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|  | **[MEET TITLE]**  **[Date]**  **Held under the sanction of USA Swimming**  **Sanction #: OH-21SC-[xx]** | **Hosted by**  **[Club Name]** |

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| **Location:** | [Facility Name]  [Address]  [Phone Number] |
| **Facility:** | [Course, length of pool, depth of pool, number of lanes and special pool characteristics.]  [Timing system. Indoor or outdoor pool.]  The competition course [has/has not] been certified in accordance with current *USA Swimming Rules and Regulations*, Article 104.2.2C(4). [The copy of such certification is on file with USA Swimming – remove this statement is pool not certified.] |
| **Meet Director:** | [Name]  [Email]  [phone] |
| **Meet Referee:** | [Name] |
| **Officials Contact for the Meet:** | [Name]  [Email]  [phone] |
| **Entry Chair:** | [Name]  [Email]  [phone] |
| **COVID Compliance Officer for Meet** | [Name]  [Email]  [phone] |
| **Sanction:** | In granting this sanction it is understood and agreed that USA Swimming shall be free from any liabilities or claims for damages arising by reason of injuries to anyone during the conduct of the event.  As a condition of sanction, [Host Club] agrees to comply and to enforce all COVID-19 health and safety mandates and guidelines (including face covering, social distancing and mass gatherings) of USA Swimming, Ohio Swimming, the State of [Ohio or Kentucky], local jurisdictions and the [Host Club] Meet Plan detailed in this packet. Meets conducted in violation of these requirements and safety plans are subject to having the sanction revoked and will not be issued sanctions for future meets during the COVID-19 sanctioning period. |
| **Meet Type:** | Intrasquad Meet |
| **Meet Type:** | Dual / Tri / Quad / Invitational Meet (select one):  This will be an in-person meet. The meet will be limited to x teams. The number of swimmers will not exceed the facility capacity listed in this meet announcement |
| **Meet Type:** | Virtual Meet:  [HOST Team] will be the host team. The host team is responsible for ensuring all the requirements for sanctioning an OSI meet are met and will merge the meet after each team has completed the meet for results tabulation.  Teams participating in this meet must be able to run a full meet at their pool. This includes providing their own officials, volunteers and equipment needed to run the meet at their pool. 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. It is not the host team’s responsibility to ensure each team is following the state, local, health and USA Swimming guidelines. The meet will be limited to x teams. [TEAM NAME will share a venue with xxx with a limited number of swimmers not to exceed the facility capacity listed in this meet announcement.] |
| **# of Sessions:** |  |

| **Disclaimers** |
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| [Club Name] has taken enhanced health and safety measures for you, our other guests, volunteers, and our athletes. Everyone must follow all posted instructions while attending this meet.  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 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 Ohio Swimming 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 herewith. |

| **Organization Regulations/Waivers** | |
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| **USA Swimming Rules** | * At a sanctioned competitive event, all USA Swimming athletes must be under the supervision of a USA Swimming member coach. Arrangements for coach supervision must be made in advance of the meet. * 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 without the use of the backstroke ledge. 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. * The use of audio or visual recording devices, including a cell phone, is not permitted in changing areas, rest rooms or locker rooms. * Use of cameras, cell phones or any other recording device is not permitted immediately behind the starting blocks at either end of the racing course(s) during race starts, competition and warm-ups. Please refer to the Safe Sport section of the Ohio Swimming, Inc. policies and procedures for further information regarding the use of visual recording devices. * Deck changes are prohibited. * 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. * Flash photography is not permitted at the start of any race. * 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. |
| **Technical Suit Ban** | Per USA Swimming Rule 102.8.1F, 12 & Under athletes may not compete in Technical Suits at this meet.  A Technical Suit is one that has the following components:   * Any male or female suit with bonded or taped seams regardless of fabric or silhouette; or * Any male or female suit with woven fabric extending to the knee or mid-thigh regardless of the seam type. |
| **Ohio State Laws that are applicable to Ohio Swimming sanctioned events** | * Ohio’s Return to Play Law (ORC 3313.539 and ORC 3314.03) requires that coaches and referees either (1) complete a free online training once every three (3) years in recognizing the symptoms of concussion or (2) hold a pupil-activity program permit from the Ohio State Board of Education. Free online concussion training is offered through the National Federation of State High School Association and Centers of Disease Control. Training links can be found at [www.swimohio.com](http://www.swimohio.com) under Safe Sport>Concussion. * There will be the required number of certified lifeguard(s) on duty at all times at this meet per Ohio Administrative Code 3701-31-04-E-4. |
| **COVID-19 Information** | * Avoid getting closer than six (6) feet to anyone coughing or sneezing. * Wash your hands frequently with soap and water for 20 seconds or use hand sanitizer that has 60-95% alcohol. * Avoid touching your eyes, nose, and mouth. * Cover your mouth with a tissue or your elbow if you cough or sneeze. Throw the tissue in the trash then wash your hands. * Stay home if you are sick, and away from the pool and from fellow team members. * FACE COVERINGS: All meet participants – coaches, officials, administrators, spectators, vendors and athletes (between events) must wear face coverings and comply with mandated social distancing and mass gathering rules. |
| **Waiver/Release** | * By entering this meet, you are granting permission for the names of any or all of your team’s swimmers to be published on the internet in the form of Psych Sheets, Meet Results, or any other documents associated with the running of this meet. * All participants agree to be filmed and photographed by the host club approved photographer(s) and videographers and to allow the right to use names and pictures before, during, or after the meet such as in public psych sheets, heat sheets, and results or featured on the host club or OSI website or social media or in public broadcast of the event via television or webcast. Parents and guardians of minor swimmers who do not wish their swimmers to participate in interviews or have individual pictures featured on any media should inform their team’s head coach and the Meet Director prior to the meet. |

| **Entering the Meet** | |
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| **Eligibility:** | * All contestants must be currently registered USA Swimming members. Registrations will not be accepted at the meet. * All adult athletes must hold current Athlete Protection Training certification. * Age on the first day of the meet will determine age for the entire meet. * [List any other discriminating factors for eligibility of the meet (qualifying times, qualifying periods, classifications, age restrictions, etc.)] |
| **Disability Swimmers:** | * Ohio Swimming welcomes swimmers with a disability. * Entry Procedures:   1. Enter the USA-S swimmers with a disability electronically or on the paper entry form.   2. Provide the grouping the swimmer is identified under (P1, P2, P3) and any necessary accommodations.   3. List in the email with the electronic entry (or on the paper entry) the swimmer’s name, entry times, based on grouping (P1, P2, P3) strokes/distances and days/sessions. * Preferred seeding is in the swimmer’s age group entered event at the same distance with their equivalent non-conforming time to ensure seeding in the initial heats. * See the Ohio Swimming Policy Book for Grouping descriptions (P1, P2, P3). |
| **Entry Limits**  **Entry Fees:** | * Swimmers may swim a maximum of [xx] individual events per day. * $[xx] per individual event. * $[xx] per relay event. * $5 OH LSC surcharge per swimmer. * [$[xx] Facility Fee (remove this statement if not needed)] |
| **Entry Procedures:** | * Deadline for receipt of entries is [DATE} * Entries must be submitted in [SCY / LCM / SCM] using an electronic meet entry software (Hy-Tek/Team Unify). * Unattached swimmers (not with a team) are encouraged to use Hytek’s TM Lite for entry submission. Entries not completed through a team software are subject to a $25/swimmer surcharge. These fees are due at the time of the entry submission. * Send entries via email to: [email] * Please include the names of any Outreach swimmers in the email. * Checks should be made payable to: [name] * “No Time” (NT) entries [will/will not] be accepted. * The Meet Director reserves the right to limit entries, if necessary, to manage the timeline and number of competitors and spectators at each session. |
| **Warm-up and Safety Guidelines:** | * The meet host will provide a complete schedule of warm-up procedures to include lane assignments and times, which must be adhered to by all participants. This information will be distributed in advance of the meet. * Warm-ups will be monitored jointly by the Meet Director and Meet Referee (or their special designees). * Except during supervised racing starts, swimmers must enter the pool feet first in a cautious manner with one hand in contact with the pool deck. * Ohio LSC Swimming Safety Guidelines and Warn-Up Procedures will be in effect for this meet. * No spectators allowed on deck. |
| **Competition Guidelines:** | * This meet will be a [timed finals or prelim/finals] meet. * This meet will be contested in [SCY/LCM/SCM]. * This meet will be pre-seeded. Deck entries will/will not be accepted at the meet. * No Clerk of Course will be available for 8 & Under events. * Relays will only be seeded in [defined] lanes per heat to help maintain social distancing during these events. * [Any additional statements to be added here if i.e. events will start opposite the start of the pool, events swum fastest to slowest, alternating heats, etc.] |
| **Awards:** | * There [will/will not] be awards at this meet. [Describe awards if there are awards at the meet] * Results will not be posted during the meet. |
| **General:** | Additional Information pertaining to but not limited to: Hospitality, concessions, heat sheets, swim shop, etc.  Each team should provide bottled water for officials, coaches and volunteers during the meet. |

**[MEET TITLE]**

ORDER OF EVENTS

[you can replace this page with your order of events page]

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**[optional – remove if not needed]**

**Summary of Fees/Release Form**

**[Meet Name]**

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| Team Name |  |
| Club Name |  |
| Coach |  |
| Coach Phone |  |
| Coach Email |  |
| Team Address |  |

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| Item | Total # | Cost per | Total |
| Individual Entries |  | $x.xx per event |  |
| Relay Entries |  | $x.xx per relay |  |
| OSI Swimmer Surcharge |  | $5.00 per swimmer |  |
| Host Team Facility Surcharge |  | $x.xx per swimmer |  |
| Total Fees Due |  |  |  |

**Waiver, Acknowledgement and Liability Release:**

I, the undersigned coach, or team representative, verify that all the swimmers and coaches listed on the enclosed entry are registered with USA Swimming. I acknowledge that I am familiar with the Safety Rules of USA Swimming, Inc. and Ohio Swimming, Inc. regarding warm-up procedures and meet safety guidelines, and that I shall be responsible for the compliance of my swimmers with those rules during this meet. [Host Team], [Facility], Ohio Swimming, Inc., and USA Swimming, Inc., their agents, employees, and coaches shall be held free and harmless from any and all liabilities or claims for damages arising by reason of illness or injury to anyone during the conduct of this meet. I also acknowledge that by entering this meet, I am granting permission for the names of any or all of my team’s swimmers to be published on the internet in the form of Psych Sheets, Meet Results, or any other documents associated with the running of this meet.

Signature (Coach or Club Representative) Club Title (Coach etc)

Name of Club Date

Send this form with check to:

[Meet Host Information]

**APPENDIX 1: Meet Safety Plan for [Team Name] (add additional appendices for each team/LSC participating)**

| **Facility Information** | |
| --- | --- |
| **Facility Rules and Policies:** | Any special facility rules and standard aquatic facility safety rules |
| **Locker Rooms / Changing** | Athletes must arrive and depart in their suits. Locker rooms are for restroom use only and must not be used for changing or showering. Deck changing is prohibited. Restrooms will be monitored by Safety Marshals. |
| **Facility Capacity** | Indicate the planned number of individuals gathering in areas (pool, deck, spectator seating).  (Examples:)  Due to the current COVID-19 environment and limited pool deck space at [facility], [host team] is strongly discouraging spectators at this time, however, there are many volunteer roles that will be required. We will continuously monitor the evolving guidelines pertaining to group size as it relates to COVID-19 and guidelines from various local and state agencies.  SPECTATORS:  The maximum number of spectators gathered at this indoor/outdoor sports venue is xx  POOL DECK: Planned total number of people on the pool deck area per session will not exceed xx people and will be distributed as follows:  Swimmers: xx  Coaches: xx  Officials: xx (includes deck officials and AO/scoring table personnel)  Volunteers on the pool deck: x timers / x runners / x safety marshals / x sanitizers  Lifeguards: xx |

| **COVID Procedures / Information** | |
| --- | --- |
| **Specific COVID Protocols for this Meet** | [List any local protocols and/or requirements or attach to the meet information]  [Host team] staff will help monitor the number of people on the pool deck throughout the meet and help direct traffic from the entrance to the pool area and then to the exit upon the conclusion of the meet.  Mask/Cloth Face Covering Wearing Requirements:  Masks/cloth face coverings will be mandatory for all participants. Participants are defined as swimmers, coaches, officials, volunteers, and all other applicable adults as defined by MAAPP. Everyone must wear a mask/face covering for the duration of the meet.  Swimmers only have an exception during the swim cycle. The ‘swim cycle’ is defined as the time period beginning with the swimmer being called for their warmup or race until their warmup/race/cool down has ended. Swimmers must wear their mask/cloth face covering when not swimming. |
| **Entry and Exit Procedures and Health Screening** | [Include information on spectator ingress and egress below or attach to meet information]  Example:  Ingress into the facility must include health screening questions and should include temperature screening either at the facility or prior to arrival, no person shall be admitted with a temperature over 99.5F or in accordance with CDC, or local health department recommendations.  Volunteers, coaches, officials and athletes will be required to wear a mask at all times while inside the building. All volunteers, coaches, officials and athletes will be required to answer health questions take a temperature screening which will happen [location where these are checked] before they enter the pool area.  Safety Marshal will be responsible for monitoring all safety procedures. |
| **Athlete Seating Areas** | [Describe where athletes will be seated and/or staged] |
| **Swimmer Limitations and Protocols** | [Describe any protocols that athletes need to know regarding COVID]  DURING RACES:  (Example statements)  Swimmers will put items in a basket behind the lane with your lane number and then be staged on the back wall of the pool. When the heat before you dives in and the previous heat has moved to the warm down lane or exit the pool, you will be called to move to the block at your assigned lane and be ready to begin to begin your heat. When you finish your race, you will stay in the water.  We will do fly-over (dive-over) starts. After the next heat begins, swimmers in session may move to the cool down lane to swim a 50. then exit the pool and proceed to collect their towel and mask, dry face, put mask on, and proceed to exit the pool area -maintaining physical distance -around the scoreboard side of the pool to the north doors.  If you use the restrooms, spray all touched surfaces upon leaving the locker room (assuming spray sanitizer available at facility).  Locker rooms are not available for changing before or after the meet.  When not in the water, athletes are expected to wear a mask at all times, including when walking to and from an event and/or warm-up lanes. Masks may be removed masks for swimming but must put them on again once they exit the water.  Athletes are expected to maintain proper distancing at all times. |
| **Spectator Limitations and Protocols** | [Delete this section if no spectators at the meet]  Safety Marshal will have primary responsibility for maintaining guidelines.  There are no restroom facilities available for spectators.  [describe where spectators will be seated]  THESE PROTOCOLS WILL BE ADHERED TO OR YOU WILL BE DISQUALIFIED FROM THE COMPETITION.  Spectators/Parents are required to wear a face covering at all times while attending, observing or meeting with their athletes at the meet whether inside the facility, in any adjacent viewing/gathering areas provided by the [Host Club] or meeting with their swimmer in a designated facility location and are expected to comply with all mandated state/local/facility COVID-19 guidelines. |
| **Parental Access and Safe Sport Considerations for Athletes** | [List any Safe Sport considerations to ensure parents have access to and/or the opportunity to observe their child(ren) if no spectators are allowed.]  The Meet Safety Marshal as well as the [Host Club] Safe Sport/COVID Coordinator will provide oversight for this.  Should a parent need to access a child who is on deck, the child will be brought to the parent at the pool door or in case of emergency, the parent may be escorted to the child.  [Host team] will encourage parents to volunteer during the swim meet to reduce the number of people in the facility.  [Host team] will provide a live stream so parents will have access to and/or opportunity to observe their swimmer. |

For posting at the Meet Facility and/or added to Heat Sheets

[Club Name] has taken enhanced health and safety measures for athletes, coaches, officials, spectators, and others participating in this meet. Everyone must follow all posted instructions while attending this meet

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.

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