1. LONG COURSE CHAMPIONSHIPS MEET TEMPLATE

**Event Hosted By:** <Club Name>

**Sanctioned By:** North Dakota Swimming, Inc. and USA Swimming, Inc.

**Meet Sanction Number:** <Sanction Number from Age Group Chair>

**Purpose:** To encourage and promote good sportsmanship, competitive swimming among age group swimmers and to have fun. Good sportsmanship is required of all athletes, coaches, officials, and spectators.

**Meet Director:** <Name>

<Phone Number>

<Address>

<City, State, and Zip>  
  
 <Email Address>

**Meet Referee:** <Name>

<Phone Number>

<Address>

<City, State, and Zip>  
  
 <Email Address>

**Admin Referee:** <Name>

<Phone Number>

<Address>

<City, State, and Zip>  
  
 <Email Address>

**Meet Director:** <Name>  
  
<Phone Number>

**Entries:** <Name>

<Phone Number>

<Address>

<City, State, and Zip>  
  
<Email Address>

**Safety Marshal :** <Name>

**Meet Site:** <Name>   
  
<Address>  
  
<City, State, and Zip>

**Directions to:** <Pool Name> *:* <Insert directions to pool>

**Facility:** The <Pool Name> is an <enter description-including pool depth as defined in USA Swimming Rule book section 202.3.7>. Continuous warm-up will be available in the <warm-up pool name> pool <enter description> Use of the warm-up pool will be restricted to swimmers warming-up and cooling down. Coaches are responsible for their swimmers conduct. Failure of coaches to control their swimmer’s actions may result in expulsion from the warm-up pool.

<Insert Spectator and Athlete Seating Information>

<Insert Concessions Information >

**Parking Information:** <Insert Parking Information>

**Food and Container Policy:** <Insert facility policy>TEAMS ARE RESPONSIBLE FOR CLEANING UP THEIR AREAS AT THE CONCLUSION OF EACH SESSION.

**MEET SCHEDULE PLEASE NOTE: ALL TIMES LISTED ARE CENTRAL DAYLIGHT TIME**

**Time Schedule:** *<Note: The time schedule is a recommendation only, but should be followed as close as possible>*

Friday: Coaches/Scratch Meeting 11:30 AM

Warm-ups 12:00 PM

Officials Meeting 12:00 PM

Competition Begins 1:30 PM

Saturday & Coaches/Scratch Meeting 7:30 AM

Sunday Warm-ups 8:00 AM

Officials Meeting 8:00 AM

Competition Begins Saturday 10:00 AM\*

Competition Begins Sunday 9:30 AM

Five Minute Break after Event 48 & 100

***\* Due to Athlete Meeting a later start is needed***

Saturday All Athletics Athlete Meeting 9:15 AM

**Warm-Up and 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. Reminder: 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.

**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.

**Athlete Conduct:** All athletes will be required to adhere to the NDLSC Code of conduct.

**Eligibility:** Eligible swimmers must have a current USA registration and be a member of a registered North Dakota LSC swim club. A registered ND non-club affiliated swimmer is allowed to swim unattached. Conforming times must be achieved in a long course pool meeting the requirements of USA Swimming Rules & Regulations 103.2.1.

**Swimmers Age:** Age as of <date of the first day of meet> shall determine age group for swimmers, including age group relays. On deck registration is not allowed for this meet.

**Qualifying Period:** The qualifying period for the State Long Course Championship Meet is from May 1, <previous yr.> through the entry deadline.

**Meet Type:** This is a timed final meet. This is NOT a split 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. **There will be no deck entries at this meet*.***

**Entry Limitations:** The entry limit is three (3) individual events plus two (2) relay events each day, with a maximum number of individual events not to exceed six (6) for the State Championships.

8 & Under Relays may be co-ed or not, at the discretion of each club. Events 17/18 and 47/48 will be swum as one event each. Each club may have three (3) 8 & Under Relay Teams in each event. All other relays are limited to two (2) per club. However, if a club wishes to have more than two (2) relays in any other age group, these relays must meet the qualifying time standards. Age groups and scoring for relays are 8 & Under, 10 & Under, 12 & Under, 13&14, and 15-18.

The 800 Free Relay has time standards for both girls and boys. A club entering a team must meet these standards. If a club’s team does not swim a qualifying time, that time will not score any points or receive an award.

Events 15/16 (800 Freestyle) and Events 45/46 (1500 Freestyle) will be swum in the reverse order of heats (fastest to slowest), alternating girls’ and boys’ heats. The 800 Free and 1500 Free will be deck seeded and require positive check-in.

At the request of the swimmer’s coach and at the discretion of the Referee, at least a 5 minute break for 50 meter events or less, a 10 minute break for 100 meter, and 15 minutes for greater than 200 meter between an individual’s events (**excluding relays**) are allowed*.* ***It is the coach’s responsibility to notify the Meet Referee in advance of time line conflicts. Qualifying Times/ Eligibility:*** Individual and relay events will not be accepted with no times (NT) except as modified by the eligibility rules for relays. Swimmers names, USA registration numbers and order of swimmers for relays are to be submitted with entries

Short Course times (Meters & Yards) swam during the long course season must meet a qualifying time converted from the long course meter time. These times will be converted to long course meter times for seeding purposes at the state meet. Yard times will be first converted to Short Course Meters. Times for 25/50/100/200 yard events will be multiplied by 1.11. Times for the 500 & 1000 yard events will be multiplied by 0.8925 to obtain times for the 400 & 800 meter events. The 1650 yard time will be multiplied by 1.02 to obtain the 1500 meter time. Short Course Meter times are then converted to Long Course Meter times by adding time for each additional turn (Freestyle: 0.8 seconds, Backstroke: 0.6 seconds, Breaststroke: 1.0 seconds, Butterfly: 0.7 seconds, and Individual Medley: 0.8 seconds). Drop the third and following digits after the decimal place. If a swimmer swims a Short Course State qualifying time in a short course event during the short course season (meters or yards), that swimmer is also qualified in the corresponding long course event. These times are considered ***non-conforming*** and will be seeded ***after*** the conforming times (SCM then SCY).

**Make check payable to:** <Insert Host Club Name>

**ENTRY CHAIRMAN:** Send entries to:

<Name>

<Address>

<City, State, Zip>

Home: <Home Phone>

Cell: <Cell Phone>

Email: <Email address>

**ENTRY DEADLINE:** *All times listed in this document are Central Daylight Time.*

**Entries:**  All entries are due Monday, <week of the meet> at 5:00 PM.   
**Absolutely, no entries will be accepted after the 5:00 PM deadline.** All entries must be completed by using the USA Swimming OME (online meet entry).

<http://www.usaswimming.org/DesktopDefault.aspx?TabId=1424&Alias=Rainbow&Lang=en&mode=myavailablemeets>

**It is the responsibility of each Club to verify entry times, receipt and readability of any entries, and submission of entry by prescribed due date.**

**The Club Entry chair must verify receipt of entries by email or follow-up phone call to the host entry chair.**

**Entry Fees:** Entry fees are due before the start of the Coaches Meeting on Friday, <date of first day of meet>.

Fees: $ 5.50 per swimmer for NDLSC fee

$ 1.50 per swimmer per individual event

$ 3.00 per Relay event

<Insert other reasonable fees>

Please mail calculation form (last page) along with check by application deadline. **Fees are non refundable.**

Summary cost per calculation sheet is attached. Checks must accompany entries and made payable to <Host Club>

**Time Trials:** Time trials will be offered immediately after each day’s session. Any swimmer interested in swimming time trials MUST DECLARE their intentions to swim to the Administrative Referee before the end of each session of the meet. Swimmers will be allowed to choose ONLY from each day’s events for their respective age group. Time trial fees are $10.00 per event.

**Rules:** Current USA Swimming rules will govern this meet. Participating athletes must be registered through North Dakota LSC with USA Swimming, and have achieved qualifying times as described in the Eligibility section of this document. Current safety policies as adopted by the NDLSC and USA Swimming will govern the meet.

**Officials:** USA Swimming certified officials. To be eligible to officiate at the state meet, an official must have officiated at least one meet in the current season. Apprentice officials are not allowed.

**Meet Jury:** A meet jury will be formed by the meet referee. It will consist of at least one official (excluding the meet referee), one coach (not from the host club), and one athlete (not from the host club). Judgment decisions cannot be protested.

All protests made prior to or during the championship shall be submitted to the Eligibility Jury on a form proscribed by the.

Protests shall be heard by the jury, and, if possible, decisions rendered before the start of events on the day in which the protested swimmer competes, but no later than the last night of the championships. The opportunity to be heard shall be given to both the party lodging the protest and the party or parties charged.

Until the Eligibility 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 NDLSC Board of Review, pursuant to Article 401. Protests submitted after the last day of the championships shall be submitted directly to the NDLSC Board of Review.

**USA Swimming Membership:** Current <insert current yr> USA Swimming coaches’ registration with mandatory additional certification is required of all Coaches. Coaches must wear their credentials while on deck.

**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.

**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.

**Swimsuits:** Current US Swimming policies governing swimsuits will be in effect and enforced.

**Deck Changing:** Except where venue facilities require otherwise, changing into or out of swimsuits other than in locker rooms or other designated areas is not appropriate and is strongly discouraged.

**Audio or Visual Recording Devices:** Use of audio or visual recording devices, including a cell phone, is not permitted in changing areas, rest rooms or locker rooms.

**Timing:** DakTronics electronic timing system with a minimum of 2 backup buttons and 1 watch per lane, horn start, and touch pads at the start and turn ends of the pool and relay take-off pads may be used at the start end. Relay take-off pads will only be used to confirm an early exchange.

Special Note Regarding Timing: All teams will help with timing for the state meet. The number of swimmers per team will determine the number of timers each team will provide. Team assignments for lane timing will be posted in the meet program as well as in the main spectator entrance. Please make sure your Club has arranged in advance for timers to represent your club for the entire meet. Your cooperation will help the meet run more efficiently.

**Awards:** Individual medals: 1-3 Individual ribbons: 4-16

Relay medals: 1-3 Relay ribbons: 4-16

First Place Team: Championship Plaque

Percentage Award: Championship Plaque

For all events, points will not be awarded if the relay team or individual does not swim a qualifying time, but awards will still be given.

A Spirit Award is to be awarded on Sunday of the State Meet to the team that shows the most spirit and sportsmanship including parents, swimmers and coaches.

The Coach of the Year Award will be awarded on Sunday at the same time as the Spirit Award.

**Scoring:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Place | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| Individual Points | 20 | 17 | 16 | 15 | 14 | 13 | 12 | 11 | 9 | 7 | 6 | 5 | 4 | 3 | 2 | 1 |
| Relay Points | 40 | 34 | 32 | 30 | 28 | 26 | 24 | 22 | 18 | 14 | 12 | 10 | 8 | 6 | 4 | 2 |

**Internet Information:** Psych sheets and meet information will be posted to the following web site <enter club website> prior to the start of the meet.

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.

**Programs:** Programs containing seeded events for all sessions will be available for purchase. The estimated start times will be posted in the programs but will not be used as the official timeline.

**Coaches and Officials Hospitality:** A hospitality room will be provided with meals and drinks at appropriate times of the day.

**Lodging:** A complete list of hotels and motels (Room Block) is attached and also available on the Host Club Website. <Insert club website address>

**Deck Passes:** Meet credentials (deck passes) for LSC coaches and athletes will be issued to the team representative or coach of each club at before the beginning of the Coaches Meeting on Friday according to the list submitted with the entries form, not to exceed one (1) per ten (10) swimmers, with a minimum of five (5) passes.

Meet credentials must be displayed at all times.

Swimmers are required to display credentials at all times when entering the pool deck. Coaches should remind swimmers to take their credentials with them any time the exit the deck area.

**Officials’ Meeting:** A mandatory Officials’ Briefing Sessions are an hour and a half (1 ½) hours prior to the start of each session and will cover stroke rules, assignments of officials, jurisdiction etc. All officials must be present for the briefings.

Uniform for officials is white North Dakota Officials polo shirt with blue shorts, pants or skirts, with white shoes.

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| --- | --- | --- |
| FRIDAY EVENTS | | |
| Girls # | Event | Boys # |
| 1 | 18 & Under 800 Free Relay RelayRELAY | 2 |
|  | Break |  |
| 3 | 12 & Under 100 Breast | 4 |
| 5 | 13 & Over 100 Breast | 6 |
| 7 | 12& Under 100 Free | 8 |
| 9 | 13 & Over 200 Free | 10 |
| 11 | 12 & Under 50 Fly | 12 |
| 13 | 13 & Over 50 Fly | 14 |
| 15 | 13 & Over 100 Fly | 16 |
| 17 | 13 & Over 800 Free | 18 |
|  |  |  |

|  |  |  |
| --- | --- | --- |
|  | SATURDAY EVENTS |  |
| Girls # | Event | Boys # |
| 19 | 8 & Under Mixed 200 Free Relay | 20 |
| 21 | 12 & Under 200 Free Relay | 22 |
| 23 | 13-Over 200 Free Relay | 24 |
|  | Break |  |
| 25 | 11-12 200 Back | 26 |
| 27 | 12 & Under 50 Free | 28 |
| 29 | 13 & Over 50 Free | 30 |
| 31 | 12 & Under 50 Breast | 32 |
| 33 | 13 & Over 50 Breast | 34 |
| 35 | 13 & Over 200 Breast | 36 |
| 37 | 12 & Under 200 IM | 38 |
| 39 | 13 & Over 200 IM | 40 |
| 41 | 12 & Under 100 Back | 42 |
| 43 | 13 & Over 100 Back | 44 |
| 45 | 11 & 12 200 Fly | 46 |
| 47 | 13 & Over 400 Medley Relay | 48 |
|  | Break |  |
| 49 | 13 & Over 1500 Free | 50 |

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| --- | --- | --- |
|  | SUNDAY EVENTS |  |
| Girls # | Event | Boys # |
| 51 | 8 & Under Mixed 200 Medley Relay | 52 |
| 53 | 12 & Under 200 Medley Relay | 54 |
| 55 | 13-Over 200 Medley Relay | 56 |
|  | Break |  |
| 57 | 13 & Over 400 IM | 58 |
| 59 | 12 & Under 200 Free | 60 |
| 61 | 13 & Over 100 Free | 62 |
| 63 | 12 & Under 50 Back | 64 |
| 65 | 13 & Over 50 Back | 66 |
| 67 | 13 & Over 200 Back | 68 |
| 69 | 12 & Under 100 Fly | 70 |
| 71 | 13 & Over 200 Fly | 72 |
| 73 | 11 & 12 200 Breast | 74 |
| 75 | Open 400 Free | 76 |
| 77 | 13 & Over 400 Free Relay | 78 |
|  |  |  |

Fee Calculation Form – return with your entry

Your Club: Club Abbreviation: \_\_\_\_\_\_\_\_

Coach: Coach’s Cell Phone # ( ) \_\_\_\_\_\_\_\_\_\_\_

Entries Chair: Phone #

Total Swimmers x $5.50 NDLSC Fee = \_\_\_\_\_

Total Individual Events x $1.50 = \_\_\_\_\_ \_\_\_\_# of boys \_\_\_\_ # of girls

Total Relay Events x $3.00 = \_\_\_\_\_ \_\_\_\_# of boys \_\_\_\_ # of girls

<Insert other reasonable entry fees> = \_\_\_\_\_

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

Make checks payable to: <Host Club> **All fees are due with your entry**.

Summaries should be mailed to the following:

Name: <Meet Director>

Address: <address>

City/State/ZIP: <City, State, and Zip>

Who should <Host Club> 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 # ( ) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(If you are having a team representative pick up awards, add a place for the name and phone number of this person.)*

**Mail Entries to**:

<Host Club>

Attention: <Meet Manager>

<Address>

<City, State, and Zip>

<Email Address>

## Housing Information

<INSERT HOUSING INFORMATION>

|  |  |  |  |
| --- | --- | --- | --- |
| HOTEL/MOTEL | TELEPHONE | ADDRESS | RATE |
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