

Sanctioned Meet Announcement Basic Checklist

Requirements of Sanction

- 202.4.10 – liabilities/damages statement

202.4.11

- A - awards
- B - warm-up schedule
- C - water depth
- D - racing starts
- E – membership
- F – on deck registration
- G – certified pool
- H – recording devices
- I – deck changes
- J – drone operation
- K – held under USA Swimming sanction statement
- L – liabilities
- M – MAAPP statement
- N – medical assistance

Facilities

- Location
- Access points spectators
- Deck access coaches and athletes
- Admissions/Heat Sheets
- Misc. - Concessions, parking, meet mobile, live results, etc.

Contact Information

- Entry Chair
- Meet Referee
- Admin Referee
- Meet Director(s)

Fees

- Event/ Team fees
- Surcharges

Pool Information

- Number of Lanes
- Course length (Y/L/S)
- Warm-up area/pool
- Timing Equipment
- Hours open
- Locker rooms – age related

Entry Process

- Contact
- Process to enter
- Dates open/close
- Qualifying period
- Eligibility
- Proofs if needed
- Updates/changes times
- Late entry process
- Info on 4-hour rule if applicable

Events

- Days/Sessions
- Order of events
- Time standards
- Limit per day/meet
- Age groups

Misc.

- LSC Policies
- Sanction Number(s)
- USA Swimming Policies (i.e. previous COVID statement, Safe Sport 360)
- Ready Room for finals

Team Registration

- Location
- Time
- Payment
- Waivers

Technical/Coaches meeting

- When
- Where
- Mandatory?

Publications

- Psych Sheet
- Heat sheets (Meet mobile, physical, etc.)

Meet Conduct

- Seeding
- Scratches
- Positive check-in
- Distance event and heat order

Scoring/Awards

- Schedule for presenting
- Scoring

Officials

- Sign-up
- Meet when/where
- Uniform
- OQM

Volunteers

- Sign-up
- Requirements
- When/where meeting