**HOST** TEAM LOGO (optional)

MEET NAME

Hosted by **HOST** TEAM

DATES

Held at **HOST’s** VENUE NAME, ADDRESS, CITY, STATE, ZIP

**Held under the Sanction of USA Swimming, Inc., issued by Maryland Swimming, Inc.**

Sanction # MDSI 20/21-

**In granting this Sanction it is understood and agreed that USA Swimming and MD Swimming 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. USA Swimming Article 202.6.6C**

Current USA Swimming Rules, including the Minor Athlete Abuse Prevention Policy (“MAAPP”), and the MD Swimming Code of Conduct (www.mdswim.org) will govern this meet.

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| **CERTIFIED MEET DIRECTOR** | **CERTIFIED MEET ENTRY COORDINATOR** | |
| NAME  PHONE  EMAIL | | NAME  STREET  CITY, STATE, ZIP  PHONE  EMAIL |
| **MEET REFEREE** | | **USA REGISTERED OPERATIONAL RISK DIRECTOR** |
| NAME  PHONE  EMAIL  Meet Notice read & approved by Referee: YES | | NAME  PHONE  EMAIL |
| **OFFICIALS CONTACT** | | **ADMIN OFFICIAL** |
| NAME  EMAIL/LINK | | NAME |

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| **FACILITY** | Include description of pool and venue; starting platform type; timing and starting system type; length of course, lane width, pool depth at both ends of course, warm up/down available during the meet.  Include either: **The competition course has been certified in accordance with 104.2.2C (4). The copy of such certification is on file with USA Swimming; OR The competition course has not been certified in accordance with 104.2.2C (4).**  Any other pertinent facility information such as parking. |
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| **MEET FORMAT** | EXAMPLE: This is a timed final-prelim/final Age Group/Senior, pre-seeded meet unless otherwise indicated.  EXAMPLE: Events will be swum slowest to fastest.  EXAMPLE: Possible Event Entry Limitations  EXAMPLE: Certain events require positive Check In.  EXAMPLE: Upon request by the Meet Director, Technical Planning may split or combine sessions in order to run a more effective meet. Order of events may not be changed. |
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| Session | Day | Warm-up | Meet Start | Age Group |
| 1 | Friday | 4:00 PM | 5:00 PM | 13 & Older |
| 2 | Saturday | 8:00 AM | 9:00 AM | 11-12 |
| 3 | Sunday | 8:00 AM | 9:00 AM | 13-14 |

**DEADLINE AND MEETING SUMMARY**: (keep section in chronological order)

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| **Day, Date** | **Time** | **For:** |
| Day, Date | Time | Entry deadline |
| Day, Date | Time | Coaches/General Meeting |
| Day, Date | Time | Free positive check ins |
| Day, Date | Time | Official Briefings |

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| **SAFETY** | **The MDSI Safety Program is in effect for this meet.**  **Coaches are always advised to closely supervise their swimmers.**  **NO running or horseplay will be tolerated.**  **Upon approval by the facility, swimmers can use only personal kickboards, pull buoys and snorkels in non-competition warm up areas.**  **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.**  Add any additional facility rules here also. |
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| **RACING STARTS** | **Any swimmer entered in the meet, must be certified by a USA Swimming member coach as being proficient in performing both a forward racing start and a backstroke start, or must start each race from within the water.**  **When un-accompanied by a member-coach, it is the responsibility of the swimmer or the swimmer’s legal guardian to ensure compliance with this requirement.** |
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| **RULES** | **The Meet Referee will be in charge of the meet. Any questions regarding the conduct of the meet should be made directly to the Meet Referee. The Meet Committee and/or Meet Referee may find it necessary to change some meet variables in order to provide the best possible situations and conduct of the meet for the athletes; including, but not limited to start times, breaks, distance event procedures, weather related disruptions, etc.**  **This meet will be conducted in accordance with the current USA Swimming Rules and Regulations, except where rules therein are optional and exceptions are stated.**  If following the MDSI Scratch Rule: The MDSI Scratch Rule is in effect for this meet. Include the scratch rule (on a separate page) and any penalties that may be accessed.  **USA Swimming / MDSI Safety Guidelines and warm-up procedures will be in effect for the entire meet.**  **Please note that the timing equipment uses a strobe as part of the starting equipment. Therefore, flash photography is PROHIBITED at the start of all the races.**  **No one will be allowed on deck unless they are registered with USA Swimming as an athlete, coach or official and/or those who are part of the timing and administrative staff assisting with the conduct of the meet.**  **Swimmers entering the meet must be registered with MDSI by the entry deadline date. Per MDSI rules, any club that enters an unregistered athlete will be fined $100.00 per unregistered athlete. No Deck Registrations will be permitted.**  **Videotaping or picture taking, on deck by meet volunteers will not be permitted. Volunteers wishing to tape or photograph their swimmer shall do so from the spectator area if available. Any person(s) violating this rule will be subject to discipline by the Meet Director or Referee up to and including removal from the venue for the remainder of the meet. EXCEPTION: The MDSI Certified meet photographer and anyone else specifically given pre-authorization by the Meet Director or Referee**  **Deck changes are prohibited. Swimmer must arrive and leave in their swimsuits. Swimmers participating in deck changing will be in violation of the USA Swimming Code of Conduct/Sportsmanship Policy and could be subject to removal from further competition in the meet.**  **Use of audio or visual recording devices, including a cell phone, is not permitted behind the starting blocks or in changing areas, rest rooms or locker rooms.**  **Tech Suits are banned for all 12 & under swimmers.**  Attending any of these meets is voluntary. Swimmers must complete the COVID checklist used by each team prior to coming to the meet. DO NOT COME TO THE MEET IF YOU ARE SICK OR HAVE HAD CONTACT WITH COVID.  Failure to comply with any rules and/or the request of a Safety Marshall shall be considered a Code of Conduct Violation |
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| **ELIGIBILITY** | **All swimmers must be registered with USA Swimming, Inc.**  **Swimmers must be registered prior to the entry deadline**.  **There will be no on deck registration available at this meet.**  **A swimmer’s age on the first day of the meet will determine their age for the entire meet.**  Include any minimum/maximum time standards for qualification to enter the event, team affiliations, etc. |
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| **SWIMMERS WITH DISABILITIES** | **HOST TEAM welcomes all swimmers with disabilities as described in the USA Swimming Rules and Regulations, Article 105, to participate in our meets. Coaches entering swimmers with disabilities that require any accommodations are required to provide advance notice in writing to the Meet Director by the entry deadline accompanying their meet entry file, including the need for any personal assistants required and/or registered service animals. Failure to provide advance notice may limit HOST TEAM’s ability to accommodate all requests.** |
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| **HEALTH GUIDELINES**  **ENTRIES** | **All meets in the Maryland Swimming LSC are guided by the Maryland Department of Health and Mental Hygiene. This not only applies to Viral Gastroenteritis but other infectious diseases as well.**  **The Meet Referee has the authority to inform and protect coaches, spectators, volunteers and swimmers from a potential outbreak of illness. At the discretion of the Meet Referee, anyone who exhibits symptoms of illness may be asked to withdraw from the competition for a 24 hour period. Swimmers will need to be cleared by the Meet Referee in order to return to competition.**  **COVID and Social Distancing Guidelines:**  **• Spectators at outdoor facilities must follow all social distancing rules, club, facility, local health department and MD State COVID regulations.**  **• No spectators at indoor facilities.**   * **No concessions** * **No relays**   **• Everyone in the facility MUST wear a mask at all times with the exception of the heat on the blocks and the next heat of swimmers walking to the blocks. This includes all coaches, volunteers, officials, deck staff, facility staff and swimmers.**  **• If you are inviting teams to your home pool you must publish, in advance of the meet, a plan for entering and exiting the facility as well as a seating plan for both deck participants, and spectators.**  **• To maintain social distancing regulations, it may be necessary to run swimmers in every other lane. Consider how far apart timers are at the finish of the race.**  **• There must be ample time between sessions for cleaning - follow facility guidelines.**  **• All warm-up, warm down, and competition swimming MUST follow all COVID regulations, social distancing guidelines, Health Dept. guidelines, and facility guidelines.**  **• Site Host Teams are responsible for following and enforcing all COVID regulations, social distancing guidelines, Health Dept. guidelines, and facility guidelines.**  Include how entries are to be submitted, a summary form if you wish one submitted. EXAMPLE: Entries submitted in Hy-tek format require no hard copy entry forms. Email is preferred for electronic entries however, disks are also acceptable. A completed and signed Entry Summary Sheet (included in the announcement) and payment in full must be received by the Meet Entry Coordinator by the entry deadline (also may be within x hours of receipt of entries, etc.). **HOST TEAM** entries will be entered first and then accept teams/entries in the order received, until the four/five hour rule is reached. Entries received thereafter will be returned immediately. |
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| **ENTRY LIMITATIONS** | **Swimmers may swim a maximum of x individual events plus and a total of x individual events for the meet. Also include limitations on number of swimmers and event limitations if applicable.** |
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| **ENTRY VERIFICATION** | An email will be sent to the person submitting the entry confirming receipt of the entry within 48 hours of receipt. |
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| **ENTRY DEADLINES** | **The Meet Entry Coordinator must receive entries by the date and time listed in the Deadline and Meeting Summary.** Also include**: No late entries will be accepted. There will be no on deck registrations. Maryland Swimming entries received prior to the entry deadline receive priority over out of LSC entries received.** |

**ENTRY FEES**

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|  | **Make checks payable to: HOST TEAM** | | |
|  | **LSC Surcharge** | | **$2.00 per Swimmer** |
|  | Individual Event | | $x.xx per event |
|  | Relays | | $x.xx per relay |
|  | Additional Surcharge | | Per Swimmer - If Applicable |
| **SEEDING** | | The conforming time standard for this meet is short **OR** long course yards/meters. Swimmers will be seeded and swim from slowest to fastest unless otherwise indicated. All non-conforming times will be seeded last in rank order | | |
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| **CHECK-IN** | | A positive check-in, located where?, will be required for the following events:   * 11-12 500 free * 13-14 500 free * 13-14 400 IM, etc.   Check in for event will be as stated in the Deadline and Meeting Summary (suggest ½ hour prior to session start to scratch, seed, and produce meet programs). You must include a penalty for not checking in. EXAMPLE: Swimmers that fail to check in will be scratched from the event and not seeded. Also include a penalty for those that do check in but fail to compete. EXAMPLE: In the positive check-in events, a swimmer who has checked in, been seeded, and fails to complete in said event, shall be barred from his/her next individual event. If no penalty is stated, no penalty may be accessed. | | |
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| **SCRATCHES** | | EXAMPLE: There will be no penalty for scratching pre-seeded events at the block. If following the MDSI Scratch Rule: The MDSI Scratch Rule is in effect for this meet. Include the scratch rule (on a separate page) and any penalties that may be accessed. | | |
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| **SCORING** | | List points and places that will score, if applicable. If not, state: No team or individual scoring will be kept. For example: All scoring will be on a sixteen (16) place basis.   * Individual events: 20-17-16-15-14-13-12-11-9-7-6-5-4-3-2- * Relay events: 40-34-32-30-28-26-24-22-18-14-12-10-8-6-4-2; only 2 relays per gender may score for each team. | | |
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| **AWARDS** | | List awards for individual events and relays for the number of places. List any high point/teams awards also. EXAMPLE: Ribbons will be awarded to the top 8 finishers in each age group, 8 & Under, 9-10, 11-12, and 13-14. No ribbons for Senior/Open events. No relay awards will be given. | | |
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| **RESULTS** | | **Results will be posted on HOST TEAM’s and MDSI’s website within 24 hours** **of the meet’s conclusion.** At the conclusion of the meet, teams may obtain Hy-tek backups either on a memory stick or via email attachment. | | |
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| **COACHES/OFFICIALS/MEET STAFF** | | **POSITIVE CHECK IN FOR COACHES, OFFICIALS and MEET STAFF:** ***There will be a positive check in for all coaches, officials and approved meet staff. The check in table will be located \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. DECK PASS must be presented showing current fully certified Coach Membership or current fully certified Officials Membership. Meet Staff must be listed on an approved list provided by the host team. Upon verification of credentials, a meet specific wristband will be given that shall always be worn while on deck. Failure to comply will result in deck access being denied or immediate removal from the pool deck.***  **There will be a coach/general meeting at the date and time listed in the Deadline and Meeting Summary. Other meetings may be held at the meet referee’s discretion. Meet Management requests that at least one coach representative from each team attend all coaches’ meetings.** | | |
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|  | | **There will be a need for officials. HOST TEAM welcomes and encourages anyone willing to volunteer to contact the Meet Referee by email prior to the meet or sign in once you arrive at the meet.**  Official briefings will be held in the hospitality area at the date and time listed in the Deadline and Meeting Summary. | | |
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| **HOSPITALITY/**  **CONCESSIONS** | | **Due to COVID-19 safety protocols, there will be no concessions available.**  **If providing hospitality for coaches and officials, we advise that it consist of prepackaged single-use items only.** | | |
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| **WARM-UP** | | **In accordance with USA Swimming guidelines, there will be a published warm-up procedure for all swimmers and coaches attending the meet. The Marshall will ensure all teams, coaches, and swimmers follow all warm-up procedures. Meet Management reserves the right to change warm-up times according to the number of entries.** During the competition, there will be lanes available for continuous warm-up/down (if available). **There is to be no diving or horseplay in this area.** | | |
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**ORDER OF EVENTS & QUALIFYING TIMES**

**DAY, DATE**

**Warm-up: TIME Meet Start: TIME**

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| **#** | **Girls/Women** | **Event** | **Boys/Men** | **#** |
| 1 | 1:45.59 | 9-10 100 Breastroke | 1:41.99 | 2 |
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**DAY, DATE**

**Warm-up: TIME Meet Start: TIME**

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| **#** | **Girls/Women** | **Event** | **Boys/Men** | **#** |
| 23 | 1:40.39 | 9-10 100 Butterfly | 1:39.39 | 24 |
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**DAY, DATE**

**Warm-up: TIME Meet Start: TIME**

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| **#** | **Girls/Women** | **Event** | **Boys/Men** | **#** |
| 75 | 35.69 | 9-10 50 Free | 34.99 | 76 |
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**Meet Name**

**Summary of Fees/Release Form**

Complete and email or mail this form along with entry fees to (checks payable to **HOST TEAM**):

HOST TEAM

ATTN: ???

STREET ADDRESS

CITY, STATE, ZIP

Email to: ???

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| --- | --- |
| Team Name |  |
| Club Code |  |
| Coach |  |
| Coach Phone |  |
| Coach Email |  |
| Team Address |  |

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| --- | --- | --- | --- |
| Item | Total Number | Cost per | Total |
| Individual Entries |  | $x.xx per event |  |
| $2 Surcharge per swimmer |  |  |  |
| Additional Surcharge |  | Per Swimmer – If Applicable |  |
| **Total Fees Due** |  |  |  |

**Waiver, Acknowledgement and Liability Release:**

I, the undersigned coach or team representative, verify that all of the swimmers and coaches listed on the enclosed entry are registered with USA Swimming. I acknowledge that I am familiar with the Safety Rules of USA Swimming, Inc. and Maryland Swimming, Inc. regarding warm-up procedures and meet safety guidelines, and that I shall be responsible for the compliance of my swimmers with those rules during this meet. Maryland Swimming, Inc. and USA Swimming, Inc., their agents, employees, and coaches shall be held free and harmless from any and all liabilities or claims for damages arising by reason of illness or injury to anyone during the conduct of this meet. I also acknowledge that by entering this meet, I am granting permission for the names of any or all of my team’s swimmers to be published on the internet in the form of Psych Sheets, Meet Results, or any other documents associated with the running of this meet.

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.

USA Swimming, Inc. and Maryland Swimming, Inc, cannot prevent you (or your child(ren)) from becoming exposed to, contracting, or spreading COVID-19 while participating in USA/Maryland Swimming sanctioned events. It is not possible to prevent the presence of the disease. Therefore, if you choose to participate in a USA Swimming sanctioned event, you may be exposing yourself to and/or increasing your risk of contracting or spreading COVID-19.

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 [the lsc] and each of their officers, directors, agents, employees or other representatives from any liability or claims including 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 with exposure, infection, and/or spread of covid-19 related to participation in this competition.

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SIGNATURE (Coach or Club Representative) CLUB