA Swimming. Sanction issued by the ND LSC. |
| **Meet Sanction #:** | <Sanction #> |
| **Liability** | In granting this sanction it is understood and agreed that USA Swimming shall be from any liabilities or claims for damages arising by reason of injuries to anyone during the conduct of the event. | |
| **Meet Purpose** | To encourage and promote good sportsmanship, competitive swimming among all athletes and to have fun. Good sportsmanship is required of all athletes, coaches, officials, and spectators. | |

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| **Meet Referee** | <Meet Referee Name> | **Admin Official** | <AO/AR Name> |
|  | <Meet Referee Phone #> | **Starter** | <Starter Name> |
|  | <Meet Referee Email> | **Other Officials** | <Other official Name> |
|  |  |  | <Other official Name> |
|  |  | **Safety Marshall** | <Safety marshall>r |

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| **Meet Manager / Entries** | |
| Name | <Meet Manager Name> |
| Phone # | <Meet Manager Contact Information> |
| Email Address | <Meet Manager email address> |
|  |  |
| **Entry Deadline** | |
| Electronic Copies | <E copies deadline with time> |
| Paper Entries | <Postmark date> |

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| **Meet Site** | <Facility Name> |
| **Address** | <Facility Street Address>  <Facility City/State/Zip |
|  | <Any Additional Facility information, if needed> |

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| **Facility Information** | <Facility Information> |
| **Timing Information** | <Timing System Information> |
| **Course Certification** | The competition pool conforms to USA Swimming Rules and Regulations, Article 103.3. The competition course has been certified in accordance with 104.2.2C (3) and (4). The copy of such certification is on file with USA Swimming.  OR  The competition pool has not been certified in accordance with 104.2.2C(4) |
| **Eligibility / Meet Type** | <Eligibility / Meet Type Information>. |
| **Disability Statement** | Swimmers with permanent disability as defined by USA Swimming are welcome to participate in any ND Swimming sanctioned meet in any event corresponding to the swimmer’s gender within the daily individual event limit for the meet.   The entering coach or swimmer must contact the meet referee to discuss any modification for the disabled swimmer to participate. |
| **Racing Start Proficiency** | 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** | ALL current <2017> registered athlete member of USA Swimming are eligible to participate.  No swimmer will be permitted to compete unless the swimmer is a member as provided in Article 302.  Current <Current Year> USA Swimming coaches’ registration with required additional certification is required of all Coaches. Upon request, Coaches must be able to provide proof of current certification. Deck pass is an acceptable form of proof of membership. |
| **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 arranging for such supervision. Coaches are encouraged to make arrangements in advance if they cannot attend the meet with their swimmers. |
| **Officials** | All officials will be USA Swimming certified officials. An Officials meeting will be held **45 minutes** before the start of each Session. Uniform for officials is a white North Dakota Officials polo shirt with khaki shorts, pants or skirts, with white shoes. |
| **Rules** | Current USA Long Course rules and safety policies as adopted by the NDLSC and USA Swimming Rules and Regulations <Current year> edition will govern the meet.   * This is a timed final meet. * The whistle protocol and horn start with no recall for false starts will be used. * The Meet Referee has the right to combine any events or heats. * If timeline exceeds the 4 hour time limit relays will be scratched. * Swimmers should appear at designated area which will be addressed at the coaches meeting prior to the start of the meet Swimmers arriving at the blocks and not ready to swim when their heat is called will be scratched from the event. * Individual and relay events will be accepted with no times (NT). * Swimmers names and USA/CASA registration numbers are to be submitted at time of entries. * Events may be seeded and swam as mixed-gender events. * All events will be swam based on entry time with the fast entry times being swam in the last heat of each event. * NT entries will be accepted. * All relays may be swam as mixed gender relays. |
| **On Deck Registration** | <On-Deck Registration Statement> |
| **Warm-up & Safety Policy** | Warm-ups will be a minimum of one hour. North Dakota Swimming, Inc. warm-up procedures and safety guidelines will be in effect at this meet. Backstroke swimmers must step into the water feet first. Safety Marshalls will remind all swimmers and athletes on deck of any violation of NDLSC and US Swimming safety policies.  Only Swimmers, coaches, officials, and working volunteers will be allowed on the pool deck. The locker rooms are for swimmers only. Safety Marshals will check credentials. |
| **Awards** | <Awards Information> |
| **Entry Limitations:** | <Entry Limitations> |
| **Time Trials** | <TimeTrial Information> |
| **Swimsuits:** | Current US Swimming policies governing swimsuits will be in effect and enforced. |
| **Deck Changing:** | Deck changing is not allowed. |
| **Audio or Visual Recording Devices**: | Use of audio or visual recording devices, including a cell phone, is not permitted in changing areas, rest rooms, locker rooms, or behind the start blocks. |
| **Operations of Drones** | Operation 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. |
| **Meet Jury** | A meet jury will be formed by the meet referee. It will consist of one official (not the  Meet Referee), and a Coaches' Rep. from the smallest and largest teams represented. Until the Meet Jury renders a decision, the swimmer may compete under protest.  An announcement to this effect shall be made prior to the race. The results of any race conducted under protest shall not be announced, nor prizes awarded, nor points scored until the jury has determined if and how their decision may affect the final scoring or awards.  The decision of the jury may be appealed by either party to the Central Zones Board of Review, pursuant to Article 401. |
| **Changes to the Meet Information**: | Any changes to the meet information will be discussed, reviewed, and voted on at the coaches meeting held before the beginning of the first session of the day. Changes must be approved by a unanimous vote of coaches in attendance at the appointed meeting. |
| **Concessions** | <Concessions Information> |
| **Parking Information** | <Parking Information> |
| **Food & Container Policy** | <Facility & Container Policy> |
| **Programs** | <Program Information> |
| **Lodging** | <Lodging Needs> |

**Meet Schedule**

Officials meeting: <Insert time and location of officials meeting>

Timers meeting with Chief Timer: <Insert time and Location of Information>

**<insert Day and Session information>**

Pool Deck will open at <Time>

Warm-ups: <Warm-ups time. Must be a minimum of 1 hr.>

Coaches meeting: <Coachings meeting time and location>

Competition starts at <Insert Meet Start Time>.

<Insert Schedule of events with>

**<insert Day and Session information>**

Pool Deck will open at <Time>

Warm-ups: <Warm-ups time. Must be a minimum of 1 hr.>

Coaches meeting: <Coachings meeting time and location>

Competition starts at <Insert Meet Start Time>.

<Insert Schedule of events with>

Entry Fees:

$5.50 per swimmer for NDLSC fee.

$<insert club timing fee> per swimmer for timer/pool rental

$1.50 per swimmer per individual event

$3.00 each relay event.

Summary cost per calculation sheet is attached.

Checks must accompany entries and made payable to <appropriate LSC Club>

Fee Calculation Form – return with your entry

Club Name: Club Abbreviation:

Coach: Coach’s Cell Phone # ( )

Entries Chair: Phone # ( )

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| # |  | Amount |  | Number |  | Number |
|  | Total Swimmers x $5.50 NDLSC Fee = |  |  |  |  |  |
|  | $<x.xx> per swimmer for timer/pool rental |  |  |  |  |  |
|  | $1.00 per unattached swimmer (if applicable) |  |  |  |  |  |
|  | Total Individual Events x $1.50 = |  | # of boys |  | # of girls |  |
|  | Total Relay Events x $3.00 = |  | # of boys |  | # of girls |  |
|  |  |  | Total  Boys |  | Total  Girls |  |
|  | Total Due = |  |  |  |  |  |

Make checks payable to:<Insert payment information>

All fees are due with your entry.

Entries & Summaries should be mailed to the following:

<insert name of person receiving entries>

<Insert address of person receiving entries>

<Insert phone # of people receiving entries>

Who should <host club name> contact if we have a problem with your entry?

PRINT CLEARLY and provide an e-mail contact you trust!

Name: E-Mail:

Day Phone # ( ) Evening Phone # ( )

ENTRIES DUE Electronic Entries (via email to Meet Manager)) <Entry date and time deadline>

Paper Entries (with email backup) – Postmark <Postmark Date>

Late ENTRIES WILL BE CHARGED A $50.00 LATE FEE