|  |  |  |
| --- | --- | --- |
| **Optional Team or Meet Logo** | **Host Club Name**  **Meet Name**  Meet Dates | **Optional Team or Meet Logo** |

**DIRECTIONS: Updated 10-9-16. 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 #: STA-17-##**

**Held under the sanction of USA Swimming**

**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:** 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:** Held under the sanction of USA Swimming. This meet has been sanctioned by South Texas Swimming and current USA Swimming rules and any relevant sections of the South Texas Policies & Procedures Manual will apply. All swimmers must be registered as athletes for 201# with USA Swimming by the meet start date. Athletes who register with USA Swimming after the meet entry deadline may deck enter the meet only if they can present their 201# USA Swimming registration card or proof of membership using the USA Swimming Deck Pass app (or a coach may present the club’s official, watermarked roster from the USA Swimming club portal). South 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 it is understood and agreed that USA Swimming, Inc., South Texas Swimming, Inc. (STSI), the (insert your team or club), the (insert the host, venue, facility, etc.), and all meet officials shall be free from any liabilities or claims for damages arising by reason of injuries to anyone during the conduct of the event. Damage to the facility, when proved, will cause the offending swimmer, if unattached, or the offending swimmer's club, if attached, to be held accountable for repairs.

**USA Swimming**

**Registration:** All swimmers, coaches, and officials participating in this competition must be currently (201#) 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 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 proof of membership using the USA Swimming Deck Pass app (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. If the meet has a proof-of-time requirement, include the details here, such as where times can come from (SWIMS, high school, NCAA, etc.), whether a proof-of-time report is required with meet entries, and any penalties for failing to swim any qualifying time standard. If using USA Swimming Motivational times, indicate the age groups (single year or dual year, for example) being used.)

**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. If applicable, indicate whether you will accept converted entry times from one course to another.)

**Entry**

**Deadline:** (Required. Indicate the meet's entry deadline by date (and time if applicable). This date must be at least 11 days prior to the meet's start date, under normal circumstances. 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. Please rename the entry file to clearly identify the meet sanction number, your club code, and the file (such as STA-17-##\_AAAA\_Entries.zip). Include a Meet Entry Report of your entries, listing the swimmer, USA Swimming ID, and entries by swimmer. Rename the Meet Entry Report using the meet sanction number, your club code, and the report name (such as STA-17-##\_AAAA\_EntriesByAthlete.pdf).

Athletes included in improperly identified Commlink Files (Cfile0X.cl2 or zfile00X.zip) or with inaccurate or missing USA Swimming IDs will not be entered into the meet and any entry fees will not be refunded. Athletes will not be entered into Meet Manager if the Meet Entry Report is not received. Athletes will not be permitted to compete in the meet until satisfactory fee payment arrangements have been made with the Meet Director or designee.

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.

**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 (includes the STSI splash fee of $1.25 per splash)

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 to deck enter (or a coach may present the club’s official, watermarked roster from the USA Swimming club portal).

**Meet Staff: Entries Chair**: name/phone/email address

**Meet Director**: name/phone/email address

**Meet Referee**: name/phone/email address

**Admin Official**: name/phone/email address

**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. There are no exceptions to this policy. Violators are subject to disqualification from the meet, disbarment from the facility, and arrest.

**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. 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:** 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.

**Special**

**Needs:** Please notify (insert name of contact and phone number) in advance of this event with the name and age of any member on your team who needs assistance to enter the building. The facility staff will make reasonable accommodations for swimmers coaches, or spectators who wish to enter and use our facility. In any meet sanctioned or approved by South 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. A disability is defined as a PERMANENT physical or mental impairment that substantially limits one or more major life activities. 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 (201#) certified and in-training USA Swimming officials are cordially invited to participate. All deck officials must be registered with USA Swimming for 201# and have a current Background Check and Athlete Protection Course acknowledged by USA Swimming. Deck officials are required by rule to prominently display both their USA Swimming ID card and LSC credentials while on deck as an official. 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. The wearing of name tags is strongly encouraged.

**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. 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 STSI Safety Guidelines and Warm-up Procedures attached to this meet announcement.

(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.)

(The STSI Safety Guidelines and Warm-up Procedures on the next page is required and should not be changed. This template is formatted so the Safety Guidelines will appear on its own page.)

**SOUTH TEXAS SWIMMING, Inc.**

**Safety Guidelines and Warm-up 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 shall occur from only the designated end of the pool, swimmers must exit on the opposite end of the pool, and 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** |
| 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 and from the designated end. Swimmers must exit the pool on the opposite end.

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

e. No kickboards, pull buoys, or hand paddles may be used.

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: “South 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.

B. MISCELLANEOUS NOTES

I. Backstrokers will ensure that they are not starting at the same time as a swimmer on the blocks. Swimmers shall not step up on the blocks if there is a backstroker waiting to start.

II. Swimmers shall not jump or dive into the pool to stop another swimmer on a recalled start.

III. Swimmers are required to exit the pool on completion of their warm-up to allow other swimmers adequate warm-up time. The pool is not for visiting or playing during the warm-up session.

IV. Warm-up procedures will be enforced for any breaks scheduled during the competition.

V. No hand paddles, fins, or kickboards may be used at any time during general, specific, or between warm-ups unless approved by the Meet Referee.

***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.***

**STSI Safety Guidelines and Warm-up Procedures last Revised 10/9/2016**