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|  | **Host Club Name**  **Meet Name**  Meet Dates |  |

**DIRECTIONS:**  Use this template to create your meet announcement. After replacing content that appears in parenthesis with information specific to your own meet, be sure to delete the parenthetical material and this "Directions" section. Use the descriptions to help you fill in your content—the descriptions are provided as a guide and not everything in the descriptions will apply to your meet. The following sections are **required** and should not be deleted or changed, with the exception of adding any details required for your specific meet: Sanction # (the Sanctions Chair will give you this number when your meet is approved), Water Depth (add details about your pool), Course Certification (choose the sentence that describes your pool and delete the other one), Sanction, Liability (include your organization/entity where indicated), USA Swimming Registration, Cell Phone Restrictions, Unaccompanied Swimmers, Swimmer Photographs and Videos, and Special Needs (include your facility contact information where indicated). Other sections are also required but are more open-ended so you can change the content to describe your meet. Information that is optional/helpful/suggested is stated as such.

**Sanction #: NT ###-##**

**Held under the sanction of USA Swimming by North Texas Swimming, Inc.**

**Venue:** (Required. Insert the exact name and address of facility including city, and facility phone number. Optional: Directions to facility and parking information for visitors.)

**Facility:** (Required. Describe the facility/pool, including one or two pools or using both ends long course; number of lanes and course length (short course yards or meters, long course meters), the exact timing/starting systems used, software used to run the meet (i.e., Hy-Tek Meet Manager), description of warm-up/cool-down pool or lanes and its availability to athletes before and during the meet, etc. Optional: Relevant facility features, such as spectator seating, and whether chairs, outside food/drink, or team banners are permitted.)

**Water Depth:** (Required) The minimum water depth, measured in accordance with Article 103.2.3, is ## feet, ## inches at the start end and the turn end is ## feet, ## inches measured for a distance of 1.0 meter to 5.0 meters from both end walls.

**Course**

**Certification:** *(*Required. Include the appropriate statement and delete the other statement.)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).

**Sanction:** This meet has been sanctioned by North Texas Swimming and current USA Swimming rules and any relevant sections of the North Texas Policies & Procedures Manual will apply. All swimmers must be registered as athletes for 2018 with USA Swimming by the meet start date.

North Texas Swimming does not allow on-deck USA Swimming registrations. Conduct of the sanctioned event shall conform in every respect to all technical and administrative rules of USA Swimming.

**Liability:** IN GRANTING THIS SANCTION AND BY ANY PERSON’S PARTICIPATION IN THE MEET IT IS UNDERSTOOD AND AGREED THAT USA SWIMMING, INC., NORTH TEXAS SWIMMING, INC., ALL MEET OFFICIALS, XISD, (facility name) SHALL BE FREE FROM ANY AND ALL LIABILITIES OR ANY CLAIMS FOR ANY CLAIMS FOR ANY DAMAGES, EVEN IF SUCH LIABILITIES OR CLAIMS ARE DUE TO THE NEGLIGENCE OF SUCH ORGANIZATIONS, ARISING BY REASON OF INJURIES TO ANYONE DURING THE CONDUCT OF THE MEET.

Damage to a facility, when proved, will cause the offending swimmer, if unattached, or the offending swimmer’s, if attached, to be held accountable for repairs.

**USA Swimming**

**Registration:** All swimmers, coaches, and officials participating in this competition must be currently(2018) registered with USA Swimming. No swimmer will be permitted to compete unless the swimmer is a member as provided in Article 302. All should also be prepared to present their USA Swimming ID Card or Deck Pass as proof of their registration to the Meet Director or designee at any time. Swimmers who **1)** late enter when possible; **2)** need to be late-entered because of clerical errors by the entering team or the meet host; or **3)** are not entered in this meet and choose to enter time trials, if offered, will be required to present their USA Swimming ID card or Deck Pass (or a coach may present the club’s official, watermarked roster from the USA Swimming club portal). Current national and LSC regulations do not allow for exceptions to these policies.

**Meet Format:** (Required. Describe the meet format: prelims/finals, timed finals, etc.; seeding of athletes such as circle seeding or how nonconforming times will be seeded; events swim slow to fast or fast to slow; whether bonus events are allowed and any requirements; any restrictions on meet size, such as caps to stay within the four-hour rule, any limit on the number of swimmers accepted in the meet, or reserving the right to conduct flyover or chase starts or change warm-up or sessions depending on meet size, etc.; whether there are boys/girls ends or alternating heats of boys/girls or even/odd heats; any check-in procedures for events; scratch procedures; whether relay-only swimmers are permitted; describing how distance events will be seeded and whether check-in is required, and whether swimmers need to provide their own timers and lap counters, etc.)

**Qualifying**

**Times:** (Describe any qualifying times, if necessary, or indicate that the meet has no qualifying times.)

**Age up Date:** The age of the swimmer will be his/her age on (date).

(Indicate the meet's age up date, if applicable, which is usually the first day of the meet.)

**Entry**

**Restrictions:** (Required. Describe any entry restrictions, including the daily/session/meet entry limits, including relays if applicable. Be sure to specify whether and how relay events count toward any daily/session/meet entry limits. If applicable, indicate what course to use for entry times (SCY, SCM, or LCM), whether NT entries will be accepted, and whether coaches may use estimated times for athletes swimming events for the first time.)

**Entry**

**Deadline:** (Required. Indicate the meet's entry deadline by date (and time if applicable). All entries shall be received, not later than 6:00PM Central Time, on the second Thursday prior to the commencement of the meet. (8 days before meet). If applicable, indicate when entries open and close. If applicable, indicate that entries will close when a session reaches a certain number of athletes or to stay within the four-hour rule or another time limit.)

**Entry**

**Procedures:** (Required. You can modify the content in this section for your meet.) All teams with five or more swimmers must submit entries using Hy-Tek Team Manager or its equivalent to the Entries Chair. Email is the preferred method of delivery; if you need to submit entries in another format, please contact the Entries Chair to make other arrangements. Include a Meet Entry Report of your entries, listing the swimmer, USA Swimming ID, and entries by swimmer.

Teams will fewer than five swimmers may send an email to the Entries Chair with the team abbreviation, LSC, the swimmer's full name (as registered with USA Swimming), the swimmer's USA Swimming ID number, and the swimmer's events by number, description, and entry time.

When submitting files to the Entries Chair, please include the name, email address, and phone number of the person submitting the entries. If you do not receive an email confirmation, your entries were not received.

**Entries Chair**: name/phone/email address/physical address if mailing

**Entry Fees:** (Required. You can modify the content in this section for your meet. The exact cost of entries and the information about the splash fee is required, however. Insert the date, payee name, and address to mail checks where indicated.)

$X.00 per individual event and $X.00 per relay event. The $3.00 North Texas surcharge per swimmer will apply.

Please include a Meet Entry Fee report with your payment. Entry fees must be received by (insert date) or your entries will be removed from the meet. Refunds will not be given for any reason.

Make checks payable to*:* (insert appropriate entity for payment)

Send checks to: (insert entity/person and mailing address)

**Deck Entries:** (Required. You can modify the content in this section for your meet. Specify whether deck entries will be accepted and any conditions for deck entries (such as only for open lanes, no new heats created, when deck entries open and close for each session, etc.), or specify that no deck entries will be accepted.)

(Indicate the deck entry fee if applicable, for individual and relay events)

Swimmers not previously entered in the meet must present their 201# USA Swimming ID card or Deck Pass to deck enter (or a coach may present the club’s official, watermarked roster from the USA Swimming club portal).

**Meet Staff:**

**Meet Referee**: name/email address

**Starter**: name

**Stroke & Turn Officials** : name1/name 2

**Admin Official (or Referee)**: name/phone/email address

**Meet Director**: name/phone

**Head Safety Marshall**: name

**Club Safe Sport Chair**: name

**Cell Phone**

**Restrictions:** Use of audio or visual recording devices, including a cell phone, is not permitted in changing areas, rest rooms or locker rooms.

**Drone**

Restrictions: 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.

**Unaccompanied**

**Swimmers:** 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. A racing start includes all forward starts from the block or deck, and any backstroke start, including the use of ledges. 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.

**Swimmer**

**Photographs**

**and Videos:** (Optional) There may be one or more photographers and/or videographers on deck at this meet. In the event such personnel are present, parents or guardians of swimmers under the age of 18 who do not wish to have photos or videos of their athletes made are required to contact the Meet Director prior to the beginning of warm-ups. Photographers and videographers are strongly encouraged to stay out of the area immediately behind the starting blocks, but if present are specifically prohibited from making shots during the start phase of any race.

**Deck**

**Changing:** Deck changes are prohibited.

**Swimmers with**

**Disabilities:** Coaches and or swimmers are responsible for notifying the meet referee of any disability prior to the completion and for providing their own assistant or equipment. However, coaches/swimmers may contact the meet director at least 2 weeks in advance of the meet to reserve proper equipment.

In any meet sanctioned or approved by North Texas Swimming, Inc., which may include one or more swimmers with visual, hearing, mental, or physical disabilities; the judging of such competitors shall be in strict accordance with the current USA Swimming Rules and Regulations, i.e., Article 105. Coaches and/or athletes must notify the Meet Referee before the event begins if they are to be considered to be judged under Article 105.

**Officials:** (Required, but you can modify this content for your meet. Ask your Meet Referee to confirm the information in this paragraph and provide any desired changes, and for any additional details, such as the uniform for officials, where to meet, hospitality details, etc. if applicable. For meets that are selected as national qualifying meets for officials, the Meet Referee should provide you with the details about evaluations and this information should be included here.) All currently (2018) certified and in-training USA Swimming officials are cordially invited to participate. All deck officials must be registered with USA Swimming for 2018 and have a current Background Check and Athlete Protection Course acknowledged by USA Swimming. Please email the Meet Referee prior to the meet with your availability and current certifications. Please report to the Meet Referee at least one hour prior to the scheduled start time of any session to receive your assignments.

**Timers:** The host team will attempt to provide backup timers for this meet but volunteers from visiting teams will be needed. (If applicable, indicate whether visiting teams will be assigned timing responsibilities for lanes or based on the number of swimmers entered. If applicable, indicate whether swimmers competing in the distance events must provide their own backup timers. If applicable, indicate whether swimmers must also provide their own lap counters and specify which events.)

**Awards:** (Required if giving awards. Specify the exact nature of awards including type, places awarded, and eligible athletes, or specify that no awards will be given. If applicable, indicate that awards must be picked up at the meet and whether the hosting team will mail awards to teams that fail to pick up their awards at the meet. If this meet will be scored, indicate the points awarded by place for individual and relay events, how points will be awarded (by age group, gender, etc.), and information if applicable about team awards.)

Daily

Schedule: Warm-ups will be conducted in accordance with the current NTSI Safety Guidelines and Warm-up Procedures attached to the meet template.

(Required. Provide details about warm-up times, lane assignments if known or open warmup, coach meetings, and where this information will be posted or how it will be distributed to teams prior to the meet, etc. Indicate meet start times for each session/day.)

**Order of Events**

**Distances are in (SC yards – SC meters, LC meters)**

(Required. Insert order of events here, with any time standards if applicable, and include footnotes if applicable to indicate events that require positive check-in or events that require swimmers to provide their own backup timers and/or lap counters.)

**NORTH TEXAS SWIMMING, Inc.**

**Safety Guidelines and Warm-up Procedures**

**(Adjust according to your pool and current policies and procedures.)**

A. WARM-UP PROCEDURES

I. Assigned Warm-up Procedures

a. Warm-up lanes and times will be assigned to competing teams based on number of entrants.

b. All warm-up activities will be coordinated by the coach(es) supervising that lane.

c. Dive sprints may be done only under the direct supervision of the coach.

II. Open Warm-up Procedures

**LANE USE**

|  |  |  |  |
| --- | --- | --- | --- |
| **POOL** | **PUSH/PACE** | **DIVES/SPRINTS** | **GENERAL WARMUP** |
| 10 Lanes | 1 and 10 | 2 and 9 | 3 through 8 |
| 8 Lanes | 1 and 8 | 2 and 7 | 3 through 6 |
| 6 Lanes | 1 and 6 | 2 and 5 | 3 and 4 |

a. The first half of the assigned warm-up time shall be general warm-up for all lanes.

b. Push/Pace lanes will push off one or two lengths from starting end.

c. Sprint lanes are for diving from blocks or for backstroke starts in specified lanes at designated times—one way only.

d. Dive sprints may only be done under the direct supervision of the coach.

e. There will be no diving in the general warm-up lanes—circle swimming only.

III. Safety Guidelines

a. Coaches are responsible for the following:

1. Instructing swimmers regarding safety guidelines and warm-up procedures as they apply to conduct at meets and practices.

2. Actively supervising their swimmers throughout the warm-up sessions, at meets, and all practices.

3. Maintaining as much contact with their swimmers AS POSSIBLE, both verbal and visual, throughout the warm-up period.

b. The host team will be responsible for the following:

1. A minimum of four marshals who report to and receive instructions from the Meet Referee and/or Director shall be on deck during the entire warm-up session(s).

2. Marshals will have the authority to remove from the deck for the remainder of a warm-up session, any swimmer or coach found to be in violation of these procedures.

3. The host team shall provide signs for each lane at both ends of the pool, indicating their designated use during warm-ups.

4. Warm-up times and lane assignments will be published in the meet information and posted at several locations around the pool area and the following statement will appear in the meet information: “North Texas Swimming Safety Guidelines and Warm-up Procedures will be in effect at this meet.”

5. An announcer will be on duty for the entire warm-up session to announce lane and/or time changes and to assist with the conduct of the warm-up.

6. Hazards in locker rooms, on deck, or in areas used by coaches, swimmers, or officials will be either removed or clearly marked.

***NOTE: Host Clubs, with the consent of the Meet Referee, may modify the time schedule or recommended lane assignments depending on pool configuration, number of swimmers, or other considerations; so long as safety considerations are not compromised. Any such changes will be announced and/or prominently posted in the pool area.***