Organization/Club name

# Type of meet

Main Street Competition Pool, Boston MA

date

Held under the sanction of USA Swimming/New England #NE-17/18-

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| --- | --- | --- | --- |
| **Meet Director** | **Name** | **Email** | **Phone** |
| **Meet Referee:** | **Name** | **Email** | **Phone** |
| **Entry Chairperson:**  | **Name** | **Email** | **Phone** |
| **Admin Official:** | **Name** | **Email** | **Phone** |
| **Safety Monitor** | **Name** | **Email** | **Phone** |

**IMPORTANT DEADLINES:**

**First date of entry:**

**Final date of entry:**

**Payment deadline:**

**MEET FORMAT:** The meet will be swum as timed finals. Each session will be seeded by computer based on positive check-in at the beginning of each session, or, will be seeded the night before Coaches will receive a positive check-in sheet before each session that must be returned no later than 30 minutes before the beginning of the session. Heat sheets will be posted around the pool deck. Coaches will be able to pick up heat sheets for each event at the control office. The 1650 freestyle will be swum fast-to-slow, alternating heats of women and men. Swimmers must provide their own timer for events 400 yards or longer

No events will swim with more than one swimmer per lane.

**SITE:** (example): The Main Street Competition Pool is a\_\_-lane, 25-yard (or meter) pool with \_\_\_-foot-wide lanes and non-turbulent lane lines. The timing system includes a fully-automatic Colorado or Daktronics Time Systems electronic timing system with touchpads at the finish end of the pool with single-line electronic display. There are no touchpads at the turn end of the pool. Attached to the main pool is a diving well area that is available for warm-up and warm-down, approximately 20x20 yards in size. The finish end of the pool is \_ feet deep; the turn end of the pool is \_ feet deep. Spectator seating is for \_\_\_. The pool is located inside the Anywhere College Athletic Complex, 123 Main Street, Boston MA 02100. Please enter through the main entrance on Main Street. Directions may be found later in this document. The competition course has [not] been certified in accordance with 104.2.2C(4).  [The copy of such certification is on file with USA Swimming.]

**COURSE:** Short course yards (25 yards)/ or SCM or LCM

**25-YARD/50 METER EVENTS:** 25-yard/50 meter events will start at the staring block end of the pool and finish at the turn end with manual timers using three watches, or two watches and one button.

**CUT PROTOCOL**: If a session is over-subscribed, the Meet Director reserves the right to limit events, heats, swimmers, or adjust the format to conform to the 4-hour rule using the following cut protocols in any order deemed necessary:

Delete the cut protocol policy of the one you are not using:

**For meets using the 75%/ 25% entry policy**:

(a.) May be asked to cut each athlete to one less event than maximum allowed per day.

(b.) May be asked to cut relay events.

For teams included in the 25% of the 75/25:

(a.) May be asked to cut each athlete to two less events per day than the maximum allowed.

(b.) Entries may be cut by time or to a specific number of heats for specified events

(c.) May be asked to cut relay events.

**For meets using the FCFS** entry policy and for teams included in the 25% of the 75%/ 25% entry policy:

(a.) May be asked to cut each athlete to two less events per day than the maximum allowed.

 (b.) Entries may be cut by time or to a specific number of heats for specified events.

(c.) May be asked to cut relay events

If deck scratches allow a reasonable time-line, the swimmers may be reinstated into those previously entered events**.** Clubs will be notified of cuts no later than Monday before the meet

**WEATHER PROTOCOL:** If weather or facility conditions make it impossible to follow the original timeline of events, the Meet Director and Meet Referee have a right to make changes to the meet sessions. The Meet Director will notify the teams of the changes with as much notice as possible. Cancellation of the meet, or a session, is a decision of the Meet Director and the Meet Referee. If weather requires the cancellation of any finals session, the results of the preliminary session will be the final order.

**ELIGIBILITY:** All swimmers must be current registered swimmers with United States Swimming. Swimmers may register with Carol Healey, PO Box 920133, Needham, MA 02492: office@neswim.com. Age is determined by the age of the swimmer on the first day of the meet.

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

**SWIMWEAR**: Per New England Swimming policy, swimmers 10 years old and younger are not allowed to wear "Tech" suits at this meet. The age of the swimmer is determined on the first day of the meet.

**REGISTRATIONS:** All swimmers and coaches must be registered (includes proof of age and payment) with USA Swimming before 5:00 pm on the Thursday before the first day of the start of the meet. New England teams are required to check their entries with the online registration check tool on the New England Swimming web site to verify registration status.

**FALSE REGISTRATIONS**: If a swimmer who is not properly registered with USA Swimming competes in a sanctioned competition, the host LSC will impose a fine of up to $100.00 per event against the individual, member coach or a member club submitting a meet the entry.

**DECK REGISTRATIONS**: Will not be accepted

**DECK ACCESS:** Only current USA Swimming registered athletes, coaches, officials, and official meet staff are permitted on the pool deck. All non-athletes on the pool deck must display proof of their valid USA Swimming registration when asked. Deck Pass is an acceptable proof of membership. Individuals without proof of a valid membership in USA Swimming will be removed from the pool deck, and will be subject to a fine by New England Swimming.

**DISABILITY SWIMMERS:** Any current athlete members of USA Swimming with a disability, as defined by USA Swimming Rules and Regulations, may enter this meet. If modifications to USA Swimming rules are necessary then the coach or athlete must notify the Meet Referee and Meet Director of any disability prior to competition.

**EVENTS and SESSIONS:** (include session start times on your event list) See attached list.

**[ENTRY POLICY](https://www.teamunify.com/lscnes/__doc__/2014-2014%20NEW%20ENGLAND%20SWIMMING%20CALENDAR%20MEET%20ENTRY%20POLICY.pdf%22%20%5Ct%20%22_blank)***: List one:75%/25% or, First Come First serve (FCFS)*

Teams that are included in the 75% of guaranteed entries must submit their entry no later than 7 calendar days before the first date of entries, and payment to the host team by the first date of entry acceptance, or the host team may remove them from the 75% of guaranteed entries. The team will still be liable for payment of the entry fee, and will be referred to the Board of Review if necessary. The host team can release this liability if it is able to fill the meet with entries from other teams.

Teams accepted in the 25% or the lottery must send payment for their entry within 4 calendar days of the notification.  Accepted teams that do not send payment within 4 calendar days may forfeit their entry, but will still be liable for payment of the entry fee, unless the host team is able to fill the meet with entries from other teams.  No refunds will be given for entries that are accepted or for entries that are rejected due to improper entry.

All unattached swimmers must be declared as unattached, on the entry cover sheet, before the meet begins.

**ENTRY LIMITS:** Athletes may enter as many events as they choose, but may only compete in a maximum of 6 individual events per day for timed final events, or 3 individual events per day for trials/finals events.(remove if not a trials/finals meet) Time trials count in the per day event count.

**ENTRY INFORMATION:**

First date of entry acceptance: DATE, (any entry received before this date will be considered received on DATE,)

Final date of entry acceptance: DATE,

Make checks payable to “Anywhere Aquatic Club”.

Mail completed signed entry cover page and waiver, and payment to the entry chairperson:

Bob Smith

123 Main Street

Boston MA 02100.

Payment due date for all entries: DATE, Any team that fails to send payment, cover page and waiver form, by this due date can be scratched from the meet at the discretion of the Entry Chairperson.

Entries will be acknowledged within 24 or 48 hours (choose one) of the first date of entry if they are accepted into the meet. *If you do not receive acknowledgement you should* **not** *consider your entry received and begin alternate contact efforts.*

Any team that fails to send payment, cover page and waiver form, by the payment due date can be scratched from the meet at the discretion of the Entry Chair.

Any team who has not paid their meet fees by the start of the meet will be assessed a $100 fine. If no payment is received after 30 days, the fine is doubled. This fine is payable to the [meet host](#MeetHost). Late payments of entry fees may result in future exclusion from meets hosted by our club

*Any swimmer who is entered with incorrect swimmer information, or an incorrect or no ID, or is unregistered, will be scratched from the meet until corrections are made per the New England policy.*

**ENTRY FEES:** Electronic entries:

$5.00 for all timed final individual events under 400 yard

$10.00 for distance events (events 400 yards and over)

$6.00 for trials/finals events (remove if not trials/finals meet)

$20.00 for relays.(remove if no relays)

$10.00 for time trials

Non-electronic entries: $5.50 for individual $10.50 for distance and $25.00 for relays.

Swimmer Participation Fee is $X.XX per swimmer

**NE Swimming Travel Fee of $1.00 per swimmer** (to be included in the check and the host team will send to NESwimming)

**ELECTRONIC ENTRIES:** Electronic entries (such as from Hy-Tek Team Manager or other team management software) that are in CL2 or SD3/SDIF format may be emailed as an attachment to the entry chairperson at bobsmith@email.com. Please check that your team name, address, and contact information are listed correctly in this file. For email entries, payment and hardcopy of the entry (including signed entry cover page and waiver) must be received by: DATE, (advised to be 4 days after the entry deadline)

**ENTRY TIME UPATES:** Entry times may be updated until the Monday prior to the first day of the meet. No new entries will be accepted after the entry deadline. Entry time updates should be sent via email to the entry chairperson at bobsmith@email.com. Entry time updates must be sent as Hy-Tek format CL2 files with updated times. (New entries will be automatically excluded.)

**ENTRY TIMES:** All entry times must be entered in the specified meet course. (Coach’s times should be used instead of NT’s)

**RELAYS:** Relays will be limited to XX relays per team per event. All relay swimmers must be officially entered into the meet. Unattached swimmers may not participate in any relays.

**TIME TRIALS:** Time trials will be offered at the discretion of the Meet Director and the Meet Referee if time allows. Time trials are $10.00 for individual events, and $40.00 for relays.

**LEGAL SPLITS**: Legal splits (including relay lead-offs) must be requested by a coach, before the event, using a legal split form (available from the Clerk of Course) and the requesting party must supply an additional timer(s) on the lane for the split, if necessary, to meet the USA-S requirement.

**ADMISSION:** no more than $3.00 per session for calendar meets.

**PROGRAMS:** $XX.00 per session.

**MEET MOBILE HEAT SHEETS** (delete if not offering)Meet Mobile heat sheets will be offered at this meet for $[insert price]. (Payable thru the app store) The Meet Mobile heat sheet includes smart phone access to all heat sheets for the whole meet, including last minute changes and re-seeds**.**

**MEET MOBILE:** (delete if not offering)Meet Mobile will be functional for this meet, (dependent upon satisfactory internet access) All users should be aware that Meet Mobile publishes unverified raw data that may not always be accurate.

**OFFICIALS:** If you know that you will be attending this meet, please email the Meet Referee and let him/her know your level of certification, team, and sessions you will be available. This is for pre-meet planning purposes only. All officials are welcome to work any number of sessions and walk-ons are always welcome. Announce any meetings, place and time. (Officials meetings must be at least one hour prior to the start of a session.)

**WARM-UPS:** (Be specific with your warm-up plans) *Be specific with your warm-up plans* The pool will open for warm-ups as designated on the event list…. one-hour before the beginning of each session. The pool will close five minutes before the beginning of each session. Teams will be assigned warm-up lanes after all entries are received. The diving well area will be available during the meet for warm-up and warm-down.

**SAFETY:**

* Diving will be prohibited during warm-ups except in specifically announced one-way sprint lanes. There will be no diving in the warm-up and warm-down areas at any time
* No shaving is permitted at the competition site.
* No glass containers are permitted within the facility.
* Swimmers must be under the supervision of a coach. If a swimmer arrives at the meet without a coach, the swimmer should notify the referee before he/she warms up. The referee will assign the swimmer to a registered coach for warm-ups.
* Use of audio or visual recording devices, including a cell phone, is not permitted in changing areas, rest rooms, locker rooms, behind the blocks, or in any marked NO CAMERA ZONE.
* Deck changes are prohibited.

**MISCELLANEOUS SAFETY**: *Add here extra facility or Club rules not covered in Safety. Do not add onto the above section. You can delete this sub heading if not used.*

**RULES:** Current USA Swimming rules will govern all competition. Decisions by the Meet Referee will be final unless a written protest is lodged within 30 minutes of the heat swum. All swimmers, coaches and officials will follow the USA Swimming code of conduct under article 304 of the USA Swimming rules and regulations. Any violation of such policy will be reported to the Meet Referee and the New England Swimming office for further review and/or action.

**DRONES** 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. Exceptions may be granted with prior written approval by the Vice President of Program Operations.

**SAFE SPORT:** The conduct of all participants and spectators at a meet is governed by USA Swimming Rules 304/305. Any and all infractions must be reported to an official, the Meet Referee or the Meet Director to be resolved.

USA Swimming and NE Swimming encourage all to report any witnessed or suspected forms of abuse/safe sport violations to the NE Swimming Safe Sport Chair, Anne Kaufman: nesafesport@gmail.com (857-928-3638) or through the [USA-S online reportable form](https://adobeformscentral.com/?f=6Ni-GQ9HnkqePYFgAZrRog).

**ON DECK PHOTOGRAPHY:**  As per New England Swimming policy, professional photographers contracted by the Meet Host, or press photographers who have been approved in advance by the Meet Director, are allowed on deck. Use of audio or visual recording devices, including a cell phone, is not permitted behind the starting blocks, including in any spectator area behind the starting blocks, nor in any other marked NO CAMERA ZONE, including on deck. All NO CAMERA ZONES will be clearly designated. Email the Meet Director with questions and requests

**AWARDS:** There are no awards, or….. Ribbons will be awarded to the top six finishers in each individual event, and top three finishers in each relay event. Trophies will be awarded to all swimmers.

**SCORING:** The meet will/will not be scored. {Type of scoring}

**FOOD:** A concession stand will be in operation for the duration of the meet, or there will be no concession stand, or a stand will be in operation as run by the facility

**Equipment Vendor:** A swimming equipment vendor – *specify name for pre-meet contact by attendees* - will be selling suits, goggles, and other accessories for the duration of the meet.

**Miscellaneous:** New England Swimming and *your club* assume no responsibility for lost or stolen property. Pets of any kind and smoking are not permitted within the facility.

**Parking:** There is ample parking available in the parking lot adjacent to the Anywhere College Athletic Complex. You can insert a map here if the facility publishes one.

**Directions:** . The Anywhere College Athletic Complex is located at 123 Main Street, Boston MA 02100. GPS address is XXXXXXXXXXXXXXX (if not already available in address).

**Lodging:** *Provide any information re room blocks, discounts available. Or provide a link to area hotels.*

**EVENTS**: ADD EVENTS/SESSIONS/START TIMES ON NEW PAGE

ABC AQUATICS

Team Specialty Meet

Nice Place, 123 Main Street , Yourtown, MA

Dates of meet

CONTACT INFORMATION *(all fields required)*

Team Name: Abbreviation:

Deck Coach: Phone: Email:

Entries Contact: Phone: Email:

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Unattached Swimmers: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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ENTRY FEES (*non-electronic add .50 per entry*)

\_\_\_\_ Individual Entries all distances @ $5.00 = $ \_\_\_\_\_\_\_

\_\_\_\_ Trials/Finals Event Entries @ $6.00 = $ \_\_\_\_\_\_\_

\_\_\_\_ Distance events @ $10.00 = $\_\_\_\_\_\_\_\_

\_\_\_\_ Relays @ $20.00 each = $\_\_\_\_\_\_\_

\_\_\_\_ Swimmer Participation Fee: # athletes\_\_\_ @ $ \_.00 = $ \_\_\_\_\_\_\_

\_\_\_\_ NE Travel Surcharge: # athletes\_\_\_ @ $1.00 each = $\_\_\_\_\_\_\_

 Total: $ \_\_\_\_\_\_\_

Make check payable to: \_\_

Mail entries and check to: Entry Deadline: 00/00/00

\_\_\_\_\_\_ For e-mailed entries, this form and payment

\_\_\_\_\_\_ must be received by: 00/00/00

\_\_\_\_\_\_\_

Phone:

LIABILITY RELEASE

Any swimmer whose entry is accepted will, for him/herself, his/her heirs, executors and administrations, waive and release any and all rights and claims for damages he/she may have against United States Swimming, New England Swimming, CLUB and OTHER for any and all injuries suffered by him/her at said meet. In submitting this entry the undersigned team certifies that all athletes in the entry are registered with USA Swimming and understands that the team may be fined $100 for each swimmer in the entry that is not registered with USA Swimming.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

Signature of Authorized Team Official Date