



How Do I Read a Meet Letter?

In order for a team to host a sanctioned swim meet (a swim meet approved by Iowa Swimming, Inc. and USA Swimming with official times), host teams must submit what is called a, "Meet Letter".

That meet letter includes all the details, information, and rules for a competition.

Let's go through each of the descriptions in a typical meet letter:

IASI SANCTION: IA-____ Held under the sanction of USA Swimming and Iowa Swimming, Inc. (IASI).

This just lists the sanction number given by IASI to prove the meet is legal and official. Families do not need this information.

RULES: Current USA Swimming and IASI technical and administrative rules, including the Minor Athlete Abuse Prevention Policy (MAAPP), will govern this meet.

This states the meet will follow the rules of USA Swimming and IASI. All of the same rules do not apply at high school meets or YMCA meets.

DATES: Saturday Afternoon and Sunday Morning of October ____.

This line lists all the dates of competition.

TIME: The Skywalk entrance to the MidAmerican Energy Company Aquatic Center will open at 11:30am on Saturday and 6:30am on Sunday. All meet participants and spectators should use this entrance.

This section lists all the different times warm-ups, competition, and sessions will begin.

Sessions

All meets are different. All meets have similarities.

There is always a warm up period for swimmers. Sometimes it is open for everyone, sometimes it is controlled by the host team. Check our team itinerary for details for each meet.

There is always a predicted start time. Swim meet sessions are required to stay under 4 hours in length.

Some meets are open to all ages, some have sessions for specific age groups. Check with IFLY coaches to determine which sessions are right for your child.

*Official start times will be determined after all entries have been received.

Sometimes start times or warm up times change based on the number of athletes who are entered in a meet. Check our itinerary the day before a meet for more info.



SITE: Address

This line lists the physical address of the competition pool.

FACILITY: Description of the course set-up.

This line describes all the physical attributes of the competition pool. Some meets are swum in 25 yard courses, some are swum in 25 meter courses, and some are swum in 50 meter courses.

COACHES: Only currently registered USA Swimming coach members will be permitted on deck in designated areas. Each coach must sign the Coaches Meet Sign-In (APP-29) to verify that all certifications are current. Coaches and Officials must produce proof of membership in USA Swimming immediately upon request by the Referee or his delegate or leave the pool deck. The USA Swimming App or Deck Pass are acceptable proof of USA Swimming Membership.

This line designated who is allowed to be on deck from each coaching staff. USA Swimming officials check the certification statuses of all coaches before they are allowed to be on deck near children.

WARM-UPS: The IASI mandatory warm-up procedure will be followed. All swimmers must be under the supervision of a USA Swimming member-coach during warm-up, competition, and warm-down. Any swimmer without a coach shall report to the Referee prior to his or her warm-up. The Referee will assist the swimmer in making arrangements for such supervision, but it is the swimmer's responsibility to ensure such arrangements are made prior to the start of the meet. Facility rules require a 3 point, feet first, slip and slide entry at the start end for lanes designated for circle swim during warm-up and warm-down.

This section details how warm ups will be conducted. IFLY coaches are fully knowledgeable regarding IASI warm up procedures and USA Swimming rules. Swimmers must obey rules regarding entry into the water and conduct.

RACING STARTS: All swimmers 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.

IFLY coaches and swimmers will arrive at a swim meet knowing what type of racing start a swimmer will use.

In order from easiest to most advanced, swimmers can begin a race by starting:

- In the water
- Sitting by the side of the pool
- Kneeling by the side



- Standing by the side
- Sitting on the block
- Kneeling on the block
- Standing on the block

IFLY coaches will allow time in warm ups to practice *one-way* racing starts together as a team.

ENTRY REQUIREMENTS:

1. Swimmers must be currently registered as athlete members of USA Swimming.
2. Swimmers must enter in the age group events corresponding to age as of October 28, 2023.
3. Swimmers may enter no more than 4 individual events and 1 relay per session.
4. Seed times must be submitted for a 25-yard course (SCY). No Time (NT) entries will be accepted. Converted times are not allowed.

This section outlines who is allowed to race at a specific meet. Some meets have qualifying times, which would be listed here.

This section also outlines how many events a swimmer may race. There is a maximum number of allowable events (individual and relay) at each meet.

ENTRY LIMITS: Any combination of events may be limited to ensure the timely completion of a session. Teams will be notified by email if swimmers are affected by limits prior to the meet.

ENTRY SUBMISSION: Entry fees are as follows:

1. Individual events: \$8.00 per event.

Relays: \$16.00 per relay.

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Page 3 of 9 2. IASI swimmer surcharge: \$6.00 per swimmer. The surcharge is not assessed to outreach swimmers.

3. The entry fee for each outreach swimmer is \$5.00 and covers all events swum by an outreach swimmer.

4. Program Fee: \$6.00 per swimmer.

5. Handwritten entries: additional \$5.00 per swimmer. Electronic entries must be submitted in a format compatible with HyTek Meet Manager software. Handwritten entries must be submitted on the IASI Meet Entry Form (APP-7). Submit entries along with the appropriate IASI Financial Sheet (APP8.1). If submitting electronic entries, also send a hardcopy of the entries with the entry fees and financial sheet. Clubs entering outreach swimmers should only provide the number of outreach swimmers and the number of events being swum by the outreach swimmers to the host club and verified by the IASI Administrative office. The names of the outreach swimmers are not to be provided to the host club. Payment shall be by check or money order made payable to _____. All entry fees, including IASI swimmer surcharge fee, should be combined on one check. The host club reserves the right to require payment by



money order or cashier's check. Entry fees are non-refundable; IASI swimmer surcharge fees will be refunded only if the entire meet is canceled.

This section is important. This section outlines **how much each event costs and any additional fees to enter the meet**. If families are attending the meet, this section outlines if there is a spectator fee or a fee for a heat sheet or other items.

IFLY coaches handle the entry check submission. IFLY families will see meet fees added to their monthly invoices.

ENTRY DATES AND DEADLINES:

1. Entries will be accepted from teams/athletes in the Iowa LSC and teams/athletes in attendance last year beginning at _____.
2. Entries will be accepted from all teams/athletes _____.
3. The meet entry deadline is NOON on _____.
4. Handwritten entries, along with entry fees including an additional \$5 per swimmer and financial sheet must be received no later than _____. Handwritten entries will not be considered entered in the meet until full payment is received.
5. Once a team's entries have been accepted by the meet host, that team is considered entered into the meet. The host team is not permitted to rescind a team's entries once the meet host sends the email confirmation that the team is entered into the meet. Changes or scratches in a team's entries prior to the meet deadline do not relieve a team of the responsibility to pay for confirmed entries.
6. Once entries are accepted only time updates will be allowed for teams with electronic entries. No time updates will be accepted for handwritten entries. Any additions/substitutions must be made via email to the Meet Director prior to the entry deadline.
7. A hardcopy of the entries, along with entry fees and financial sheet, must be received by _____.
8. Entries will be confirmed via a return email receipt.
9. Entries will NOT be accepted by phone or fax. Entries will be accepted in the order received. Once the meet reaches capacity, the host team will inform IASI meet contacts as well as any non-IASI teams with entries already accepted.

This section is important for coaches and families. Once a Meet Letter is produced, IFLY coaches work backward to establish **the date when IFLY entries need to be submitted**. IFLY families *must* 'commit' their child to a meet before our deadline to ensure IFLY entries are received on time.

When families ask if a child can be entered *after* an entry deadline, we can only ask the meet host if there is space. Any entries accepted will then be charged the **late fee**.



LATE ENTRIES:

1. Provided space is available, late entries will be accepted by email until _____. After that time, they will only be accepted on deck up to the end of the warm-ups of each session.
2. Only swimmers already entered in the meet that have not reached their session limit will be able to late enter after_____.
3. If the meet program has not been printed, swimmers shall be seeded into the meet, but will still be charged the late entry fee. If the meet program has been printed, swimmers shall be assigned to an empty lane, no heats will be added.

Late entry fees: Individual events:

\$15.00 per event.

Relays: \$20.00

For questions regarding late entries or to find out if late entries are being accepted, contact the Meet Director.

When families ask if a child can be entered *after* an entry deadline, we can only ask the meet host if there is space. Any entries accepted will then be charged the **late fee.**

SWIMMERS WITH DISABILITIES:

Swimmers with disabilities are encouraged to compete. The Information Form for Adapted Competitive Swimmers (APP-21) indicating limitations and requested modifications should be completed and attached to the meet entries. Modifications will be determined by the Referee. The swimmer (or swimmer's coach) is responsible for providing any equipment or assistants required. See Article 105 of USA Swimming Rules and Regulations.

Swimmers with disabilities are encouraged to compete. Modifications and/or accommodations are made upon request.

SEND ENTRIES TO: Send electronic entries by email to____. Send all print materials to the Meet Director. If sent by rush delivery, indicate no signature required.

IFLY coaches will submit entries to the Entry Chair. IFLY families do not need this information.

MEET DIRECTOR/ ADMIN REFEREE: _____

The Meet Director is responsible for the application of the Meet Letter rules and the completion of a safe and efficient swim meet.

Admin referees handle entries and administrative tasks required during a meet.

MEET REFEREES: _____

The meet referee is responsible for gathering a cohort of USA Swimming/IASI certified officials to conduct a legal meet. The meet referee works with the Meet Director as the final authorities regarding rules and safety.



OFFICIALS: (Host team) welcomes any visiting USA Swimming officials who would like to officiate at this meet. If you are able to officiate, please see sign up details on the team website . Contact the Meet Referee with any questions or to request apprentice sessions.

This section outlines how officials can sign up to help with the meet.

MEET COMMITTEE: A meet committee consisting of the Meet Director, Referee, a coach representative, an athlete representative, and a certified official acting at large will be established prior to the start of competition. The committee shall serve as the meet jury to consider any administrative protests filed at the meet. Protests against judgment decisions can only be considered by the Referee and the Referee's decision is final.

Issues regarding rules or safety will be brought to the Meet Committee (a collection of athletes, coaches, and officials from a variety of the participating teams).

MEET OPERATION:

This section outlines very specific rules that may only matter to IFLY coaches and athletes.

Please check with an IFLY coach if you don't understand a specific rule/operation standard.

1. All events will be pre-seeded.
2. Positive check-in is required for 500 & 1000 Freestyle and the 400 IM events.
IFLY coaches complete positive check-ins.
 - a. Positive check-in deadline is 30 minutes prior to the start of the session.
 - b. Positive check-in events may be reseeded if a heat can be eliminated or the referee deems it necessary.
 - c. Swimmers failing to check in by the deadline will be scratched and their spot offered to any alternates. Swimmers who are scratched will be allowed to reenter only if there are empty lanes available in the slowest heat.
 - d. No heats will be added to accommodate a swimmer failing to check in by the deadline, including any heat eliminated after reseeding the event.
3. All events will be swum Fastest to Slowest.
4. All 15 & Over individual events will be mixed, combined in seeding. Other events may be combined by gender and/or age group at the discretion of the Meet Director to expedite the meet timeline.
5. Results for all combined/mixed events will be separated by gender and age group.
6. Swimmers in all events shall report directly to the starting blocks. Swimmers will not be checked in by a Clerk of Course.
7. Fly over starts will be used for all events except backstroke.
If 'fly-overs' are used, swimmers remain in the water after completing an event until the next heat has begun.
8. Deck Changes are prohibited.

Swimmers are not ever allowed to change into or out of suits on deck.



9. Banners, signs or posters are not allowed to be adhered, displayed or affixed anywhere in the aquatic center facility.

10. Individuals are responsible for the security of their personal belongings and are encouraged not to bring valuables to the meet venue and not to leave items unattended.

11. Operation of a drone, or any other flying apparatus, is prohibited over the venue (pools, athlete/coach areas, spectator areas and Revised 09/20/2023 Sanction: IA-24-012 Page 6 of 9 open ceiling locker rooms) any time athletes, coaches, officials and/or spectators are present.

SCORING: This meet will not be scored.

Championship level meets are scored based on how athletes finish in finals.

If a meet is scored, points per place will be listed.

When team scores are important at Championship level events, IFLY coaches ask that swimmers **do not scratch** (remove themselves from finals) unless they've spoken with a coach.

AWARDS: Ribbons will be awarded for 1st thru 8th place for 10&U and 11-12 age groups. No awards for 13&O swimmers

If awards are given out at a meet, this section lists *who* will receive awards.

IFLY coaches typically pick up awards at the **completion** of a meet and bring the awards to our storage areas. Families can pick up awards in the weeks following a meet.

SCRATCHES: There is no penalty for no-shows, but swimmers are encouraged to declare a false start to the referee if they do not intend to swim an entered event. The IASI scratch rule is in effect. No-shows and DFS are considered entries for entry limits.

'Scratching' an event means the officials are warned a swimmer will not show up for an event.

Because of the nuanced rules differentiating between a 'No Show/ NS" or a 'Declared False Start', swimmers *must* check with an IFLY coach before scratching in any way, shape, or form.

There can be financial penalties for not showing up for a race. Please check with coaches and inform us if you know you won't race!

USA SWIMMING REGISTRATION: No USA Swimming registrations will be accepted at the meet. Any swimmer who is not a currently registered athlete member at the time of pre-meet reconciliation must ensure that IASI has received the appropriate application and fees at least 24 hours prior to the start of competition. Failure to do so will result in the swimmer's entries being scratched and the swimmer barred from entering the pool.

IFLY coaches will connect with any families who are not USA Swimming registered before a meet begins. We cannot allow unregistered athletes to compete.



CAMERAS: USE OF AUDIO OR VISUAL RECORDING DEVICES, INCLUDING CELL PHONES, IS NOT PERMITTED AT ANY TIME IN CHANGING AREAS, RESTROOMS, OR LOCKER ROOMS.

Athletes need to be aware of the cell phone rule in the locker rooms.

Families: photos are **not allowed** behind the blocks during a swim meet.

NO ALCOHOL OR TOBACCO: The use of any tobacco or alcohol products is prohibited in the swimming venue.

IMAGE RELEASE: Participants consent to be photographed/filmed by any authorized photographer(s) and/or network(s) of IASI and/or the host club under conditions determined by the host club, and authorize the use of names, pictures, likenesses, and biographical information before, during or after the event to promote swimming. No awards received in this competition may be used for trade or financial gain.

We frequently have esteemed, volunteer photographers at swim meets. They graciously post their work on a website with a password shared only with attending families.

MEET CONDUCT: Attending clubs, swimmers, and spectators are the guests of the (host team). Any report of inappropriate behavior will be dealt with immediately. (host team) staff reserve the right to remove any offending individuals or groups. Any swimmer found swimming under the bulkhead will be ejected from the facility and be barred for the remainder of the meet. Clubs will be financially responsible for any damage to the premises caused by their club, swimmers and/or parents & spectators.

Swimmers, families, and coaches need to continue to abide by IFLY's Codes of Conduct at swim meets.

ADDITIONAL INFORMATION:

This section lists any other information that may be important.

1. Program: Programs/heat sheets will be uploaded to the (host team) website by ____ the day before the meet and uploaded to Meet Mobile prior to each session starting.

IFLY families can check the host team websites for information, but IFLY coaches will also post the information to our team website as soon as information is available.

2. Results: Electronic results will be provided to all teams participating in the meet. Final results will also be posted on IASI Revised 09/20/2023 Sanction: IA-24-012 Page 7 of 9 website. A hardcopy of the final results may be requested on the IASI Financial Sheet for an additional \$5.00.

Official results will always be printed on paper and posted for swimmers and families to see. The application, MeetMobile, also lists results. **However, results are not always official or 100% correct. Please do not chase IFLY coaches down over MM discrepancies.**



3. Concessions: There will be a limited concession stand offering light snack options and cold drinks. A hospitality room will be available for coaches and officials.

4. Swim apparel/merchandise: _____ will be onsite and will be offering a variety of swimming apparel & equipment.

Host teams often invite local swim shops or t-shirt companies to the venue to sell items.

5. Seating: _____ provides seating for _____ spectators. Free wi-fi is available.

6. Deck: Only registered swimmers, coaches and meet personnel will be allowed on deck. On deck seating for 300+ swimmers. Glass containers of any kind are not permitted on the pool deck or spectator area at any time.

DO NOT EVER SEND YOUR CHILD ON DECK WITH GLASS.

MAAPP: 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 Policy (“MAAPP”), and that they understand that compliance with MAAPP is a condition of participation in the conduct of this competition.

MEDICAL SUPERVISION: Lifeguards will be on duty and will supervise all warmup, competition, and cool down swimming and must be present whenever the pool deck is open. AED devices are available on premises. All facility staff are Red Cross trained in CPR for the Emergency Response Personnel. Emergency buttons are located near the pool which summon additional emergency response including _____ Fire Department medical responders.

ORDER OF EVENTS:

(Chart listing events by session)

The last portion of a Meet Letter lists all the events offered at a specific swim meet. The chart is usually broken into the chronological session order.

IFLY coaches will select events for swimmers; however, if your family can only attend specific sessions/days of a meet, we encourage families to list those details in the “Notes” section of the commitment page when signing up for a meet.