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| **SPONSOR/HOST** |  |
| **SANCTION #****AM- -**  | Held under the Sanction of USA Swimming and Allegheny Mountain Swimming, Inc. *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.* |
| **MEET DIRECTOR** |  | **E-MAIL:**  | **PHONE:**  |
| **OFFICIALS CONTACT** |  | **E-MAIL:**  | **PHONE:**  |
| **SAFETY CHAIR** |  |  |  |
| **MEET REFEREE** |  | **E-MAIL:**  | **PHONE:**  |
| **ADMIN REFEREE** |  |  |  |
| **FACILITY LOCATION** |  |
| **FACILITY DESCRIPTION** |  |
| **POOL CERTIFICATION** | The competition course has not been certified in accordance with Article 104.2.2C (4) **[SELECT ONE-DELETE THE OTHER]**The competition course has been certified in accordance with Article 104.2.2C (4). The copy of the certification is on file with USA Swimming  |
| **WATER DEPTH** | The minimum water depth for racing starts shall be measured in accordance with Article 103.2.3. The depth of the water at the start end of the pool is  feet and at the turn end of the pool is feet. |
| **EVENTS** | This meet will be conducted in accordance with the attached schedule of events. |
| **ENTRIES OPEN** | **TUESDAY,       at 10:00 PM [ENTER THE DATE THREE WEEKS BEFORE THE FIRST DAY OF THE MEET]**  |
| **ENTRIES CLOSE** | **FRIDAY,       at 1:00 PM [ENTER THE DATE TWO WEEKS BEFORE THE START DATE OF THE MEET]**  |
| **SUPPLEMENTAL ENTRIES CLOSE** | **MONDAY,       at       PM [THIS SECTION IS FOR MEETS WHERE SUPPLEMENTAL ENTRIES WILL BE ACCEPTED FROM A QUALIFYING MEET (SEE INSTRUCTIONS-DELETE IF THIS DOES NOT APPLY}**  |
| **ENTRY FEES** | Individual Events: $     Mini Events: $      Distance Events: $      | Relay Events: $      | Swimmer Surcharge: $      |
| **ENTRY LIMIT** |  Individual Events per day (excluding relays). **[ENTER 4 OR 5 OR 3 FOR (PRELIM/FINAL MEETS]** | **MEET ENTRY LIMIT: 2,000 Splashes** |
| **CONFORMING TIMES** | Entry times must be in SCY. Non-conforming times will be seeded last, entry times shall not be converted.**[CHANGE TO LCM IN LONG COURSE SEASON]** |
| **ENTRY PROCEDURES** | * "No Time" or "NT" entries are not accepted in AMS swim meets. If a qualifying time does not exist, an entry time must still be used. **Files with NT’s will be returned by the Entry Chair until the file is corrected and resent.**
* Entries must be submitted by Hy-Tek CL2 or HY3 file or sdif file via e-mail to the Meet Entry Chair during the Entry Period;
* Please include the following information in the body of the e-mail: **Team Name, Number of Individual Entries, Number of Relay Entries, Total Entries, and Team Entry Chair’s Contact Information along with the Entry report by Swimmer’s Name.** A finalentry report must be mailed or e-mailed to the entry chairfive (5) days prior to the meet start. **Payments shall be made for the entries to the host prior to the start of the meet.**
* No refunds will be given, except for mandatory scratch down of events
* **\*\*No late entries will be accepted.**
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| **MEET DURATION AND SCRATCH-DOWN OF ENTRIES** | In order to comply with the USA Swimming Four-Hour Rule Regulations (see rule 205.3.1F), swimmers may be required to scratch-down individual events per day at the direction of the Meet Director and Meet Management Committee. **If a scratch down is required, teams will need to submit a new file that includes the scratch down of the events.*** In addition entries may be returned in order help control meet duration. Affected clubs will be notified no less than five (5) days prior to the start of the meet.
* Events may be combined and/or the number of entries limited in one or more events in order to control the length of the meet. Teams will be notified by email of swimmers who are affected by such limits.
* Events 400 yards/meters or longer may be limited to the fastest five (5) heats per event
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| **MEET ENTRY CHAIR** |  | **PHONE #: 412-555-4542** *(no calls before 9:00 AM or after 9:00 PM)* |
| **E-MAIL ENTRY FILES TO** | **-ENTRIES@AMSWIM.ORG** |
| **MAIL CHECKS/ REPORTS**  |  | **CHECKS PAYABLE TO:** |  |
| **PROOF OF TIMES** | **This meet will not require Proof of Times.** |
| **PROOF OF TIMES****[SELECT NO PROOF OF TIMES OR PROOF OF TIMES – DELETE THE ONE NOT USED]** | **This meet will require Proof of Times**. For Proof of Times, all times must be proved through the USA SWIMS National Database. Times that are not in SWIMS must be proven thirty (30) minutes prior to the start of the session with official results from a USA Swimming Sanctioned, Approved, or Observed meet. If a time cannot be proven and the athlete competes in the questioned event, that swim is subject to the appropriate AMS fine for falsifying documents. When submitting meet entry files and reports, include the proof of time by check the “Include Proof of Time” box |
| **SEEDING/PRESEEDED** | Event seeding will be done in accordance with USA Swimming Rule 207.11.7B. This meet will be PRESEEDED.The events that are 400 yards/meters or longer and relays will be deck seeded. Failure to scratch prior to seeding and failure to swim the event will result in the swimmer being barred from his/her next individual event or relay unless the Referee is notified of a declared false start prior to the start of their race. Check in will close 30 minutes prior to the start of the session.**Events 400 yards/meters or longer that are Timed Finals will be swum fastest to slowest alternating girls/boys.** |
| **SEEDING/DECK SEEDED WITH SCRATCHES****[SELECT PRESEEDED OR DECK SEEDED – DELETE THE ONE NOT USED]** | Event seeding will be done in accordance with USA Swimming Rule 207.11.7B. The meet will be deck seeded. Upon coach sign in, a scratch packet will be provided for swimmers that will be scratching from an event or from the session. **Scratches will be due prior to 30 minutes to the start of the session**. Any swimmer not scratched from an event or session will be entered into the meet.Failure to scratch prior to seeding and failure to swim the event will result in the swimmer being barred from his/her next individual event or relay unless the Referee is notified of a declared false start prior to the start of their race. **Events 400 yards/meters or longer that are Timed Finals will be swum fastest to slowest alternating girls/boys.** |
| **DECK ENTRIES:** | Deck entries are accepted on a standby basis only for any non-LSC Championship meet. An athlete may be deck entered into an event provided that: they are a USA Swimming registered athlete, they or their club are already entered into the meet, they have not exceeded the maximum entry limit for the day/meet, their time for said event is within the qualifying times for the meet, and additional heats are not added.Deck entries cost $10.00, inclusive of a deck entry surcharge but in addition to any meet-specific surcharges, and close 30 minutes prior to the start of the session. Refer to AMS Operating Procedures for procedure. |
| **WARM-UP INFORMATION** | Warm-up policies will be strictly enforced by USA Swimming Officials. **These policies along with the lane assignments, if applicable shall be posted on the wall at the start end of the pool.****REQUIRED DURING WARM-UPS**: * There will be specifically designated lanes during all warm-up sessions for 10 & under swimmers.
* All warm-ups require a feet-first entry into the water at the start end of the pool.
* Designated lanes will be open for starts and one way sprints during each warm-up session.
* The Referee/Meet Marshals will have control over Warm-Up Procedures the day of the meet.
* At any session with distance events (1000/800, 1650/1500) offered and at any championship formatted meet (prelims/finals), the outside lane or lanes shall be restricted to pace lanes only at the same time sprint lanes are opened. At any distance only meet or session (1000/800, 1650/1500), only one lane shall be opened for sprinting.

Specific warm-up times for each club (if applicable) and/or changes to the warm-up schedule will be posted on the AMS Web Site no later than five (5) days prior to the start of the meet. The Meet Director reserves the right to adjust warm-ups based on the number of entries (prior to the meet) or the referee (day of the meet).**The Meet Entry Chair will email all attending clubs specific warm-up times and any changes to the warm-up schedule no later than five (5) days prior to the start of the meet; this will also be posted on the AMS website.** \*\*There shall be a ten (10) minute break before distance events in a standard meet (400IM/400/500FR) at end of session when there is not a separate warm-up/warm down pool available. |
| **SESSION** | **WARM-UP TIMES** | **MEET STARTS** |
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| **AWARDS** | Individual Awards Relay Awards  |
| **SCORING** | This meet will not be scored. |
| **SCORING****[SELECT SCORING OR NOT SCORING-DELETE THE ONE NOT USED]** | See USA Swimming Rule 102.25 for Scoring Places and Points  **[ENTER THE PLACES/POINTS HERE PER YOUR MEET]**  |
| **RULES**: | This meet will be governed by current USA Swimming Rules and Current AMS Operating Procedures.Fly-over starts WILL be used.  |
| **DECK PRIVILEGES** | **DECK PRIVILEGES: No unauthorized personnel will be allowed on the pool deck**. **All coaches, officials, and meet volunteers must wear a wristband to be on deck. Only those with wristbands, along with competing athletes, may be permitted on the deck at any time.** **Swimmers must be under the direct supervision of an USA Swimming Member Certified Coach at all times.** Coaches and Officials must present their current USA Swimming registration card at the sign-in table in order to receive their wristband. Prior to entering the deck, unattached swimmers and attached swimmers attending without a coach are responsible for securing a USA Swimming Member coach who will supervise them during warm-up, warm-down, before, during, and after the meet; the swimmer must notify the Referee of this coach prior to the start of the session. Additionally, these swimmers must register a contact person with the Meet Director. This information should be submitted with the entries. Failure to do so will result in the swimmer not being permitted to participate. |
| **ELIGIBILITY** | All entrants must be registered members of USA Swimming as provided in Article 302. Age ***as of the first day of the meet shall*** determine the swimmer’s age for the entire meet. On deck registration is not permitted; all athletes must be registered prior to entering the meet. |
| **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. *A copy of the Racing Start Certification Checklist, signed by a USA Swimming member coach, must be given to the referee prior to the start of the meet.*** |
| **QUALIFYING TIMES** | Qualifying Times (if applicable) are per the USA Swimming Current Time Standards per Age Group. |
| **MEET/DECK REFEREE** | The Meet/Deck Referee shall be in charge of the meet. Any questions regarding the conduct of the meet should be made directly to him/her. The Meet/Deck Referee has final judgment for ***any*** issues that arise that day during the course of the meet. |
| **PROTESTS** | A Meet Jury will adjudicate any protests including issues of conduct which may occur in the meet venue. All protests must be in writing to the Meet/Deck Referee. The Meet Jury will consist of the Meet Director, an Athlete and a Coach. Additional members including an official may be added for a jury of five. The Meet/Deck Referee will act as a mediator **A Meet Jury shall be identified and posted at the beginning of each session of the meet.** |
| **MEET MARSHALS** | Meet Marshals have full authority through the Meet/Deck Referee for safety and good order throughout the venue at all times. Swimmers, coaches and spectators may be removed from the deck/venue for non-compliance with procedures or non-cooperation with Marshals’ instructions. |
| **SWIMMERS WITH DISABILITIES** | Swimmers with disabilities are welcome to attend this meet and should contact the Meet Director and/or Referee prior to the start of the meet regarding any accommodations. |
| **PHOTOGRAPHY** | In compliance with USA Swimming Rules and Regulations, the use of audio or visual recording devices, including a cell phone, is not permitted in changing areas, rest rooms, or locker rooms. Additionally, the use of equipment capable of taking pictures or videos (i.e. cell phones, cameras, tablets, etc.) are banned from behind the starting blocks during the entire meet, including warm-up, competition, and warm-down periods. Unless approved in advance by the AMS Board of Directors and stated in the Meet Announcement, photographers/videographers are not permitted on deck at any time. As an approved exception, USA Swimming registered and credentialed coaches are permitted to utilize visual recording devices to record their swimmers in the pool for the sole purpose of stroke training, subject to the location restrictions of this statement, so long as they do not interfere with meet operations.  In the event of any disputes regarding video recording, the Referee’s decision shall be final and binding. In no case shall coaches be permitted to delegate this role to athletes |
| **DECK CHANGING** | Per USA Swimming Rule 202.4.9(I), Changing into or out of swimsuits other than in locker rooms or other designated areas is prohibited. |
| **RESTRICTIONS** | The use and sale of any tobacco products is prohibited on the pool deck, in the locker rooms, in spectator seating, on standing areas and in all areas used by swimmers, during the meet and during warm-up periods. • Sale and use of alcoholic beverages is prohibited in all areas of the meet venue.• No glass containers are allowed in the meet venue. • **[ADD ANY ADDITIONAL RESTRICTIONS SPECIFIC TO YOUR POOL]** |
| **AMS SCRATCH RULE FOR PRELIMS/FINALS MEETS****[DELETE IF NOT PRELIMS/FINALS MEET]** | Any Swimmer or relay team failing to swim an event at a pre-seeded session of a prelims-finals meet shall not be penalized for failure to swim. Positive Check-in events (400 yards/meters or longer): Any swimmer who has checked in for an individual event that is seeded on the deck must swim in the event unless he notifies the Referee or designated meet official of his/her wish to scratch before the seeding for the event has begun. Failure to scratch prior to seeding and failure to swim the event will result in the swimmer being barred from his/her next individual event or relay.Events seeded on the deck shall be closed for seeding no later than 30 minutes prior to the start of the event. Any swimmer qualifying for a C, B or A (bonus and consolation final or) final race in an individual event who fails to compete in said final shall be barred from further competition for the remainder of the meet, except as noted in “Exceptions for Failure to Compete.” A declared false start or deliberate delay of meet is not permitted and will be regarded as a failure to compete.Any Swimmer who qualifies for a C, B or A Final and does not compete shall be subject to a monetary fine. If such failure to compete occurs on the swimmer’s last day of the meet, the swimmer shall be charged a penalty of $25 by AMS. The $25 penalty fee will be charged to the swimmer’s club or to the swimmer themselves in the event that they are unattached. This penalty fee should be paid to AMS (Allegheny Mountain Swimming) and mailed to the Permanent Office within 14 days of the conclusion of the meet. Failure to pay this fine prevents this swimmer/team from participating in a future meet. The Meet /Deck Referee shall notify the Permanent Office of any penalties due within 1 day of the conclusion of the meet.**Thirty (30) Minute Scratch Rule**A swimmer who qualified for a C, B or A Final (Bonus – C, Consolation – B, Championship – A) must notify the designated official of his/her intent to scratch within thirty (30) minutes after the announcement of the qualifiers.The swimmer shall further declare his/her final intention within thirty (30) minutes following his/her last individual preliminary event in the session. If the swimmer does not declare his/her intention at the end of the 30 minutes of his/her final individual event, the swimmer will be seeded into the final event. Any penalties for not swimming at finals will be upheld. Swimmers and/or coaches should re-check with the Scratch Table to see if their swimmer has been scratched into one of the finals heats. Swimmers not intending to return for finals, regardless of the seeded position should fill out the scratch form.**Exception for Failure to Scratch– No Penalty shall apply**:The Referee is notified of illness or injury and accepts the proof thereof.A swimmer qualifying for a consolation final or final race following preliminaries is in compliance with the 30 minute scratch rule detailed above. It is determined by the Referee that failure to scratch was caused by circumstances beyond the control of the swimmer. A swimmer who was not one of the original qualifiers and who was scratched into the qualifiers list. |
| **DIRECTIONS AND OTHER INFORMATION** |  |