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|  | **MEET TITLE, Type of Meet****LocationDate**Held under the sanction of USA Swimming/New England: NE23-\_\_\_\_\_ | **Hosted by****Team Name****(or Logo)*SSRP*** |

**NOTE: All highlighted statements require a decision or additional information provided by the host team.**

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| **Meet Director** | Name | Email | Phone # |
| **Meet Referee** | Name | Email | Phone # |
| **Entry Chair** | Name | Email | Phone # |
| **Admin Official** | Name | Email | Phone # |
| **Safety Monitor** | Name | Email | Phone # |

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|  | **Session Day & Name** | **Session Day & Name** | **Session Day & Name** | **Session Day & Name** | **Session Day & Name** |
| **Warm-up** |  |  |  |  |  |
| **Meet Start time** |  |  |  |  |  |

 **SESSIONS: (format the chart to fit your meet)**

The Meet Director, with the concurrence of the Meet Referee, reserves the right to modify session times once entries are received. **Any updated session times received from the meet host will be reflected on the EVENT page of the neswim.com website.**

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| **WAIVERS:** | * BY ATTENDING OR PARTICIPATING IN THIS COMPETITION, YOU VOLUNTARILY ASSUME ALL RISKS ASSOCIATED WITH EXPOSURE TO COVID-19 AND FOREVER RELEASE AND HOLD HARMLESS USA SWIMMING AND NEW ENGLAND SWIMMING AND EACH OF THEIR OFFICERS, DIRECTORS, AGENTS, EMPLOYEES OR OTHER REPRESENTATIVES FROM ANY AND ALL LIABILITY OR CLAIMS FOR PERSONAL INJURIES, DEATH, DISEASE OR PROPERTY LOSSES, OR ANY OTHER LOSS INCLUDING BUT NOT LIMITED TO CLAIMS OF NEGLIGENCE AND GIVE UP ANY CLAIMS YOU MAY HAVE TO SEEK DAMAGES, WHETHER KNOWN OR UNKNOWN, FORESEEN, OR UNFORESEEN, IN CONNECTION THEREWITH.
* *HOST CLUB has taken enhanced health and safety measures for all attending this event however we cannot guarantee you that you will not become infected with COVID-19.  You must follow all posted instructions while visiting (facility name).  An inherent risk of exposure to COVID-19 exists in any public place where people are present.  COVID-19 is an extremely contagious disease that can lead to severe illness and death.  According to the Centers for Disease Control and Prevention, senior citizens and individuals with underlying medical conditions are especially vulnerable.  By attending this meet, you acknowledge the contagious nature of COVID-19 and voluntarily assume all risks related to exposure to COVID-19.*
* In order to provide parents/guardians who are outside of the facility the ability to view their athletes’ events, this meet may be video-streamed following all MAAPP guidelines. By attending or participating in this competition, you acknowledge and grant permission to be included in the video-streaming.
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| **COVID RULES** | Please include any instructions related to COVID processes, precautions, or requirements in this area. If none, delete this row. |
| **IMPORTANTDEADLINES** | First date of entry:Final date of entry:Payment deadline:  |
| **SITE** | 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.] |
| **FORMAT:** | * The meet will be swum as timed finals or trials/finals. State how you are seeding and handling heat sheets for coaches.
* DISTANCE EVENTS: (delete if not running distance meets) \_\_\_\_\_\_ events, the seeding method to be used (for example fast to slow), alternating heats, and **who will be timing.**
* The scratch procedures listed in the current *USA Swimming Rules and Regulations*, Article 207.11.6, sections D and E only will be in effect and modified as follows: The scratch rule regarding finals will apply to both heats (final and consolation), of all\_\_\_\_\_\_ events, excluding \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (timed final events). **(Optional Statement for meets with prelims/finals.)**
* No events will swim with more than one swimmer per lane
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| **SCRATCHES** | List any scratch deadlines or information that is relevant such as positive check-in. |
| **COURSE** | LCM, SCM or SCY. |
| **ELIGIBILITY** | * All swimmers must be currently registered as athlete members of United States Swimming before 5:00 pm on the day before the first day of the meet. New England swimmers must have a proof of age on file by the above deadline in order to compete
* 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 without the use of the backstroke ledge. 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.
* New England teams are required to check their entries with the online registration check tool on the New England Swimming website to verify registration status. Coaches must be registered before the start of the meet.
* 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 the entry.
* Deck registrations will NOT be accepted.
* List any other discriminating factors for eligibility of the meet (qualifying times, qualifying periods, classifications, age restrictions, etc.)
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| **DISABILITY SWIMMERS** | * Athletes with a disability are welcome and shall provide advance notice of desired accommodations to the Meet Director.
* The athlete (or the athlete's coach) is also responsible for notifying the session referee of any disability prior to the competition.
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| **ENTRY POLICY** | *List one: 75%/25%, First Come First serve (FCFS) or Non-calendar Invitational* * 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 entry and payment made to the host team by the first date of entry acceptance, or the host team may remove them from the guaranteed entries.** **The team will still be liable for payment of the entry fee and will be referred to the Admin Review Board 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.
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| **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 teams in the 75% 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 in the 25% of the 75/25**, **in the FCFS:**(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 timeline, swimmers may be reinstated into those previously entered events**.** Clubs will be notified of cuts no later than Monday before the meet |
| **ENTRIES** | * Electronic entries should be emailed as an attachment to the entry chairperson. Please check that your team’s 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). Failure to pay entry fees by this deadline could result in teams being barred from the meet.
* Mail completed signed entry cover page and waiver, and payment to the entry chairperson:

 Bob Smith  123 Main Street  Boston MA 02100.* Any team that fails to send payment, cover page and waiver form, by the entry due date may be scratched from the meet and may be assessed a $100 fine at the discretion of the Entry Chairperson. If no payment is received after 30 days, the fine is doubled. This fine is payable to the [meet host](#bookmark=id.26in1rg). Late payment of entry fees may result in future exclusion from meets hosted by our club.
* IMPORTANT: If payment is sent via Express Mail/FedEx/Airborne/UPS/etc., please ensure that a signature is NOT required for delivery.
* Entries will be acknowledged within 24 or 48 hours (choose one) of the first date of entry if they are accepted into the meet. *Your entry is considered received only if you receive an acknowledgement.*
* All unattached swimmers must be declared as unattached, on the entry cover sheet, before the meet begins.
* All entry times must be entered in the specified meet course. (Coach’s times may be used instead of NT’s)
* Swimmers may enter a maximum of ***\_\_\_ individual event(s).***
* **ENTRY TIME UPDATES:**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 chair. Entry time updates must be sent as Hy-Tek format CL2 files with updated times. (New entries will be automatically excluded.)
* No deck entries will be accepted.
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| **RELAYS** | (Delete this section if you are not offering relays)* Dual Human Confirmation of relay take off violations will be required at all New England Swimming meets.
* Use of Electronic Relay Judging Pads **(delete if not using pads):** If used at a meet, they will serve in the following capacity:Once a Dual Confirmation of a relay take off has been confirmed (Dual Human Confirmation), the Meet Referee or his/her designee

shall request the RJP data. This data can only be used to support the disqualification or overturn the disqualification. In the event the RJP data is either missing or deemed invalid, the disqualification will stand.* 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.
* Mixed relays must consist of four swimmers, two of each gender
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| **TIME TRIALS** | Time trials will be offered at the discretion of the Meet Director and the Meet Referee if time allows.  |
| **FEES** | * Timed final individual events 200 yards and under: $5.00
* Distance events (events 400 yards and over).$10.00
* Trials/Finals events $6.00 for (remove if not trials/finals meet)
* $20.00 for Relays (remove if not offering relays)
* Time Trials $10.00 for IE, $40 for relays
* Swimmer Participation Fee is $X.XX per swimmer (may charge between $10 and $25 per swimmer. If you are charging admission, this amount cannot be more than $10)
* NES Travel Fee: $1.00 per swimmer (to be included in the check and the host team will send to NESwimming)Non-electronic entries: $5.50 for individual, $10.50 for distance and $25.00 for relays.
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| **ADMISSIONS** | * If you are charging admissions it can be no more than $3.00 per session for calendar meets
* PROGRAMS: $
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| **MEET MOBILE** | **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:** 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. |
| **WARM-UP** | ***(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.**See “Safety” for Warm-up safety guidelines.** |
| **AWARDS** | (It is not required to give awards but specify if that will be the case.) |
| **SCORING** | The meet will/will not be scored. {Type of scoring} |
| **LEGAL SPLITS** | **Individual Events:** Preferably, legal splits should be requested before the event, by a coach, using a legal split form (available from the Control Table) and the requesting party should supply an additional timer(s) on the lane for the split, if necessary, to ensure an accurate time. (1 timer with touchpad timing, 3 timers without touchpad timing). Timers must be positioned over the lane at the end of the racing course. Optionally, a legal split may be requested after the event using a legal split form when using a fully automatic timing system. The Admin Official has discretion to either grant or deny the request after reviewing the available evidence. Backstroke legal splits must be requested in advance to ensure a legal finish**.** **LEGAL SPLITS – Relays: *(delete if not offering relays)***All lead-off splits for relays are automatically loaded into SWIMS and do not require additional watches for validation unless there are no touchpads present, or the second swimmer starts in the water. If there are no touchpads, or the second swimmer starts in the water, a legal split form with three watches will be required for entry into SWIMS. Timers must be positioned over the lane at the end of the racing course. It is recommended that coaches report lead-off time discrepancies to the Administrative Referee or Administrative Official. |
| **SWIMWEAR** | Per USA Swimming rules (102.8.1.F), 12 & Under swimmers may not wear a Technical Suit at any Sanctioned, Approved, or Observed meet. The age of the swimmer is determined on the first day of the meet. Guidance on identifying compliant and non-compliant suits can be found on the USA Swimming website under [Tech Suit Restriction for 12-and-Under Swimmers](https://www.usaswimming.org/news/2019/09/12/tech-suit-restriction-for-12-and-under-swimmers). |
| **RULES** | * The current USA Swimming Rules and Regulations including the Minor Athlete Abuse Protection Policy will govern this meet.
* 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 without written USA Swimming approval.
* Use of audio or visual recording devices, including cell phones, is not permitted in changing areas, rest rooms or locker rooms. In addition, photography behind the blocks is not permitted.
* **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.
* **VIDEO STREAMING**: All video streaming must be approved in advance by the Meet Director. Any such video stream must conform to all current Safe Sport policies defined by USA Swimming, New England Swimming, and the Meet Host. No video stream may originate from behind the starting blocks or from any other area marked as a NO CAMERA ZONE.
* Deck Changing is **PROHIBITED**.
* An athlete suspected of sustaining a concussion or exhibiting signs of a concussion, will immediately be removed from competition and shall not return to competition that day. The athlete may return to competition on a subsequent day, but only with a release authorization signed by a licensed healthcare provider.
* According to New England Swimming Best Practices, all athletes should shower before entering the pool.
* In accordance with New England Swimming Policy, only those coaches who have current, valid USA Swimming credentials will be permitted to act in a coaching capacity at this meet. Coaches with expired or non-current credentials will be required to leave the deck area.
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| **SAFETY** | * 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.

**WARM UP 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
* For all sessions with 12 & Under events, swimmers must utilize a “sit and slide”/“three-point” entry to enter the pool for warm-ups, by first sitting on the deck, and then sliding, feet-first, into the pool. If the session includes both 12 & Under events and 13 & Over/Senior events, two warm-up sessions must be utilized, or the “sit and slide”/“three-point” entry will be required for all swimmers.”
* If a warm-up area for use during competition is provided at the facility: During competition, when entering the warm-up/warm-down area, a “sit and

 slide”/“three-point” entry is required at all times |
| **SAFE SPORT** | The conduct of all participants and spectators at a meet is governed by USA Swimming Rules 304/305. All infractions must be reported to the Meet Referee or Meet Director. All applicable adults participating in or associated with this meet acknowledge that they are subject to the provisions of the USA Swimming Minor Athlete Abuse Prevention Policy ("MAAPP 2.0"), and that they understand that compliance with the MAAPP 2.0 policy is a condition of participation in the conduct of this competition.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, Susan Pascale-Frechette: safesportne@gmail.com (401-965-0183), or through the [USA-S online reportable form](https://adobeformscentral.com/?f=6Ni-GQ9HnkqePYFgAZrRog). |
| **FACILITY RULES** | Special facility rules and standard aquatic facility safety rules (delete if none) |
| **CHANGES TO MEET**  | Once a meet is sanctioned, changes can be made to the meet invitation before the meet, only with the approval of the Technical Chair, Patrick Johnstone. Any change to the meet format after the meet begins will be at the discretion of the Meet Referee and will be presented to the coaches at a coaches meeting. |
| **MEET JURY** | The Meet Jury will be made up of one official, one coach, and one athlete to be selected by the Meet Referee who will present issues and moderate the Meet Jury but not vote. When possible, the three members shall be from separate teams.  The Meet Jury will decide all issues of eligibility, and anything not addressed in the Meet Announcement.  The Meet Referee shall have authority as described in the current USA Swimming Rulebook. |
| **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 produce 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 fined by New England Swimming of $100 to the coach, and $200 to the coach’s club.  |
| **OFFICIALS** | Officials that know they will be attending the meet are highly encouraged to email the Meet Referee and let him/her know your level of certification, team, and sessions you will be available. Walk-on officials may not be accepted to limit the number of people on the deck. Announce any meetings, place and time. (Officials meetings will be at least 30 minutes prior to the start of a session and may be conducted virtually in the days before the meet.) |
| **GENERAL** | Information pertaining to but not limited to: Hospitality, concessions, Vendor/swim shop, etc. |
| **DIRECTIONS** | List directions or list website source to find directions (optional) |
| **HOTELS** | Hotel information for traveling club (if appropriate) |
| **EVENTS** | List events and sessions on template below (separate page) |
| **WAIVERS** | * USA Swimming, Inc., New England Swimming, Inc., and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ cannot prevent you (or your children) from becoming exposed to, contracting, or spreading COVID-19 while participating in USA Swimming/New England Swimming sanctioned events. It is not possible to prevent the presence of the disease. Therefore, if you choose to participate in a USA Swimming/New England Swimming sanctioned event, you may be exposing yourself to and/or increasing your risk of contracting or spreading COVID-19.
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**MEET TITLE** *(start a new page)*

**ORDER OF EVENTS**

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| Day, Date |
| Morning SessionWarm-up: \_\_\_\_\_\_; Start: \_\_\_\_\_\_\_ |   | Afternoon SessionWarm-up: \_\_\_\_\_\_\_; Start: \_\_\_\_\_\_\_(Times are approximate) |
| Girls # | Events | Boys # |   | Girls # | Events | Boys # |
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| Day, Date |
| Morning SessionWarm-up: \_\_\_\_\_\_; Start: \_\_\_\_\_\_\_ |   | Afternoon SessionWarm-up: \_\_\_\_\_\_\_; Start: \_\_\_\_\_\_\_(Times are approximate) |
| Girls | Events | Boys |   | Girls | Events | Boys |
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**ENTRY PAYMENT AND LIABILITY RELEASE FORM**

**MEET TITLE, club**

**Location, Date**

Held under the sanction of USA Swimming/New England: NE23-\_\_\_\_\_

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| **CONTACT INFO** | CLUB NAME:CONTACT NAME:CONTACT EMAIL CONTACT CELL PHONE:LIST UNATTACHED SWIMMERS:  |
| **ENTRY FEES** | 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 DUE: $\_\_\_\_\_\_\_\_\_ |
| **PAYMENT** | Make checks payable to:Send to: Payment deadline:  |
| **WAIVER:** | **LIABILITY RELEASE**Any swimmer whose entry is accepted will, for him/herself, his/her theirs, 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 Inc, CLUB and OTHER for any and all injuries suffered by him/her at said meet, including Covid 19. 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 |