

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

**Sanctioned By:** North Dakota 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: <Phone Number>

<Address>

<City, State, and Zip>

<Email Address>

**Meet Referee:** <Name> **Admin Referee:** <Name>

<Address>

<City, State, and Zip>

<Email Address>

**Entries:** <Name> **Safety Marshal:** <Name>

<Address>

<City, State, and Zip>

<Phone>

<Email Address>

**Meet Site:** <Name>

<Address>

<City, State, and Zip>

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

**Pool:** The <Pool Name> is an <enter description> (Must include information about water depth measured for a distance of 3 feet 3½ inches (1.0 meter) to 16 feet 5 inches (5.0 meters) from both end walls). 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.

**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 course has not been certified in accordance with USA Swimming Rules and Regulations, Article 104.2.2C(4). **Currently the Hyslop pool does not meet this requirement (Nothing on file with USA Swimming). Therefore, this Statement must be used.**

**Seating**: <insert spectator and athlete seating information>

**Concessions:** <insert concessions information>

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

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

**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.

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

**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. <Insert any additional information as required>

**Officials:** All officials will be 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. An Officials meeting will be held **one hour** before the start of each Session.

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

**Coaches and Officials Hospitality:** A hospitality room will be provided with <insert description> for coaches and officials.

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

**USA Swimming Membership:** All swimmers must be a current <insert current yr> registered athlete member of US Swimming. Current <insert current yr> USA Swimming coaches’ registration with required 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.

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

**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.

**State Meet Committee:** A State Meet Committee will be formed consisting of the General Chair, Head Referee, and a Coaches' Rep. from the smallest and largest teams represented, and the Senior Athlete Rep.

All protests made prior to or during the championship shall be submitted to the Meet Committee on a form approved by the Meet Referee.

Protests shall be heard by the Meet Committee, 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 Meet Committee 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 Meet Committee has determined if and how their decision may affect the final scoring or awards.

The decision of the Meet Committee 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.

**Timing:** <Insert Timing Information> as an example; DakTronics electronic timing system with two backup buttons and watches, horn start, and touch pads at the start and turn ends of the pool and relay take-off pads at the start end will be used. 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.

**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.

**Rules:** Current USA Short Course rules and safety policies as adopted by the NDLSC and USA Swimming Rules and Regulations <Previous Yr> edition will govern the meet. This is a timed final meet. There will be a Clerk of Course. 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 not be accepted with no times (NT). Swimmers names, USA registration numbers and order of swimmers for relays are to be submitted with entries. Entry and Relay cards will not be used for this 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.

**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. <If the ND LSC warm-up procedures are not followed then the warm-up procedure must be listed here> 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.

**Eligibility/Meet Type:** 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. Unattached swimmers are not allowed to compete on any relay. Swimmers must have competed in at least one NDLSC sanctioned event excluding time trials, during the Short Course season. 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.

The qualifying period for the State Short Course Championship Meet is from January 1, <previous yr> through the entry deadline. Conforming times must be achieved in a short course pool meeting the requirements of USA Swimming Rules & Regulations 103.2.1. Short Course Meter times shall be converted to Yard times for proper seeding. Times for the 25/50/100/200 meter events must be divided by 1.11. Times for the 400 & 800-meter must be divided by 0.8925 to obtain times for the 500 & 1000-yard events. The 1500-meter time must be divided by 1.02 to obtain the 1650-yard time. Drop the third and following digits after the decimal place. Times from long course will be accepted as non-conforming times.

**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.

Scoring and Awards will be based on USA Swimming’s Standard Age Groups, 8 &U, 9-10, 11-12, 13-14, 15 to 18, and 19 & Older.

**Scoring:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Place | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| Individual Points | 9 | 7 | 6 | 5 | 4 | 3 | 2 | 1 |
| Relay Points | 18 | 14 | 12 | 10 | 8 | 6 | 4 | 2 |

**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 Short Course Championships.

8 & Under Relays may be co-ed or not, at the discretion of each club. Events 11/12 and 51/52 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. The 13-14 age group relay swimmers may swim up but all remaining age groups relay must swim within their own age group. Age groups for relays are 8 & Under, 10 & Under, 11-12, 13-18.

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 9/10 (1650 Freestyle) and Events 87/88 (1000 Freestyle) will be swum in the reverse order of heats (fastest to slowest), alternating girls’ and boys’ heats. The 1000 Free and 1650 Free are 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 yard events or less, a 10 minute break for 100 yard, and 15 minutes for greater than 200 yards 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.**

**Time Trials:** <Hosting Time Trials is the option of the Host Club. Suggested wording.> 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.

**Meet Schedule**

PLEASE NOTE: ALL TIMES ARE CENTRAL DAYLIGHT TIME

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

Friday: Coaches Meeting 1:30pm

Warm-ups 2:00pm

Officials Meeting & Scratch Meeting 2:15pm

Competition Begins 3:15pm

Mandatory Ten Minute Break after Event 4

Saturday & Coaches Meeting 7:45am

Sunday AM 12 & Under Warm-ups 8:00am

Officials Meeting 8:15am

Competition Begins 9:15am

Mandatory Five Minute Break after Event 16 & 56

Saturday All Athletics Athlete Meeting then 12:45pm

Parade of Athletes

Saturday PM 13 & Over Warm-ups 1:15pm

Competition Begins 2:30pm

Mandatory Five Minute Break after Event 36

Sunday PM 13 & Over Warm-ups 12:45pm

Competition Begins 2:00pm

Mandatory Five Minute Break after Event 76

|  |  |  |
| --- | --- | --- |
| FRIDAY AFTERNOON | | |
| Girls # | Event | Boys # |
| 1 | 12 & U 200 Free | 2 |
| 3 | 18 & Under 800 Free Relay | 4 |
|  | **Mandatory 10 Minute Break** |  |
| 5 | 13 & Over 200 IM | 6 |
| 7 | 12 &U 500 Free | 8 |
| 9 | 13 & Over 1650 Free | 10 |

|  |  |  |
| --- | --- | --- |
| SATURDAY MORNING | | |
| Girls # | Event | Boys # |
| 11/12 | 8 & Under 100 Free Relay | 11/12 |
| 13 | 9-10 200 Free Relay | 14 |
| 15 | 11-12 Under 200 Free Relay | 16 |
|  | **Mandatory 5 Minute Break** |  |
| 17 | 8 & Under 25 Backstroke | 18 |
| 19 | 12 & Under 50 Backstroke | 20 |
| 21 | 11-12 200 Butterfly | 22 |
| 23 | 8 & Under 25 Free | 24 |
| 25 | 12 & Under 100 Free | 26 |
| 27 | 8 & Under 25 Breaststroke | 28 |
| 29 | 12 & Under 50 Breaststroke | 30 |
| 31 | 12 & Under 100 Butterfly | 32 |
| 33 | 12 & Under 200 IM | 34 |

|  |  |  |
| --- | --- | --- |
| SATURDAY AFTERNOON | | |
| Girls # | Event | Boys # |
| 35 | 13 & Over 200 Free Relay | 36 |
|  | **Mandatory 5 Minute Break** |  |
| 37 | 13 & Over 200 Free | 38 |
| 39 | 13 & Over 100 Butterfly | 40 |
| 41 | 13 & Over 200 Backstroke | 42 |
| 43 | 13 & Over 50 Free | 44 |
| 45 | 13 & Over 100 Breaststroke | 46 |
| 47 | 13 & Over 500 Free | 48 |
| 49 | 13 & Over 400 Medley Relay | 50 |

|  |  |  |
| --- | --- | --- |
| SUNDAY MORNING | | |
| Girls # | Event | Boys # |
| 51/52 | 8 & Under 100 Medley Relay | 51/52 |
| 53 | 9-10 200 Medley Relay | 54 |
| 55 | 11-12 200 Medley Relay | 56 |
|  | **Mandatory 5 Minute Break** |  |
| 57 | 8 & Under 100 IM | 58 |
| 59 | 12 & Under 100 IM | 60 |
| 61 | 12 & Under 50 Free | 62 |
| 63 | 11-12 200 Breast | 64 |
| 65 | 12 & Under 100 Backstroke | 66 |
| 67 | 8 & Under 25 Butterfly | 68 |
| 69 | 12 & Under 50 Butterfly | 70 |
| 71 | 12 & Under 100 Breaststroke | 72 |
| 73 | 11-12 200 Back | 74 |

|  |  |  |
| --- | --- | --- |
| SUNDAY AFTERNOON | | |
| Girls # | Event | Boys # |
| 75 | 13 & Over 200 Medley Relay | 76 |
|  | **Mandatory 5 Minute Break** |  |
| 77 | 13 & Over 100 Free | 78 |
| 79 | 13 & Over 100 Backstroke | 80 |
| 81 | 13 & Over 200 Butterfly | 82 |
| 83 | 13 & Over 400 IM | 84 |
| 85 | 13 & Over 200 Breaststroke | 86 |
| 87 | 13 & Over 1000 Free | 88 |
| 89 | 13 & Over 400 Free Relay | 90 |

**Entries:**  All entries are due Monday, <insert date two weeks prior to Meet> at 12:00 PM noon. Final updated and new qualifying times are due Monday, <insert date Monday prior to meet> at 12:00 PM noon. **Absolutely, no entries will be accepted after the 12:00 PM noon deadline.** Hy-Tek Software entries should be submitted via email to <name and email address of Meet Entry Chair>. All entries must be completed by the entering club or individual who will be solely responsible for the accuracy of the entry. Only electronic entries will be accepted without prior approval of the Meet Director. All teams must use Hy-Tek software for meet entry. **It is strongly recommended that all entry submittals be verified by email by the entering club or individual who will is solely responsible for the accuracy of the entries.**

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

**Fees:** $ 3.50 per swimmer for NDLSC fee

$ 1.50 per swimmer per individual event

$ 3.00 per Relay event

$ 1.00 per unattached swimmer (if applicable)

<Insert other reasonable fees>

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

**Fee Calculation Form – return with your entry**

Club Name: Club Abbreviation:

Coach: Coach’s Cell Phone # ( )

Entries Chair: Phone # ( )

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Number of Swimmers** |  | **Amount** |  | **Number** |  | **Number** |
|  | Total Swimmers x $3.50 NDLSC Fee = |  |  |  |  |  |
|  | <Insert other reasonable entry fees> |  |  |  |  |  |
|  | $ 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: <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, the name and phone number of this person.)*

**Name: Phone:**

**Mail Entries to**:

<Host Club>

Attention: <Meet Director>

<Address>

<City, State, and Zip>

<Email Address>

**FINAL UPDATED ENTRIES MUST BE RECEIVED BY MONDAY, <Date of the Monday before the Meet> @ 12:00 PM NOON.**

Housing Information

<INSERT HOUSING INFORMATION>

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