

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 may be 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 Officials Chair preferably 60 days or more 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 Finance Vice Chair when you submit the contract for sanctioning. No swim 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 Officials Chair will respond with any comments, corrections, and/or questions necessary to approve the sanction request. Once the questions have been resolved, the Officials Chair will approve the sanction request and copy the MT Swimming webmaster. The host team must send the sanctioned meet contract (including the sanction number) in Word format and the event file to the MT Swimming Webmaster to post on the website. Also copy the MT Swimming Times Chair so the meet can be added to SWIMS.

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 Times 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, meet registrar, and admin official 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 whether 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 an age group timed finals, prelims/finals, dual, time trials, Championship, Senior, Age Group. Pre-seeded unless otherwise indicated. Include if events are seeded as girl-boy or mixed, if swimmers in distance races need counters and timers, if events require positive check-in, 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. No deck changing is allowed, which must be included.
- MAAPP: MAAPP and safe sport wording must be included.
- Medical: Medical information must be included such as if a first aid station available, lifeguards on duty, AED, and if EMS is available and how to contact them.
- 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.
- 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 and how 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 provided, state for whom and where located.
- Concessions and Swim Shop: Add wording if concessions 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

Meet fees are due to the Montana Swimming Finance Vice Chair by no later than 20 days after the last day of the meet. Submit the fees as detailed on the meet financial report form. The final copy of the meet financial report form must be submitted to the Montana Swimming General Chair and Treasurer within 45 days after the last day of the meet. Teams who fail to submit meet fees to Montana Swimming will be required to submit all fees before the team may compete at any Montana Swimming championship meet.

Dual Sanctioned Meet with Masters: If the meet is dual sanctioned for masters, see the meet contract template for required wording to be added. To dual sanction, once the meet is sanctioned by Montana Swimming send the meet contract to the Montana Masters Sanction Chair to review and make any corrections or changes. Once approved, the host team shall then go to the www.usms.org site and apply for a masters sanction. There is no sanction fee. Results must be sent to the Montana Masters top times chair after the meet.