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| **(Fill in Name of Meet)****Hosted by: (fill in team)** **at the(Fill in pool)***Held under the sanction of USA Swimming* |
| Meet Sanction Info: | **NJ Swimming Sanction # –??****Any changes of the meet information without the approval of the administrative chairman, age group chairman or senior chairman are a violation of the sanction.**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. |
| Date of Meet: | **Filli n dates** |
| Link to Facility Info: | **Aquatic Center Link** *(Link to Address, Directions, & Facility Information)* |
| Host Team Contact: | Fill in | Emil of Host team contact |
| Meet Director: | Fill in | Email of Meet director |
| Meet Referees: | Fill in | Email of meet ref |
| Admin Officials: | Fill in | Email of meet Admin Official |
| Safety Marshalls: | Male?Female? | Email for maleEmail for female  |
| Entry Coordinator: | Fill in | Fill in phone Number | Fill in email  |
| Entries Open: | **Fill in date** |
| Entry Deadline: | **Fill in date** |
| Swimmer Age | First day of the meet |
| Entry fees: | Fill in individual entry feeFill in individual distance entry feeFill in relay entry fee |
| Entry Surcharges: | **Fill in surchage** |
| Meet Course: | Fill in meet course |
| Meet Format: | * Fill in meet format
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| No Show Policy: | * No penalty will be incurred for an unscratched swimmer who fails to report to the starting blocks for his/her scheduled event. However, the event will be counted toward the swimmer’s maximum allowable swims for that day. The swimmer may be allowed to swim the event in a later heat or a subsequent event if the swimmer is at the starting end of the pool, ready to swim, and an open lane is available. However, the host club will not schedule an additional heat to accommodate the swimmer.
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| Medical Information: | * **Name of Pool** is staffed with certified lifeguards by the host team and all operational personnel are trained in CPR and First Aid.
* There is an AED on site.
* There is not an EMT on site.
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| Entry Limits: | Fill in Daily limits | Fill in Meet entry limits |
| Checks Payable To: | **Fill in** |
| Email Entry Files To: | Fill in |

**Tentative Meet Schedule**

***This schedule is tentative pending receipt of entries.***

***Depending on the entries, sessions may be combined or split.***

***The complete schedule with session warm‐up and start times will be established when all entries have been received. This will be published on the meet section of the NJS website, meet website and e‐ mailed to the coaches of participating teams.***

 **(INSERT TABLE FOR MEET SCHEDULE)**

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| --- | --- |
| Scoring: | Will there be Team Scoring? If no, write “There will be no team scoring” If yes, write “There will be team scoring.”  |
| Awards: | Will there be awards? Who gets them? Ribbons or medals |
| Starts: | ‘Fly-over/Over-the-top’ starts will be used during this meet. |
| Admissions and Programs: | * Will there be spectators? If No write “Spectators will not be permitted into the facility.” If Yes, write “Spectators will be permitted into the facility.”
* Will the meet be livestreamed? If yes write, “The meet will be livestreamed. A link will be posted at:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ shortly before each session.” If no, omit the statement.
* Where will heat sheets be available? Write: “Heat sheets will be available online at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and Meet Mobile.
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| Concessions: |  Will there be concessions. If no, write “none” If yes write an explanation.  |
| Vendor: |  Will there be a vendor? If no, write “none” I f yes write who will be there. |
| Distance Events: | Are there any distance events? Are there any considerations? Examples are:* The 400-yard IM and 500-yard Freestyle events will be run fastest to slowest, alternating genders. Heats may be combined without an empty lane to save time.
* Swimmers are responsible to supply their own timer, and for the 500 freestyle, a person to count.
* There will be a 15-minute break/warm-up before the start of the first heats of these events.
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| Heat Limited Events | Are there any heat limited events? If so, please explain.  |
| Internet Website Posting: | Internet location for all meet information: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Meet Requirement Statement: | In order to be eligible for the NJ Swimming Zone Championship Team or for NJ Swimming Athlete Travel Grants for sectional and national level meets, NJ Swimming policy stipulates certain participation requirements. As a NJ Swimming sanctioned meet, this meet counts toward those participation requirements |
| Directions: | Put a google link here if you don’t have a facility Link for the pool |

INSERT THE MEET MANAGER EVENT LIST COMPLETE WITH ANY QUALIFYING TIMES AND ENTRY FEES