**<MEET NAME>**

**<DATE>**

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| ISI SANCTION: | IA-YY-XX Held under the sanction of USA Swimming and Iowa Swimming, Inc. (ISI). |
| RULES: | Current USA Swimming and ISI technical and administrative rules will govern this meet. |
| DATES: | **<Dates>**  |
| TEAMS INVITED: | This is a closed meet. The only teams invited to this meet are \_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_. |
| TIME: |

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| **Sessions** | **Warm-Ups** | **Competition** |
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Teams will be notified of their designated warm-up sessions via email by **<Date no later than \_\_\_ days before the first session of the meet>**.Coaches meeting at \_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_. |
| SITE: | **<Name>****<Address>** |
| FACILITY: | **<Description of Pool. Must Include water depth at start end and turn end.>****<Description of timing system.>**The competition course has been certified in accordance with Rule 104.2.2C(4) of USA Swimming Rules and Regulations. A copy of the certification is on file with USA Swimming. |
| COACHES: | Only currently registered USA Swimming coach members will be permitted on deck in designated areas.  Each coach must sign the Coaches Meet Sign-In (APP-29) to verify that all certifications are current. |
| WARM-UPS: | The ISI mandatory warm-up procedure will be followed.  |
| RACING STARTS: | All swimmers 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. |
| ENTRY REQUIREMENTS: | 1. Swimmers must be currently registered as athlete members of USA Swimming and members of \_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_ in order to compete in this meet.
2. Swimmers may enter no more than **\_\_\_** individual events per session and no more than **<\_\_\_>** relay event per day **<Drafting Note: no more than four events per session for timed-final meets>**.
3. Seed times must be submitted for a **<\_\_\_\_>-**course.
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| ENTRY LIMITS: | Pursuant to Article 205.3.1F of USA Swimming Rules and Regulations, the program of for athletes 12 years and younger (except championship meets) shall be planned to be completed in four hours or less for each session.**<May add any additional entry requirements.>** |
| ENTRY SUBMISSION: | Entry fees are as follows:1. Individual events: $\_\_\_\_\_\_ per event.
2. Relays: $\_\_\_\_\_\_ per relay.
3. ISI swimmer surcharge: $5.00 per swimmer. The surcharge is not assessed to outreach swimmers.
4. The entry fee for each outreach swimmer is $5.00 and covers all events swum by an outreach swimmer.
5. Handwritten entries: $\_\_\_\_\_\_ per swimmer.

Electronic entries must be submitted in a format compatible with **<Type of meet software>** software. Handwritten entries must be submitted on the ISI Meet Entry Form (APP-7).Submit entries along with the appropriate ISI Financial Sheet (APP-8.1). If submitting electronic entries, also send a hardcopy of the entries with the entry fees and financial sheet.Clubs entering outreach swimmers should only provide the number of outreach swimmers and the number of events being swum by the outreach swimmers to the host club. The names of the outreach swimmers are not to be provided to the host club.Payment shall be by check or money order made payable to **<Name of Payee>**. All entry fees, including ISI swimmer surcharge fee, should be combined on one check. The host club reserves the right to require payment by money order or cashier’s check. Entry fees are non-refundable; ISI swimmer surcharge fees will be refunded only if the entire meet is cancelled. |
| ENTRY DATES AND DEADLINES: | 1. Entries will be accepted from beginning at **< date and time>**.
2. Electronic entries must be received no later **< date and time>**. Hard copy of entries, financial sheet, and fees are due by <**first day of meet**> at the start of the meet
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| LATE ENTRIES: | Late entries will be accepted up to <**date and time**>. New swimmers entering the meet must show proof of current USA Swimming membership. |
| SWIMMERS WITH DISABILITIES: | Swimmers with disabilities are encouraged to compete. The Information Form for Adapted Competitive Swimmers (APP-21) indicating limitations and requested modifications should be completed and attached to the meet entries. Modifications will be determined by the Referee. The swimmer (or swimmer’s coach) is responsible for providing any equipment or assistants required. See Article 105 of USA Swimming Rules and Regulations. |
| SEND ENTRIES TO: | Send electronic entries by email to **<add email address>**. Receipt will be confirmed by email. Send all print materials to **<name, address, phone number>.** If sent by rush delivery, indicate no signature required. |
| MEET DIRECTORS: | **<Name, Address, phone number, email address>** |
| REFEREE: | **<Name, Address, phone number, email address>** |
| MEET COMMITTEE: | A meet committee consisting of the Meet Director, Referee, a coach representative, an athlete representative, and a certified official acting at large will be established prior to the start of competition. The committee shall serve as the meet jury to consider any administrative protests filed at the meet. Protests against judgment decisions can only be considered by the Referee and the Referee’s decision is final.  |
| MEET OPERATION: | 1. Effective April 1, 2018, Swimmers ages ten 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 to be "Tech" suits is posted on the ISI website.
2. Deck changes are prohibited.
3. Deck Pass is acceptable proof of membership in USA Swimming. Coaches and Officials must produce proof of membership in USA Swimming immediately upon request by the Referee or his delegate or leave the pool deck.
4. 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.
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| SCORING: | **<Describe Scoring for individual and team awards>.**  |
| AWARDS: | **<Describe awards for individual and team awards>.** |
| SCRATCHES: | The ISI scratch rule is in effect. |
| USA SWIMMING REGISTRATION: | No USA Swimming registrations will be accepted at the meet. Any swimmer who is not a currently registered athlete member at the time of pre-meet reconciliation must ensure that ISI has received the appropriate application and fees at least 24 hours prior to the start of competition. Failure to do so will result in the swimmer's entries being scratched and the swimmer barred from entering the pool. |
| CAMERAS: | **USE OF AUDIO OR VISUAL RECORDING DEVICES, INCLUDING CELL PHONES, IS NOT PERMITTED AT ANY TIME IN CHANGING AREAS, RESTROOMS, OR LOCKER ROOMS.** |
| NO ALCOHOL OR TOBACCO: | The use of any tobacco or alcohol products is prohibited in the swimming venue.  |
| IMAGE RELEASE: | Participants consent to be photographed/filmed by any authorized photographer(s) and/or network(s) of ISI and/or the host club under conditions determined by the host club, and authorize the use of names, pictures, likenesses, and biographical information before, during or after the event to promote swimming. No awards received in this competition may be used for trade or financial gain. |
| ADDITIONAL INFORMATION: | 1. Program: Programs will be available for $\_\_\_\_\_. Each team will receive a copy of the program in the coaches’ packet. Each volunteer official will receive a complimentary program.
2. Results: Electronic results will be provided to all teams participating in the meet. Final Results will also be posted on ISI website. A hardcopy of the final results may be requested on the ISI Financial Sheet for an additional $5.00.
3. Concessions:
4.
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| INDEMNITY: | It is understood and agreed that USA Swimming and ISI shall be free and held harmless from any liabilities or claims for damages arising by reason of injuries to anyone during the conduct of the event. |

ADD LIST OF EVENTS