The following are required elements of a meet packet. Any required language is in RED. This is not a model meet packet, just an informational document to help make sure your meet packet complies with the minimum rules.

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| MEET HOST | Name of ISI registered club hosting event. |
| SANCTION INFORMATION | Your sanction number, provided by Illinois Swimming after your application is approved, should be in the meet packet. |
| LOCATION | Name and address of competition site. |
| POOL INFORMATION | Include pool description, including information about water depth measured from 3 feet 3-1/2 inches (1.0 meter) to 16 feet 5 inches (5.0 meters) from both end walls; and one of the following two statements: [1] “The competition course has been certified in accordance with 104.2.2C(4). The copy of such certification is on file with USA Swimming Swimming.” - or - [2] “The competition course has not been certified in accordance with 104.2.2C(4).” |
| MEET STAFF | * Packet must list Meet Director, Meet Referee, Entry Chair, Administrative Official, Safety Coordinator and IDPH Compliance Coordinator.
* Meet Directors, Meet Referees and Administrative Officials must be current USA Swimming Non-Athlete Members in good standing.
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| MEET FORMAT AND SCHEDULE | Define your meet (timed final/prelim-final, etc.) and provide a schedule for the meet including warmup times. |
| ELIGIBILITY | How is eligible to swim in this event. Note: for a sanctioned event all athletes must be USA Swimming Members for the appropriate competition year. |
| STATEMENT OF RULES: | At a minimum: This meet is sanctioned by USA Swimming and Illinois Swimming, Inc. All USA Swimming and ISI rules apply including safety rules, which will be strictly enforced. |
| 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. |
| REQUIRED CONDUCT LANGUAGE: | All coaches are responsible for the conduct of their swimmers and will see that their club has proper supervision at all times. Meet Marshals have the authority to remove any swimmer and/or spectator from the meet for any violation such as improper behavior, damage to property, etc. No smoking on the premises. Please encourage your parents and swimmers to clean up after themselves. In accordance with the Federal Video Voyeurism Prevention Act of 2004 – the use of camera phones or video recording devices in the locker rooms is prohibited. Use of audio or visual recording devices, including cell phones, is not permitted in the changing areas, restrooms, or locker rooms. Changing into or out of swimsuits other than in locker rooms or other designated areas is not appropriate and is 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. |
| IMAGE AUTHORIZATION: | All participants agree to be filmed and photographed by the official photographer(s) and network(s) of Illinois Swimming and the meet host under the conditions authored by Illinois and USA Swimming, and allow event organizers the right to use names, pictures, likenesses, and biographical information before, during or after the period of participation in this Illinois Swimming competition to promote such competitions. |
| LIABILITY WAIVER: | In consideration of the acceptance of this entry, intending to be legally bound, I/we hereby waive, and release any and all rights and claims for damages which may accrue against USA Swimming, Inc., Illinois Swimming, Inc., (HOST CLUB), (FACILITY), and their representatives, employees, or successors, for any and all injuries suffered by me or any contestant or representative in said meet as a representative of my club. 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. |
| MAAPP | All applicable adults participating or associated with the respective meet to which this information applies, acknowledges that they are an applicable adult, 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. All athletes 18 years of age and older must have completed Athlete Protection Training prior to the entry deadline. |