

Montana Swimming Meet Contract and Sanction Checklist

The standardized meet information/contract template has been developed as an aid to prepare, review, and sanction meet contracts in Montana Swimming. The template is in table format and can be easily edited and adjusted.

This checklist is organized to correspond to each item on the template. Most sections are mandatory and shall include the wording as given **in bold**. Red lettering indicates specific meet information that must be entered for the specific meet. These sections do not need to be bolded or in red in your meet contract but are bolded or in red in the template for you to note and include in your meet contract. Other wording is variable and may be customized for the individual meet. Have your meet referee review the meet contract for any errors prior to submitting for sanctioning.

INSTRUCTIONS:

Upon completion, e-mail a Word file of your meet contract and the sanction form to the MT Swimming Sanction Chair (General Chair) 60 days prior to the meet date. Also e-mail a copy of the files to your meet referee and meet director. Mail the required fees to the Sanction Chair when you submit the contract for sanctioning. No meets will be sanctioned without the payment of sanction fees. Refer to the MT Swimming website for the sanction form and the meet fees. Sanctions for intra-squad team meets, dual meets or time trials can be submitted less than 60 days from the meet date. Earlier is better, however. The Sanction Chair will send the meet contract to be reviewed by the Officials Chair. These people will respond with any comments and/or questions necessary to approve the sanction request. Once the questions have been resolved, the Sanction Chair will approve the sanction request and send it to the MT Swimming webmaster to post on the website.

The Meet Manager software file should be named in the following manner: Year, MT, Team Abbreviation, and Meet Name. Please send the event file to the webmaster to post on the website. The meet information will also be added to the Officials Tracking System by the Officials Chair.

MUST BE INCLUDED:

- Include the headings on the meet contract. Team logo (optional), meet name (year, team abbreviation, and meet name), host, dates
- Include the meet referee, meet director, and meet registrar names and their contact information.
- Facility: Include all the pertinent information including description of the pool and venue, starting platforms, timing system, lane width, elevation, course, pool depth at both ends, warm-up cool down pool or lanes, and any other information such as

parking, locker rooms, or parking fees. Include if the competition course is certified or not. Course certification and pool depth at both ends is required information and the required wording is included.

- Meet Format: Meet classification such as timed finals, prelims/finals, Championship, Senior, Age Group. Pre-seeded unless otherwise indicated. Included if events are seeded as girl-boy or mixed, if swimmer in distance races need counters and timers, if distance races are seeded alternating girls and boys, etc.
- Safety: mandatory wording is given. Add additional facility rules if needed.
- Racing Starts: Mandatory wording is given.
- Rules: Mandatory wording is given. Any additional rules shall be listed.
- Eligibility: Mandatory wording is given. Include any minimum/maximum time standards for qualifications to enter the meet, teams invited, etc.
- Swimmers with Disabilities: Mandatory wording is given. Add any additional information such as scoring for disabled swimmers. Place host team name in statement in two places.
- Entries: Examples given. Add additional information and adjust as needed. Add entry deadlines for the meet. State if online meet entries will be accepted.
- Entry Verification: A statement to the team verifying entries have been received. Example given.
- Entry Deadlines: State day and time entries must be received by. If accepting later entries for individuals only, state date and time entries must be received an hour submitted (phone or e-mail). Entries cannot be due any earlier than 10 days prior to the meet start date. Fill in red dates, times, e-mail, mailing address, and phone number. Examples given.
- Entry Fees: Include all fees to be paid. Examples shown.
- Seeding: Revise statements as needed. State if events will be seeded slowest to fastest, fastest to slowest, alternating girls and boys for distance events, or mixed.
- Check In: List all events that require a positive check in and when and where the check in will take place. Include any penalties for not checking in or for checking in and failing to compete. Examples given.
- Scratches: List all scratch procedures and any penalties. Examples given.
- Scoring: List points and places that will score if scoring is taking place.
- Awards: List any awards that will be given.

- Results: mandatory wording given. List any other sites where the results will also be posted such as the meet host's website.
- Warm-ups: Mandatory wording given. State if a warm-up cool down pool or lanes are available, warm-up start times, and where the warm-up schedule will be posted prior to the meet. Add other information as needed.
- Officials/Timers: Mandatory wording is given. Include when and where the officials meetings will be held. Include lane timer assignments or where the sign up sheet will be posted.
- Coaches: Mandatory wording is given. Include time and place for the coaches meetings. Add additional wording as needed.
- Protests: Explain how protests will be handled. Example given.
- Hospitality: If there is hospitality is provided, state for whom and where located.
- Concessions and Swim Shop: Add wording if concession and swim shop will be available and items that may be sold if desired.
- Spectators: Add information here for spectator seating, closed decks, if parents can be behind the blocks or in the coach seating area, etc as needed for the meet. This information could be included instead under the facility heading.
- Other Information (optional): Add in hotel or sponsor information, camp information, t-shirt order information, etc. Add any other pertinent meet information. May also be added in a larger format on another full page after the meet summary/waiver sheet.
- Order of Events or Event List: Include the event list, dates, girls and boys event numbers or mixed numbers if seeded mixed, age groups for the event or open, and other necessary information.
- Entry Fee Summary and Waiver/Release: Include the summary/meet fees information, club/coach information, and the mandatory wording for the waiver/release adding in the host team name and other information as needed.

Other information that could be placed at the end of the meet contract:

- Time standards
- List any meet sponsors
- Map of pool location
- List of hotels or restaurants in the area
- Special items of interest to the participants such as workshops, clinics, or camps
- T-shirt order forms
- Discount coupons from sponsors
- Other information