# Invitational Meet Announcement

**[Click here and Place any Graphics or Logos in this area]**

## [Input Meet Name]

## [Input Meet Date]

## [Input Sanction Number]

## Invited Teams: [Input List of Invited Teams]

[Input Name of Meet]

**[Input Dates of Meet]**

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| **SANCTION:** | Held under the sanction of USA Swimming/Metropolitan Swimming, Inc., **# [Input sanction number]** |  |
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| **LOCATION:** | **[Input Meet Location]** |  |
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| **FACILITY:** | **[Input Description of Facility, Timing, Scoreboard, Seating, etc.]**  The competition course **[Input Has or Has NOT]** certified in accordance with Article 104.2.2C (4). The copy of such certification is on file with USA Swimming. |  |
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| **SESSIONS:** | **[Input Session Information, Including Warm up/Start Times]** |  |
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| **FORMAT:** | **[Input whether timed finals, Trials & Finals or other format]** |  |
| **[Input Type of Seeding (Deck or Pre-Seed)]** |  |
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| **ELIGIBILITY:** | Open to all Invited USA Swimming/Metropolitan Swimming Inc. registered swimmers.  All swimmers participating in this meet must be registered by the first day of the meet. No swimmer will be permitted to compete unless the swimmer is a member as provided in Article 302.  No Deck Registrations will be accepted  Age on **[Input DATE]** will determine age for the entire meet. |  |
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| **DISABILITY SWIMMERS:** | Swimmers with disabilities are encouraged to enter and participate. Please notify the meet director of any accommodations you might require. The athlete (or the athlete’s coach) is also responsible for notifying the meet referee of any disability prior to the competition. |  |
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| **ENTRIES:** | **[Input permitted number of events]**  U.S. Mail Entries/Payment to: **[Input Address]**  Email Entries/Confirm Entry Receipt: **[Input Email Address]** |  |
|  | **[Input if signature waiver required for Express Mailed Entries/Payment]** |  |
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| **DEADLINE:** | **Entries must be received by: [Input Date]** |  |
|  | An email confirming receipt of entries if you provide an email contact. Please contact the Meet Director if you do not receive such a report within 2 days of your original email. |  |
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| **ENTRY FEE:** | An entry fee of $**[Input Amount]** per individual event must accompany the entries.  Make check payable to: **[Input Payee Information]**  Payment must be received by **[Input Date]** for email entries. Payment must be included with all mail entries. Failure to pay entry fees by this deadline could result in teams being barred from the meet.  Host Club may waive meet entry fees & facility surcharge for registered outreach swimmers. Coaches should contact the Meet director and identify registered swimmers whom they wish considered for waiver of fees when submitting meet entries. |  |
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| **WARM-UP:** | **[Input warm up procedures and if General or Assigned]** |  |
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| **SCRATCHES:** | Coaches will be given scratch sheets upon check-in for each session. All scratches are due no later than 30 minutes prior to the start of the session. Coaches are asked to indicate clearly individual event scratches and which swimmers will not be participating in the session. |  |
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| **COACHES:** | In accordance with Metropolitan Swimming Inc. Policy, only those coaches who display current, valid USA Swimming credentials will be permitted to act in a coaching capacity at this meet. Coaches who do not possess these credentials will be required to leave the deck area. |  |
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| **AWARDS:** | **[Input awards and rules related to receiving awards]** |  |
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| **OFFICIALS:** | **Meet Referee**: **[Input Name, Email and Phone]**  Officials wishing to volunteer should contact the Meet Referee by **[Input Date]** |  |
| **ADMIN. OFFICIAL:** | **Administrative Official**: **[Input Name, Email and Phone]** |  |
|  |  |  |
| **MEET DIRECTOR:** | **[Input Meet Director Name, Email, Phone Number]** |  |
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| **RULES:** | The current USA Swimming Rules and Regulations will apply.  The USA Swimming Code of Conduct is in effect for the duration of the meet.  The overhead start procedure may be used at the discretion of the meet Referee. | |
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| **SAFETY:** | Metropolitan Swimming Safety Guidelines and Warm-up Procedures will be in effect at this meet. Marshals will be present throughout warm-ups and competition, and have the authority to remove, with the concurrence of the meet Referee, any swimmer, coach, club, or spectator for failure to follow the safety rules.  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.  **[Input a description of the medical supervision (e.g., lifeguards, EMT, AED device, etc.) available to athletes participating in the meet.]** | |
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| **MAAPP POLICY:** | All 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”), and that they understand that compliance with MAAPP is a condition of participation in the conduct of this competition. | |
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| **WATER DEPTH:** | **[Input information about water depth measured for a distance of 3 feet 3½ inches (1.0 meter) to 16 feet 5 inches (5.0 meters) from both end walls.]** | |
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| **DISCLAIMER:** | DISCLAIMER: Upon acceptance of his/her entries, the participant waives all claims against **[Input facility & Team Name]**, Metropolitan Swimming Inc., USA Swimming Inc., their agents or representatives for any injury occurring as a result of the meet. It is understood that USA Swimming, Inc. and Metropolitan Swimming, Inc. shall be free from liabilities or claims for damages arising by reason of injuries to anyone during the conduct of the event. | |
| **AUDIO/VISUAL STATEMENT:** | Use of Audio or visual recording devices, including a cell phone, is not permitted in changing areas, rest rooms, locker rooms.  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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| **DECK CHANGING:** | Deck changes are prohibited. | |
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| **ADMISSION:** | **[Input Prices for Admission, Programs]** | |
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| **MERCHANTS:** | **[Input if food, Equipment, Clothing concessions will be present]** | |
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| **PARKING:** | **[Input Parking availability and location]** | |
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| **DIRECTIONS:** | **[Input Directions]** | |
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## [Input additional information and List of events on following pages]



**Metropolitan Swimming**

**Photographer Registration Form**

**All Metropolitan Swimming Teams need to include this in the meet information packet. Please file this form with the Safety Sport Coordinator prior to the start of the meet.**

This form must be completed by any photographer (video or still) who intends to take pictures at a Metropolitan Swimming sanctioned meet and is taking those pictures of anyone other than his or her own child from any location on deck. Submit the form to the Meet Director prior to commencing activity.

**THERE WILL BE NO FLASH PHOTOGRAPHY PERMITTED AT THE START.**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Government ID (driver’s license preferred) or USA Swimming Registration Card:

Type of ID\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Taking photos of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

On behalf of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Professional photographers/videographers will be allowed on deck at the discretion of the Meet Director and Meet Referee and must adhere to the following guidelines:

Do not stand on the starting end of the pool, or in the starter’s box; use of the bulkhead is at the discretion of the Meet Director and Meet Referee.

Do not stand on the edge of the pool (leave approximately two feet for officials and coaches).

Leave the deck when not actively photographing.

Respond immediately to direction from the Meet Referee.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Today’s Date\_\_\_\_\_\_\_\_\_\_\_\_

Meet\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date(s) of meet\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ last updated 11/2/2022