

North Dakota State <Insert Course type> Championships - <Insert Date Range>

Event Hosted By: <Meet Host(s)>

Sanctioned By: North Dakota Swimming, Inc. and USA Swimming, Inc.

Meet Sanction Number: <Sanction Number>

Time Trial Sanction Number: <Sanction Number>

Purpose: To encourage and promote good sportsmanship, competitive swimming among age group swimmers and to have fun. Good sportsmanship is required of all athletes, coaches, officials, and spectators.

Meet Director: LSC AGC, <Age Group Chair Name> Phone: <Age Group Chair #>
<Age Group Chair Mailing Address>

ndlscagegroupchair@gmail.com

Meet Referee: <Meet Ref Name>
<Meet Ref Email>
<Meet Ref Phone>

Admin Official: <Head AO Name>
<Head AO Email>

Entries: <Host Team> Phone: <Host Designate>
<Host Entry Designate Email>

Also copy the NDLSA Age Group Chair

ndlscagegroupchair@gmail.com

Safety Marshal: <Host Elected head Safety Marshal Name>

Meet Liability: In granting this sanction it is understood and agreed that USA Swimming shall be
free of any liabilities or claims for damages arising by reason of injuries to anyone
during the conduct of the event.

Meet Site: <Meet Site Name>
<Meet Site location Address>

Facility: **Competition Pool:** <Facility Details>

Seating: <Spectator and Team Seating details>

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Concessions: <Concession Stand details>

Parking Information: <Parking Information>

Food and Container Policy: **ABSOLUTELY NO GLASS CONTAINERS WILL BE ALLOWED** in the spectator seating areas, in the locker rooms, or anywhere on the pool deck. Persons in violation of this policy will be required to immediately dispose of the glass containers safely or will be asked to leave the facility.

Teams and competitors may bring sports drinks, water, etc. in plastic or other non-breakable containers. **TEAMS ARE RESPONSIBLE FOR CLEANING UP THEIR AREAS AT THE CONCLUSION OF EACH SESSION.**

MEET SCHEDULE: PLEASE NOTE - ALL TIMES LISTED ARE CENTRAL DAYLIGHT TIME

Thursday (Timed – Finals)	Pool Deck Open	XX:XX PM/AM
	Coaches Meeting	XX:XX PM/AM
	Officials Meeting	45 minutes prior to Competition start time
	Warm-ups	XX:XX PM/AM
	Competition	XX:XX PM/AM
Friday (Prelims)	Pool Deck Open	XX:XX PM/AM
	Coaches Meeting	XX:XX PM/AM
	Officials Meeting	60 minutes prior to Competition start time
	Warm-ups	XX:XX PM/AM
	Competition	XX:XX PM/AM
Friday (Finals)	Pool Deck Open	XX:XX PM/AM
	Coaches Meeting	XX:XX PM/AM
	Officials Meeting	60 minutes prior to Competition start time
	Warm-ups	XX:XX PM/AM
	Competition	XX:XX PM/AM
Saturday (Prelims)	Pool Deck Open	XX:XX PM/AM
	Coaches Meeting	XX:XX PM/AM
	Officials Meeting	60 minutes prior to Competition start time
	Warm-ups	XX:XX PM/AM
	Competition	XX:XX PM/AM
Saturday (Finals)	Pool Deck Open	XX:XX PM/AM

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	Coaches Meeting	XX:XX PM/AM
	Officials Meeting	60 minutes prior to Competition start time
	Warm-ups	XX:XX PM/AM
	Competition	XX:XX PM/AM
Sunday (Prelims)	Pool Deck Open	XX:XX PM/AM
	Coaches Meeting	XX:XX PM/AM
	Officials Meeting	60 minutes prior to Competition start time
	Warm-ups	XX:XX PM/AM
	Competition	XX:XX PM/AM
Sunday (Finals)	Pool Deck Open	XX:XX PM/AM
	Coaches Meeting	XX:XX PM/AM
	Officials Meeting	60 minutes prior to Competition start time
	Warm-ups	XX:XX PM/AM
	Competition	XX:XX PM/AM

Warm-Up and Safety Policy: Warm-ups for prelims will be a minimum of one hour. North Dakota Swimming, Inc. warmup procedures and safety guidelines will be in effect at this meet. Athletes must enter the water feet first unless in a one way start lane. Violation of this will first result in a verbal warning then after that meet disqualification.

Note: Warm-up lanes will be assigned and provided to the teams at least two days before the start of the meet. The Warm-up lanes will also be posted in multiple locations around the pool area. Safety Marshalls will remind all swimmers and athletes on deck of any violation of NDLSC and US Swimming safety policies. Only swimmers, coaches, officials and working volunteers will be allowed on the pool deck. The locker rooms are for swimmers only. Safety Marshalls will check credentials.

Swimmers without a Coach Present: USA Swimming athlete members must be under the supervision of a USA Swimming member coach during warm-up, competition, and warm-down. The Meet Director or Meet Referee shall assist the athlete in arranging for such supervision. Coaches are encouraged to make arrangements in advance if they cannot attend the meet with their swimmers.

Code of Conduct: All athletes, coaches and officials will be required to adhere to the NDLSC and USA Swimming Code of conduct.

Rules: Current USA Swimming rules will govern this meet. Participating athletes must be registered through North Dakota LSC with USA Swimming, and have achieved qualifying times as described in the Eligibility

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section of this document. Current safety policies as adopted by the NDLSC and USA Swimming will govern the meet.

Eligibility: Eligible swimmers must have a current USA registration and be a member of a registered North Dakota LSC swim club. A registered ND non-club affiliated swimmer is allowed to swim unattached.

Disability Statement: Swimmers with permanent disability as defined by USA Swimming are welcome to participate in the ND State Championship Meet in any event corresponding to the swimmer's gender within the daily individual event limit for the meet. Disabled swimmers must have an IPC classification AND participated in two (2) ND Swimming/USA Swimming or IPC meets within the eligibility period for the state meet. They must have a verifiable time in the SWIMS database or from results published by a bona fide sanctioning body, within the eligibility period for the meet, for the event(s) they wish to enter. The entering coach or swimmer must contact the meet referee to discuss any modification for the disabled swimmer to participate. Participation in this meet by a disabled swimmer shall constitute a season-ending LSC championship competition, unless the disabled swimmer earns a new time that qualifies them for the next level meet.

Minor Athlete Abuse Prevention Policy: Current USA Swimming Rules, including the Minor Athlete Abuse Prevention Policy ("MAAPP"), will govern this meet. All Applicable Adults are prohibited from using the locker rooms for any changing purposes. <site specific MAAPP information>

Swimmers Age: Age as of <first date of swim meet> shall determine age group for swimmers, including age group relays.

Qualifying Period: The qualifying period for the <course type> championship meet will be September 1 of two years prior.

Meet Type

- This is a Prelim-Final with one Timed-Final Session Meet. This is NOT a split meet.
- The whistle protocol and horn start with no recall for false starts will be used.
- The Meet Referee has the right to combine any events or heats.
- **There will be no deck entries at this meet.**
- Swimmers should appear at designated area which will be addressed at the coaches meeting prior to the start of the meet. Swimmers arriving at the blocks and not ready to swim when their heat is called will be scratched from the event.

Entry Limitations:

Individual Events:

The entry limit is three (3) individual events per day with no more than seven (7) individual events for the Championship Meet.

Relays:

13 & Older Athletes are allowed to swim two (2) relays Friday, two (2) relay events Saturday, and one (1) relay events Sunday.

12 & U Athletes are allowed to swim two (2) relays Friday, and one (1) relay event Saturday.

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Relays:

- All relays must meet published state qualification standards, if at any point after entries are submitted new swimmers are entered for the relay the cumulative entry times must meet qualifying standards for that age group.
- All Mixed Relays must consist of 2 female and 2 male athletes.
- The 800 Free Relay is an 11&over relay and has published time standards for girls, boys, and mixed categories.
- Names of athlete competing in a relay event for a team must be submitted with the entries. If names of athletes are not included with the relays that relay submission will not be accepted.
- Any relay that competes and does not meet the qualifying time will not score points and not be given awards.
- Swim-ups will be allowed with the relay competing in the age-group for the oldest athlete in that relay.

Individual Events:

- At the discretion of the meet referee, events may be combined.
- The 1650 (Events #-#) and 1000 Free (Events #-#) will be seeded fastest to slowest entry times (reverse heat order), alternating girl's and boys 'heats. The 1650 and 1000 Free will be deck-seeded and require positive check-in.
- Age groups will be combined and seeded in Prelims separated by gender, and then separated for Finals into 11-12, 13-14, 15-18, and 19&Over.
- In Prelims, circle seeding will be used for the final three heats of each event and all heats will be ordered slowest to fastest.
- The 1650 Freestyle is a Timed Final event.
- The Top 8 swimmers of each gender and age group in each event will swim in Finals.
- 400 IM, 500 Free, 1000 Free, 200 Fly, 200 Back, 200 Breast are all Timed Finals with the fastest heat being swum with finals.
- At the request of the swimmer's coach and at the discretion of the Meet Referee, at least a 5-minute break for 50 yard events or less, a 10-minute break for 100 yard, and 15 minutes for 200 yard or greater between an individual's events (**excluding relays**) are allowed. **It is the coach's responsibility to notify the Meet Referee in advance of time line conflicts.**

Qualifying Times/ Eligibility: Individual and relay events will not be accepted with no times (NT). Swimmers names, USA registration numbers and order of swimmers for relays are to be submitted with entries.

Times achieved during Short/Long Course season: If a swimmer swims a ND Short/Long Course Championship qualifying time in a short/Long course event during the short/Long course season (meters or yards), that swimmer is also qualified in the corresponding long/short course event. These times are considered non-conforming and will be seeded **after** the conforming times (SCM then SCY).

Entries:

- **All entries are due Monday, <Monday date before first day> at 5:00 PM.**
- **A PDF of entries must be submitted with the entry file to correct for any errors that may come in on the entry file.**
- *All times listed in this document are Central Daylight Time.*
- **Absolutely, no entries will be accepted after the 12:00 PM deadline.**
- **It is the responsibility of each Club to verify entry times, receipt and readability of any entries, and submission of entry by prescribed due date.**

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- The Club Entry chair must verify receipt of entries by email or follow-up phone call to the host entry chair.
- After the meet is seeded a psych sheet will be sent out to all entered teams. Teams can review to verify their athletes are entered into the correct events. If after review they notice something is not right, they must contact the meet director and head AO for the correction. If the requested correction is not provided on the PDF originally submitted with the entries the correction will not be granted. **NO ADDITIONAL RELAYS OR INDIVIDUAL EVENTS WILL BE ACCEPTED IF IT IS NOT ON THE ORIGINALLY SUBMITTED PDF.**

Entry Fees: Entry fees are due before the start of the Coaches Meeting on the first day of competition unless otherwise discussed with the meet host.

Fees are non-refundable.

\$1.50 per swimmer per individual event

\$3.00 per Relay event

\$<meet fee as determined by the host team> per swimmer (facility/timing fee also includes the \$9 LSC fee)

If submitting the fee via the mail, please mail Fee Calculation form (last page) along with check by application deadline.

The Fee Summary cost per calculation sheet is attached. Checks must accompany entries and made payable to **<Meet Host>**.

Time Trials:

- Time trials will be offered immediately after each day's session.
- Swimmers will be allowed to choose from any events offered for their respective age group but may only time trial an event once during the meet.
- A coach must approve the request to participate in the time trial.
- Any swimmer interested in swimming time trials **MUST HAVE THEIR COACH DECLARE** their intentions to swim to the Administrative Official before the start of the last event of the session.
- Time trial fees are **\$10.00** per event and must be paid at the time of declaration.

Officials: USA Swimming certified officials. To be eligible to officiate at the state meet, an official must have officiated at least one meet in the current season. Apprentice officials are not allowed.

Official Uniform: Prelims and Timed-Finals – White polo that is not specific to a team, mostly black shoes and socks with black bottoms (shorts and skirts are acceptable). Finals – White Polo that is not specific to a team, mostly black shoes and socks, Black pants. Please note at the discretion of the meet referee a theme day may be used and all officials signed up to attend will receive notification of the official theme when the lead CJ sends out other meet information.

USA Swimming Membership: Current <Current Year> USA Swimming with mandatory additional certification is required of all Coaches and Officials. Coaches and Officials shall wear the meet deck pass provided while on deck. Proof of certification by the USA Swimming Deck Pass application is acceptable.

Racing Start Proficiency: 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.

Swimsuits: Current US Swimming policies governing swimsuits will be in effect and enforced.

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Deck Changing: Deck changing is strictly prohibited and is not allowed.

Audio or Visual Recording Devices: Use of audio or visual recording devices, including cell phones, are not permitted in changing areas, rest rooms, locker rooms or behind the starting blocks. **Use of flash photography at the start of a race is prohibited.**

Operations of Drones: 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.

Meet Jury: A Meet Jury shall be appointed by the meet referee. The Meet Jury shall consist of not fewer than three (3) nor more than five (5) persons, at least one of whom shall be a coach and one an athlete.

The Meet Jury will hear submitted protests made prior to or during the championship. Judgment decisions on USA Swim rules cannot be protested. When possible, decisions will be rendered before the start of events on the day in which the protested swimmer competes, but no later than the last night of the championships. The opportunity to be heard shall be given to both the party lodging the protest and the party or parties charged.

Until the Meet Jury renders a decision, the swimmer may compete under protest. An announcement to this effect shall be made prior to the race. The results of any race conducted under protest shall not be announced, nor prizes awarded, nor points scored until the jury has determined if and how their decision may affect the final scoring or awards.

The decision of the Meet Jury may be appealed by either party to USA Swimming.

Timing: <Facility Timing equipment details>

Prelim & Time-Finals Timers: All teams are responsible to help time. With everyone's cooperation this allows for the meet to go smoothly. Team Assignments for lanes for each session will be based on the number of swimmers each team has per session. If short timers the host team will provide the remaining timers.

Finals: The primary responsibility for providing timers will be the host team for finals. However, they can ask teams to help out with timing finals if they have difficulty filling out the spots.

1650 Timers: Athletes are responsible for providing one timer for their race.

Awards

Medals: 1-3 all age groups

Individual ribbons: 4 –16 for all age groups

First Place Team: Championship Plaque

Percentage Award: Championship Plaque

High Point Awards: Top 3 male and female – 11-12, 13-14, 15-18. 19&over does not receive a high point award.

Scoring:

Age groups for scoring of individual events:

11-12, 13-14, 15-18, and 19 & Over

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Age groups and scoring for relays are:
11-12, 13-14, 15-18, and Open

Place	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Individual Event Points	20	17	16	15	14	13	12	11	9	7	6	5	4	3	2	1
Relay Event Points	40	34	32	30	28	26	24	22	18	14	12	10	8	6	4	2

Internet Information: Psych sheets and meet information will be posted to the following web sites, www.ndswimming.org prior to the start of the meet. During the meet, results will be available with the *Meet Mobile* cell phone app.

Changes to the Meet Information: Any changes to the meet information will be discussed, reviewed, and voted on at the coaches meeting held before the beginning of the first session of the day. Changes must be approved by a unanimous vote of coaches in attendance at the appointed meeting.

Programs: <Site specific> Heat sheets will be provided to coaches and officials before the start of each session.

Coaches and Officials Hospitality: A hospitality room will be provided with meals and drinks at appropriate times of the day.

Lodging: <Provide link to chamber of commerce hotel list, or a list of hotels that are providing a discount for people that are attending the meet.>

Deck Passes: Meet credentials (deck passes) for LSC coaches and athletes will be issued to the team representative or coach of each club at or before the beginning of the Coaches Meeting on Thursday.

Swimmers are required to always display credentials when entering the pool deck. Coaches should remind swimmers to take their credentials with them any time they exit the deck area.

Official's Meeting: Mandatory Officials 'Briefing Sessions' will be held prior to the start of each session and will cover stroke rules, assignments of officials, jurisdiction etc. All officials must be present for the briefings. Uniform for Officials is white North Dakota Officials polo shirt with black shorts, pants or skirts, with black shoes and socks.

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Fee Calculation Form – return with your entry

Your _____ Club: Club Abbreviation: _____
_____ Coach: Coach's Cell Phone # (_____)

Entries Chair: Phone #: _____

_____ Total Number of Swimmers x \$9.00 NDLSC Fee = \$ _____

_____ Total # of Individual Events X \$1.50 = \$ _____

_____ Total # of Relay Events X \$3.00 = \$ _____

Facility Use/Electronic Timing Fee
_____ Total # of Swimmers X \$50.00 = \$ _____

All fees are due with your entry.

Total Due \$ _____

Please make checks payable to: **XXXXX**
Bring Payment to the meet.

PRINT CLEARLY and provide an e-mail contact you trust!

Name: _____ Day Phone # (_____)

E-Mail: _____ Evening Phone # (_____)

(If you are having a team representative pick up awards, add a place for the name and phone number of this person.)

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Assumption of risk disclaimer: We have taken enhanced health and safety measures for our athletes and volunteers so we can host this back-to-the-pool meet after a prolonged break. Despite precautions, 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 guests with underlying medical conditions are especially vulnerable; that is precisely why we are hosting this meet without spectators and with as few volunteers as possible. But do recognize that when you allow your children to participate in this meet, you are voluntarily assuming all risks related to exposure to COVID-19.

In applying for this sanctioned, the Host, <HOST> agrees to comply and to enforce all health and safety mandates and guidelines of USA Swimming, NDLSC, the State of North Dakota and City of XXXX/XXXX County .

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., cannot prevent you (or your child(ren)) from becoming exposed to, contracting, or spreading COVID-19 while participating in USA Swimming sanctioned events. It is not possible to prevent against 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 NDLSC 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 THEREWITH.

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ORDER OF EVENTS

Thursday

1650 Freestyle

Friday Morning Prelims

200 Backstroke (TF)

50 Freestyle

100 IM

50 Breaststroke

100 Butterfly

400 IM (TF)

800 Free Relay

Friday Evening Finals

200 Medley Relay

200 Backstroke (Final Heat)

50 Freestyle

100 IM

50 Breaststroke

100 Butterfly

400 IM (Final Heat)

Saturday Morning Prelims

400 Medley Relay

200 Butterfly (TF)

100 Freestyle

200 IM

50 Backstroke

100 Breaststroke

1000 Freestyle (TF)

Saturday Evening Finals

200 Freestyle Relay

200 Butterfly (Final Heat)

100 Free

200 IM

50 Backstroke

100 Breaststroke

1000 Free (Final Heat)

Sunday Morning Prelims

400 Freestyle Relay

200 Freestyle

50 Butterfly

100 Backstroke

200 Breaststroke (TF)

500 Freestyle (TF)

Sunday Evening Finals

200 Freestyle

50 Butterfly

100 Backstroke

200 Breaststroke (Final Heat)

500 Freestyle (Final Heat)