

ISI MEET ANNOUNCEMENT CHECKLIST

This Checklist is a guideline to help Meet Directors and Referees to insure the Meet Announcement for their meets includes all required elements as specified by the technical rules of USA Swimming and Iowa Swimming, Inc.'s Policies and Procedures. While most of the items on this check list are mandatory, some may not apply to every swim meet, as each meet is unique and the meet committee should use its experience and knowledge with this checklist to develop a meet specific announcement.

This checklist is organized into three sections: (1) requirements as described in the rules and regulations of USA swimming; (2) requirements as described in the ISI Policies and Procedures; and (3) suggestions to help develop a good cohesive meet announcement that will guide the operations of the meet.

Completed	USA Rule	USA Swimming Required Provision – Sanctioned Meets
_____	102.2.1	The meet entry requirements including requirements first time swimmers with no time or estimated times
_____	102.2.2	For Prelim/Finals Meets – No more than three individual events per day.
	102.2.3	For Timed Finals Meets – no more than four individual events per day unless the meet is a novelty meet, in which a swimmer can enter up to five individual events per day. (See also ISI P & P, Section I., IV., B)
	102.2.6	In a meet where both timed finals and prelim/finals are contested – not more than three events per day unless entered in time final sessions. (See also ISI P & P, Section I., IV., B)
_____	102.4	Must specify start times, check-in and scratch procedures and penalties for violations.
_____	102.23.2	Must specify the meet Jury/Committee. (See also ISI P & P Section I, VII.K.)
_____	102.25.4	Must state point values or that no points will be awarded.
_____	103.11 103.12	Must prohibit the use of tobacco and alcohol products in all venue areas.
_____	202.4.5	Must not use the word “Olympic” without USA Swimming approval.

_____	202.5.7	Must contain the statement “Deck Pass is acceptable proof of USA Swimming Membership.”
_____	202.4.9	USA Swimming and ISI shall be free from liabilities or
_____	202.4.10.L	claims of damages for injuries to any one during. (See also ISI P & P, Section I., V., D. 1.)
_____	202.4.10	Must contain statements for each of the following:
_____	202.4.10.A	Nature of prizes awarded
_____	202.4.10.B	Warm up procedures
_____	202.4.10.C	Water depth both ends of the pool
_____	202.4.10.D	The required diving proficiency statement
_____	202.4.10.E	Membership in USA Swimming.
_____	202.4.10.F	On-deck/day of meet registrations are not permitted.
_____	202.4.10.G	Whether the course is certified.
_____	202.4.10.H	No audio visual recording in changing areas, restroom or locker rooms.
_____	202.4.10.I	Deck changes are prohibited.
_____	202.4.10.J	Operation of a drone or any other flying apparatus is prohibited over the Venue (pools, athlete/coach area, spectator areas and open ceiling locker rooms) any time athletes, coaches, officials and/or spectators are present.” Program and Events Committee Chair may grant exceptions.
_____	202.4.10.K	Held under the sanction of USA Swimming and ISI.
_____	202.5.3	Must state that swimmers must be under the supervision of a USA Swimming member coach during the meet.
_____	207.8.2	Must state the qualifying times and procedures.
_____	207.9.1	Must state the method and procedure for submissions of relay entries.

Completed	ISI P&P	ISI Required Provisions – Sanction Meets
_____	I. V. B. 1	Must state that current USA Swimming and ISI policies and procedures will govern this meet.
_____	I. VII. B. 1	Meet Entries must be submitted in the format contained in meet announcements. Hand written entries must use ISI Meet Entry Form (APP-7).
_____	I. VII. B. 7	Teams may charge any amount but late entry fees cannot be any more than double the normal entry fee.
_____	I. VII. B. 9	Splash fee is \$5 per swimmers, but no splash fee for intra-squad.
_____	I. VII. B. 12	Spectator fee only at meets with qualifying times faster than Q times.
_____	I. VII.C	Entry Dates – Teams must be given at least 30 days to sign-up for the meet. Deadline cannot be more than 10 days for mailed entries and 7 days for emailed entries.
_____	I. VII.C	ISI teams and non-ISI teams that attended the meet last year are allowed to enter the meet at least 7 days before other non-ISI teams.
_____	I. VII.C	Must specify the rules regarding the acceptance of late entries, including when accepted and time and manner accepted. Cannot charge a late fee for a swimmer that qualifies for a meet after the late entry date if the meet has qualifying times.
_____	I. VIII (Until 10/1/2018)	Swimmers ages ten years and younger shall not compete while wearing “Tech” suits, even when competing in Senior or Open events or time trials. A list of suits that is considered “Tech” suits is posted on the ISI Website.

Completed	Other Recommendations for Sanctioned Meets
_____	Announcement should be written in complete sentences and written unambiguously to make it understandable and enforceable
_____	Lap counters cannot be required for long distance events

_____	Entry dates and other requirement should be consistent throughout the announcement.
_____	Meet operations should be coherent and consistent. Unusual terms should be avoided. Odd language should be corrected or questioned.
_____	Footnotes should be consistent with meet operations provisions.
_____	Describe any venue specific rules or restrictions
_____	Date and locations for psych sheets to be posted.

Completed	USA Rule	Requirements for an Approved Meet
_____	202.6.5	Both USA Swimming and non-USA Swimming athletes may participate in an approved meet.
_____	202.6.6.A	A statement of the awards
_____	202.6.6.B	Water depth both ends of the pool
_____	202.6.6.C	The statement - USA Swimming and ISI shall be free from liabilities or claims of damages for injuries to any one during. (See also ISI P & P, Section I., V., D. 1.)
_____	202.6.6.D	The statement - Whether the course is certified.
_____	202.6.6.E	The statement - No audio visual recording in changing areas, restroom or locker rooms.
_____	202.6.6.F	The statement - Deck Changes are Prohibited.