

HOST TEAM LOGO (optional)

MEET NAME

Hosted by HOST TEAM

DATES

Held at VENUE NAME, ADDRESS, CITY, STATE, ZIP

Held under the Sanction of USA Swimming, Inc., issued by Louisiana Swimming, Inc.
Sanction #

MEET DIRECTOR	MEET ENTRY COORDINATOR
NAME PHONE EMAIL	NAME STREET CITY, STATE, ZIP PHONE EMAIL
MEET REFEREE	MEET MARSHAL
NAME PHONE EMAIL	NAME PHONE EMAIL

FACILITY

Include description of pool and venue; starting platform type; timing and starting system type; length of course, lane width, pool depth at both ends of course, warm up/down available during the meet. Include either: **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).**
Any other pertinent facility information such as parking.
Any facility rules regarding deck changing must be included.

MEET FORMAT

EXAMPLE: This is a timed final prelim/final Age Group/Senior, pre-seeded meet unless otherwise indicated.

Session	Day	Warm-up	Meet Start	Age Group
1	Friday	4:00 PM	5:00 PM	13 & Older
2	Saturday	8:00 AM	9:00 AM	11-12
3	Sunday	8:00 AM	9:00 AM	13-14

DEADLINE AND MEETING SUMMARY: (keep section in chronological order)

Day, Date	Time	For:
Day, Date	Time	Entry deadline
Day, Date	Time	Coaches/General Meeting
Day, Date	Time	11-12 500 Free check-in (if deck seeding)
Day, Date	Time	Official Briefings

RULES

This swim meet will be conducted in accordance with the current USA Swimming Rules and Regulations, except where rules therein are optional, and exceptions are stated.

TECHNICAL SUIT BAN for 12&Us

Per LSI Rule 210.2, 12 & Under athletes may not compete in Technical Suits at this meet.

A Technical Suit is one that has the following components:

- Any male or female suit with bonded or taped seams regardless of fabric or silhouette; or
- Any male or female suit with woven fabric extending to the knee or mid-thigh regardless of the seam type.

MAAPP

All applicable adults participating in or associated with the meet acknowledge that they are subject to the provisions of the USA Swimming Minor Athlete Abuse Protection Policy ("MAAPP"), and that they understand that compliance with the MAAPP policy is a condition of participation in the conduct of this competition.

SAFE SPORT

The LSI Safety Program is in effect for this meet. Coaches are advised to closely supervise their swimmers at all times. Swimmers may be dropped off only in designated safe areas. Swimmers are not permitted in work out rooms, storage rooms, meeting rooms, or control rooms. No glass containers or bottles are allowed inside the facility at any time. Anyone failing to comply with a safety request may forfeit his or her privilege to participate. We strongly recommend each team assign a marshal to monitor warm-up sessions and locker rooms in addition to host team marshal.

Use of audio or visual recording devices, including a cell phone, is not permitted in changing areas, rest rooms, locker rooms, or behind the starting blocks. Flash photography of any kind is prohibited at the start of a race.

Deck changes are prohibited.

Any swimmer entered in the meet who is unaccompanied by a USA Swimming member coach 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. It is the responsibility of the swimmer or the swimmer's legal guardian to ensure compliance with this requirement. It is also the responsibility of the swimmer or the swimmer's guardian to request assignment from the Meet Director to a USA Swimming member coach attending the meet if a coach from the swimmer's team is unable to attend.

Unless approved in writing in advance of the competition by the Program and Events Committee Chair or designee, operation of a drone, or any other flying apparatus, is prohibited over the venue (pools, spectator areas, and open ceiling locker rooms) any time athletes, coaches, officials, and/or spectators are present.

Only swimmers, properly certified officials, coaches, and meet volunteers will be allowed on deck. No spectators will be allowed on deck at any time.

ELIGIBILITY	All swimmers must be registered with USA Swimming, Inc. and all Adult Athletes must hold current APT certification to compete. Swimmers must be registered prior to entry deadline. Entries listed as “Registration Applied For” will not be accepted. There will be no on-deck registration available at this meet. Include any minimum/maximum time standards for qualification to enter the event, team affiliations, etc.
MEMBERS WITH DISABILITIES OR MEDICAL CONDITIONS	HOST TEAM welcomes all swimmers with disabilities as described in the USA Swimming Rules and Regulations, Article 105, to participate in our meets. Coaches entering swimmers with disabilities that require any accommodations are required to provide advance notice in writing to the Meet Director by the entry deadline accompanying their meet entry file, including the need for any personal assistants required and/or registered service animals. Members who are unable to wear face coverings because of a documented medical condition must notify the Meet Director in advance and may have limited deck access. Failure to provide advance notice may limit HOST TEAM’s ability to accommodate all requests.
ENTRIES	Include how entries are to be submitted, a summary form if you wish one submitted. EXAMPLE: Entries submitted in Hy-tek format require no hard copy entry forms. Email is preferred for electronic entries; however, disks are also acceptable. A completed and signed Entry Summary Sheet (included in the announcement) and payment in full must be received by the Meet Entry Coordinator by the entry deadline (also may be within x hours of receipt of entries, etc.). A swimmer’s age on the first day of the meet will determine their age for the entire meet. HOST TEAM entries will be entered first and then accept teams/entries in the order received, until the four/eight-hour rule is reached. Entries received thereafter will be returned immediately. All relay only swimmers including alternates must be listed and pay the LSI Travel Fund surcharge.
ENTRY LIMITATIONS	Swimmers may swim a maximum of x individual events plus x relays per day and a total of x individual events and x relays for the meet. Also include limitations on number of swimmers, event limitations, and team relay limitations, if applicable.
ENTRY VERIFICATION	An email will be sent to the person submitting the entry confirming receipt of the entry within 48 hours of receipt.
ENTRY DEADLINES	The Meet Entry Coordinator must receive entries by the date and time listed in the Deadline and Meeting Summary (note: no earlier than 10 days prior to the start date of the meet). Also include: No late entries will be accepted. There will be no on deck entries. OR Late entries may be accepted at the discretion of the Meet Referee. There will be no on deck entries.

ENTRY FEES

Make checks payable to: HOST TEAM ; All fees are non-refundable	
Individual Event	\$x.xx per event; see LSI rules for any restrictions
Relays	\$x.xx per relay; see LSI rules for any restrictions
LSI Travel Fund	\$3.00 per swimmer, including relay only swimmers
Facility Surcharge	See LSI rules for any restrictions
Late Entry Fee	\$x.xx; up to double the IE and relay fees listed

SEEDING

The conforming time standard for this meet is short **OR** long course yards. Swimmers will be seeded and swim from slowest to fastest unless otherwise indicated. All non-conforming times will be seeded last in rank order

CHECK-IN

An event check-in, located where? will be required for the following events:

- 11-12 500 free
- 13-14 500 free
- 13-14 400 IM, etc.

Check in for event will be as stated in the Deadline and Meeting Summary (suggest ½ hour prior to session start to scratch, seed, and produce meet programs). You must include a penalty for not checking in. **EXAMPLE:** Swimmers that fail to check in will be scratched from the event and not seeded. Also include a penalty for those that do check in but fail to compete. **EXAMPLE:** In check-in events, a swimmer who has checked in, been seeded, and fails to complete in said event, shall be barred from his/her next individual event. If no penalty is stated, no penalty may be accessed.

SCRATCHES

EXAMPLE: There will be no penalty for scratching pre-seeded events at the block. If following the LSI Scratch Rule: The LSI Scratch Rule is in effect for this meet. Include the scratch rule (on a separate page) and any penalties that may be accessed.

SCORING

List points and places that will score, if applicable. If not, state: No team or individual scoring will be kept. For example: All scoring will be on a sixteen (16) place basis.

- Individual events: 20-17-16-15-14-13-12-11-9-7-6-5-4-3-2-
- Relay events: 40-34-32-30-28-26-24-22-18-14-12-10-8-6-4-2; only 2 relays per gender may score for each team.

AWARDS

List awards for individual events and relays for the number of places. List any high point/teams awards also. **EXAMPLE:** Ribbons will be awarded to the top 8 finishers in each age group, 8 & Under, 9-10, 11-12, and 13-14. No ribbons for Senior/Open events. No relay awards will be given.

RESULTS

EXAMPLE: Results will be posted on HOST TEAM's website within 24 hours of the meets conclusion. At the conclusion of the meet, teams may obtain Hy-tek backups either on a memory stick or via email attachment.

COACHES

All coaches on deck must be registered and certified with USA Swimming. Meet Management will require all coaches to show proof of such by prominently displaying their registration card or be prepared to show their Deck Pass virtual membership card upon request. There will be a coach/general meeting at the date and time listed in the Deadline and Meeting Summary. Other meetings may be held at the meet referee's discretion. Meet Management requests that at least one coach representative from each team attend all coaches' meetings.

OFFICIALS/TIMERS/ VOLUNTEERS

There will be a need for officials. **HOST TEAM** welcomes and encourages anyone willing to volunteer. Volunteering Officials **MUST** contact the Meet Referee by email **prior to the meet**. All officials on deck must be registered and certified with USA Swimming. Certification will be verified by Meet Referee the day before the meet / session. There will be no officials meeting at the meet, and assignments will be communicated electronically prior to each session. A virtual meeting may be held prior to the meet / session at the referee's discretion, and all assigned officials are strongly encouraged to complete an individual personal review of applicable USAS rules for their assigned position prior to the meet. Officials should report to their assigned position 10 minutes before session start, and bring a mask, your personal water bottle, a writing utensil, and a headset (if applicable).

HOSPITALITY/ CONCESSIONS

There will be a hospitality area open to all coaches and officials. Refreshments will be available at the concession stand.

WARM-UP

In accordance with USA Swimming guidelines, there will be a published warm-up procedure for all swimmers and coaches attending the meet. The Marshall will ensure all teams, coaches, and swimmers follow all warm-up procedures. Meet Management reserves the right to change warm-up times according to the number of entries. During the competition, there will be lanes available for continuous warm-up/down (if available). **There is to be no diving or horseplay in this area.**

WAIVER/RELEASE

As a team entered in this meet, upon entry you are verifying that all of the swimmers and coaches listed on the enclosed entry are registered with USA Swimming. You acknowledge that you are familiar with the Safety Rules of USA Swimming, Inc. and Louisiana Swimming, Inc. regarding warm-up procedures and meet safety guidelines, and that you shall be responsible for the compliance of your swimmers with those rules during this meet. **TEAM HOST, FACILITY**, Louisiana Swimming, Inc., and USA Swimming, Inc., their agents, employees, and coaches shall be held free and harmless from any and all liabilities or claims for damages arising by reason of illness or injury to anyone during the conduct of this meet. You acknowledge that by entering this meet, you are granting permission for the names of any or all of your team's swimmers to be published on the internet in the form of Psych Sheets, Meet Results, or any other documents associated with the running of this meet.

IMAGE RELEASE

All participants agree to be filmed and photographed by the host club approved photographer(s) and videographers and to allow the right to use names and pictures before, during, or after the meet such as in public psych sheets, heat sheets, and results or featured on the host club or LSI website or social media or in public broadcast of the event via television or webcast. Parents and guardians of minor swimmers who do not wish their swimmers to participate in interviews or have individual pictures featured on any media should inform their team's head coach and the Meet Direct prior to the swim meet.

ORDER OF EVENTS

DAY, DATE

Warm-up: TIME; Meet Start: TIME

Girls/Women	Event	Boys/Men

DAY, DATE

Warm-up: TIME; Meet Start: TIME

Girls/Women	Event	Boys/Men

DAY, DATE

Warm-up: TIME; Meet Start: TIME

Girls/Women	Event	Boys/Men

Meet Name
Summary of Fees/Release Form

Complete and email or mail this form along with entry fees to (checks payable to HOST TEAM):

HOST TEAM
ATTN: ???
STREET ADDRESS
CITY, STATE ZIP
Email to: ???

Team Name	
Club Code	
Coach	
Coach Phone	
Coach Email	
Team Address	

Item	Total Number	Cost per	Total
Individual Entries		\$x.xx per event	
Relay Entries		\$x.xx per relay	
Swimmers (Travel Fund & Facility Surcharge)		\$x.xx per swimmer	
Total Fees Due			

Waiver, Acknowledgement and Liability Release:

I, the undersigned coach or team representative, verify that all of the swimmers and coaches listed on the enclosed entry are registered with USA Swimming. I acknowledge that I am familiar with the Safety Rules of USA Swimming, Inc. and Louisiana Swimming, Inc. regarding warm-up procedures and meet safety guidelines, and that I shall be responsible for the compliance of my swimmers with those rules during this meet. TEAM HOST, FACILITY, Louisiana Swimming, Inc., and USA Swimming, Inc., their agents, employees, and coaches shall be held free and harmless from any and all liabilities or claims for damages arising by reason of illness or injury to anyone during the conduct of this meet. I also acknowledge that by entering this meet, I am granting permission for the names of any or all of my team's swimmers to be published on the internet in the form of Psych Sheets, Meet Results, or any other documents associated with the running of this meet.

SIGNATURE (Coach or Club Representative)

CLUB

TITLE

DATE