

Meet Name:		Date of Meet:	
	Requirement checklist	√	Comments/Rulebook Reference
1.	Held under the sanction of USA Swimming		Required statement on entry forms, advertising and meet programs 202.4.11K*
2.	Meet announcement must include information about water depth measured for a distance of 3' 3.5" (1.0 meter) to 16' 5" (5.0 meters) from both end walls		202.4.11C*
3.	The host will ensure the required course dimensions.		Required statement 202.4.11G*
4.	Meet Director listed and is a current USA Swimming member		SWIMS 3 requirement
5.	Meet Referee / Meet Officials contact for the meet is listed		SWIMS 3 requirement
6.	It is understood and agreed that USA Swimming shall be free from any liabilities or claims for damages arising by reason of injuries to anyone during the conduct of the event.		Required statement 202.4.11L*
7.	Number of sessions and meet format type called out in meet information		SWIMS 3 requirement
8.	A description of the medical supervision (e.g., lifeguards, EMT, AED device, etc.) available to athletes participating in the meet.		202.4.11N (2023 rulebook reference) (Effective January 1, 2023)
9.	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.		Required statement 202.4.11D*
10.	Use of audio or visual recording devices, including a cell phone, is not permitted in the changing areas, rest rooms or locker rooms. In addition, cameras or any other recording devices are not allowed in the area immediately behind the starting blocks at either end of the racing course(s) while in use for race starts, during competition and warm-ups.		Required statement 202.4.11H* and Ohio Swimming policy 9.2.2
11.	Deck changes are prohibited.		Required statement 202.4.11I*
12.	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.		Required statement Exceptions may be granted with prior written approval by the Program & Events Committee Chair or designee. 202.4.11J
13.	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 program (MAAPP), and that they understand that compliance with the MAAPP policy is a condition of participation in the conduct of this competition.		Required MAAPP statement 202.4.11M
14.	Safe Sport 360 Statements (in required meet template)		Use what is listed in the sanctioned meet template.
15.	All meet contestants must be a member in good standing per Article 302.		Deck Pass is an acceptable proof of USA Swimming membership (202.5.7) 202.4.11E*
16.	Announcements must contain a statement indicating whether athlete membership will be verified at the meet and under what conditions.		202.4.11F* (statement rewritten to reflect current registration practices)

	If not verifying membership at the meet, the following statements also need to be included: Membership verification deadline is 5 pm one (1) business day before the first day of the meet. Unverified swimmers will be scratched from the meet after that deadline. There will be no refunds for unverified swimmers scratched from the meet.		
17.	Disability Swimming statement is included in the meet announcement		OSI policy Chapter 4.7 Also included in the meet template
18.	Application for sanction must be accompanied by complete schedule of lanes and times for all warm-up procedures which must be adhered to by all participants. These must be distributed with the meet announcement		The OSI warm-up procedures should be referenced in the meet book. Team specific warm up assignments should be published prior to the first day of the meet (or placed on a website) 202.4.11B*
19.	Statement of whether deck entries will be taken at the meet or not. If taken at the meet, need to specify it will be taken for verified membership only (if host is not verifying membership at the meet)		
20.	Application for sanction must be accompanied by a copy of preliminary meet announcement, including a statement of the nature of prizes to be awarded.		202.4.11A*
21.	Code of conduct statement: - Any individual who exhibits a behavior of a threatening, abusive, or derogatory manner toward an official or member of the meet staff is subject to immediate removal and further expulsion from the meet. Coaches will be notified of the actions of their respective teams. - Good sportsmanship is expected at all times. Bullying or taunting, foul language or derogatory behavior will not be tolerated and will be subject to immediate removal. All volunteers, spectators, coaches, officials and meet staff are expected to be respectful of others. - The Ohio Swimming Code of Conduct governs this meet. The purpose of the Zero-Tolerance Code of Conduct Policy is to establish consistent expectations across the LSC in the best interest of our Athletes and Sport. Ohio Swimming is committed to creating a safe and fair environment for all of its athlete members. This policy is to be used as a guide to promote a positive environment and good sportsmanship at meets and events conducted in the geographical boundary of Ohio Swimming. The complete Ohio Swimming Code of Conduct can be reviewed on the Ohio Swimming website under Governance> OSI Policy & Procedures Manual, Appendix 18.		
22.	Events must be listed in meet announcement		102.7*
23.	Scratch deadlines and procedures are to be listed in meet announcements for prelim/final meets.		Prelim/final meets
24.	Meet Fee schedule below		

*USA Swimming Rulebook reference (do not include this reference in your meet books)

Maximum Limit on Entry Fees

Type of Meet	Individual Events (up to amounts)	Relay Events (up to amounts)	Deck Entries (up to amounts)
OSI Sanctioned Meets (Timed Final)	\$7.00	\$10.00	\$14.00 IE \$20.00 RE
OSI Sanctioned Meets (Prelim/Final)	\$8.00	\$10.00	\$16.00 IE \$20.00 RE
Time Trial Meets (not at Championships)	\$8.00	\$12.00	-
Regional Championships (Prelim/Final)	\$8.00 (SC) \$10.00 (LC)	\$12.00	N/A
Junior/Senior State Championships (Prelim/Final)	\$12.00	\$20.00	N/A
Time Trial Entries at Championship Meets	double the IE fee	double the RE fee	N/A
OSI Sponsored Virtual Distance Meet	\$10.00	N/A	\$20.00
Facility Fees: Max \$12 per athlete. No other admission or heat sheet fee can be charged if utilizing the Facility surcharge.			

Meet Splash Fees / Surcharges

Type of Meet	Swimmer Surcharge
OSI Sanctioned Meets (non-championship)	\$4
OSI Regional Championships	\$20
OSI LSC Junior/Senior Championships	\$25
Approved Meets	\$1
	\$2
OHSAA Sectional/District Meet	Clubs will be billed this fee per 14 & over swimmer on their roster