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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>**  |
| 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 the Tuesday before the first session of the meet. Only applies to meets held in short course pools>**.Coaches meeting at \_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_. |
| SITE: | **<Name>****<Address>** |
| FACILITY: | **<Description of Pool. Must Include water depth at start end and turn end.>**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.All swimmers must be under the supervision of a USA Swimming member-coach during warm-up, competition, and warm-down. Any swimmer without a coach shall report to the Referee prior to his or her warm-up. The Referee will assist the swimmer in making arrangements for such supervision, but it is the swimmer’s responsibility to ensure such arrangements are made prior to the start of the meet. |
| 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 in order to compete in this meet.
2. Swimmers may enter no more than **<# not more than four per sessions for timed finals in an open meet, four in a novelty meet, and three per session for prelim/finals meets>** individual events per session and no more than **<#>** relay event per day.
3. Seed times must be submitted for a **<\_\_\_\_>-**course. Converted times are not allowed.
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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 teams/athletes in the Iowa LSC and from non-ISI teams that attended last year **[\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]** beginning at **<Date and Time, not less than 30-days before the first date of the meet>.**
2. Entries will be accepted from all teams/athletes at **<Date and Time, not earlier than the eighth day of entries>.**
3. Electronic entries must be received no later **<Date and Time>.**
4. Handwritten entries, along with entry fees, additional $2 per swimmer and financial sheet, must be received no later than **<Date and Time>.** Handwritten entries will not be considered entered in the meet until full payment is received.
5. Once a team’s entries have been accepted by the meet host, that team is considered entered into the meet. The host team is not permitted to rescind a team’s entries once the meet host sends the email confirmation that the team is entered into the meet. Changes or scratches in a team’s entries prior to the meet deadline do not relieve a team of the responsibility to pay for confirmed entries.
6. Once entries are accepted only time updates will be allowed for teams with electronic entries. No time updates will be accepted for handwritten entries. Any additions/substitutions must be made via email to the Meet Director prior to the entry deadline.
7. A hardcopy of the entries, along with entry fees and financial sheet, must be received by **<Date and Time no later than three days before the first day of the meet>**, unless prior arrangements have been agreed to in writing. *Failure to meet this deadline will result in swimmers remaining in the meet but all confirmed entries will be billed at the late entry fee.* Any unpaid balance remaining at the start of competition for the final session will be assessed an additional 10% late fee.
8. Entries will be confirmed via a return email receipt.
9. Entries will NOT be accepted by phone or fax.

Entries will be accepted in the order received. Once the meet reaches capacity, the host team will inform ISI meet contacts as well as any non-ISI teams with entries already accepted.  |
| LATE ENTRIES: | 1. Provided space is available, late entries will be accepted by email until **<Date and Time>.** After that time, they will only be accepted on deck up to the beginning of the second warm-up of each session.
2. Only swimmers already entered in the meet that have not reached their session limit will be able to late enter after **<Date and Time>.**
3. If the meet program has not been printed, swimmers shall be seeded into the meet, but will still be charged the late entry fee. If the meet program has been printed, swimmers shall be assigned to an empty lane, no heats will be added.

Late entry fees:Individual events: $\_\_\_\_\_\_ per event **<not greater than double the regular entry fee>**. Relays: $\_\_\_\_\_\_ per relay **<not greater than double the regular entry fee>**. For questions regarding late entries or to find out if late entries are being accepted, contact the Meet Director. |
| 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>**. 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>** |
| OFFICIALS: | **<Name of club>** welcomes any visiting USA Swimming officials who would like to officiate at this meet. If you are able to officiate, please contact the Referee.  |
| 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. **<Otherwise describe scratch procedures>** |
| 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