

FGC SWIM MEET HOST INFORMATION AND WORKSHEET

BIDDING FOR A MEET

- Submit bid application form to Technical Planning Chair by bid application deadline • Submit meet sanction fee - \$25 for Sizzlers/Developmental meets, \$100 for all other meets. Please note: the meet sanction fee is \$250 for meets added to FGC meet calendar after the bid deadline • Make checks payable to: Florida Gold Coast Swimming or arrange for credit card payment with FGC Treasurer

60 DAYS PRIOR TO A MEET

- Submit your proposed Meet Announcement and Team Manager Event File to:
 - Allan Golding at fgcmeetsanction@gmail.com Age Group Meets
 - Chris Anderson at canderson@swim4comets.com Senior Meets

MEET ANNOUNCEMENT

The meet announcement is required by USA Swimming and FGC Swimming rules to provide certain information and statements which are outlined below. Using the meet announcement templates available on the FGC Swimming website makes meeting these requirements easy.

- Name and dates of meet
- Sanction number
- Host Name
- Location
- Dates and times for all sessions and warm-up periods
- Format
- Pool/ Timing Information
- Eligibility criteria
- Description of entry procedures, limits, fees and deadlines
- Entries must be limited to a maximum of three (3) per day for prelims finals meet and six (6) per day for meets with only timed finals events.
- Session length planning:

USA Swimming four hour rule:

- All sessions containing events for 12&U swimmers, including events that are nominally “open” events but which are internally multi-aged with 12&U age brackets, must be planned so that the last such event concludes within four hours of the session start.

- If such events are contained within multiple sessions in a day, then the last such event of the day must be planned to conclude within four hours of the start of the first session of the day containing such events.
- If 12&U events are included in multiple sessions, but structured in such a way that that any individual swimmer cannot enter events in multiple sessions (ie 9-12 in session 1 and 8&U in session 2) then the four hour rule attaches to each session individually, but not to the combination of sessions.
- In the case of a prelims and finals meet that contains 12&U events, both the prelims and finals sessions must be planned so that the last such event concludes within four hours of the session start.

FGC five hour guidance:

- All sessions containing only 13&O events or non-multiage Open events should be planned to conclude within five hours of the session start.

Evidence of four or five hour planning includes:

- Splitting sessions up by 12&U and 13&O rather than combining them into one single session
 - Using meet entry caps (ie: accepting only the first xxx athletes, then closing the meet)
 - Using meet time caps (ie: accepting entries until timelines reach four hours, then closing the meet)
 - Restricting the number of entries accepted into distance events
 - Using qualifying times
- Awards (see table outlining FGC guidance for awards below):

Meet Type	Individual Events	Relay Events
Sizzlers and Developmental Meets	Ribbons for 1st – nth place	Ribbons for top three teams
Invitationals	Medals for 1st – 3rd; Ribbon 4th - nth	Ribbons for top three teams
Junior Olympics and Winter Championships	Medals for 1st – nth place	Medals for 1st – 3rd place
Senior	No awards	No awards

* n = number of lanes used in competition.

** 13 & Over swimmers achieving ribbons may be required to specifically request a ribbon.

- Meet Referee. Must be certified as a Meet Referee or Referee/Deck Referee if certified by another LSC that does not use the Meet Referee certification level in OTS.
- Scratch procedures (if applicable)
- Order of events
- **USA-S Rule 202.4.11 Required Statements - Application for sanction must be accompanied by a copy of the complete meet announcement which must include the following:**
 - 1) A statement of the nature of prizes to be awarded.

- 2) A complete schedule of lanes and times for all warm-up procedures which must be adhered to by all participants.
- 3) Information about water depth measured for a distance of 3 feet 3-1/2 inches (1.0 meter) to 16 feet 5 inches (5.0 meters) from both end walls.
- 4) The following statement: "Any swimmer 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."
- 5) A statement that no swimmer will be permitted to compete unless the swimmer is a member as provided in Article 302.
- 6) A statement indicating whether on-deck registration will be permitted and under what conditions.
- 7) The following statement: "Use of audio or visual recording devices, including a cell phone, is not permitted in changing areas, restrooms or locker rooms."
- 8) The following statement: "Deck changes are prohibited."
- 9) The following statement: "Operation of a drone, or any other flying apparatus, is prohibited over the venue (pools, athlete/coach areas, spectator areas and open-ceiling locker rooms) any time athletes, coaches, officials and/or spectators are present." Exceptions may be granted with prior written approval by the Program & Events Committee Coordinator (or his/her designee).
- 10) The following statement: "Held under the sanction of USA Swimming."
- 11) The following statement: "It is understood and agreed that USA Swimming shall be free from any liabilities or claims for damages arising by reason of injuries to anyone during the conduct of the event."
- 12) The following statement: "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."
- 13) A description of the medical supervision (e.g., lifeguards, EMT, AED device, etc.) available to athletes participating in the meet.
- 14) For open water competitions, the policy for abandonment, the race timeline, the course map, and a statement whether the race will be an "escorted" or "unescorted" event.

- **Florida Gold Coast Required Statements:**

- Current Rules - Includes the following statement: 20XX USA Swimming and FGC rules will govern this meet. Safety rules as outlined by USA Swimming and as recommended by the Referee, will be in effect.
- Conflict of Interest - Includes the following statement: Unauthorized sale, advertisement and promotion of products and/or services at the location of the competition as well as its vicinity are not allowed without the written request and written approval of the meet host and meet director. All requests must be submitted to the meet director no later than 10 days prior to the first day of the competition. Failing to comply with such order will result in removal from the facility and/or immediate vicinity
- Camera Free Zone - Includes the following statement: The Florida Gold Coast Swimming CAMERA FREE ZONE policy is in effect at this meet. No person may use a camera or any other device capable of recording still or video images in the area behind the starting blocks, in the locker rooms, changing areas,

showers or restrooms. Violators may be reported to law enforcement or other governmental authorities and/or may be barred from the facility during the sanctioned event.

- MAAPP - Includes one of the two following statements: 1) All applicable 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 the MAAPP policy is a condition of participation in the conduct of this competition; or 2) Current USA Swimming Rules, including the Minor Athlete Abuse Prevention Policy (“MAAPP”), will govern this meet.
- Statement concerning swimmers with a disability must be included, ie: “Swimmers with a disability are welcome to enter this meet. The coach or entry chairperson must alert the meet director, as to the need for any special accommodations or seeding arrangements at the time the entry is submitted.”
- Statement concerning unregistered “teams” with unattached, but registered swimmers, ie: “Non-registered or nonexistent teams must submit entries for swim meets by email with the information about the athletes (date of birth, name, USA-S ID#, events and entry times). The entries are considered deck entries since they have to be entered manually and they will be charged accordingly, which currently is double the stated amount in the meet announcement.”
- Refunds - Includes statement: Once the team or individual entry has been received and processed, there will be no refunds unless FGC RR 1.16(a) applies.

FGC OFFICIALS COMMITTEE CONTACT INFORMATION

Officials Committee Chair	Steve Goldman	goldman_s@comcast.net
Assistant Chair	Kathy Fish	albanyfish@yahoo.com
At-large	Fabio Meira	fabiom1@hotmail.com
Miami-Dade and Monroe	Juan Pelaez	jepelaez@bellsouth.net
Miami-Dade and Monroe	Deb Gembicki	
Broward	Allan Golding	allan.c.golding@comcast.net
Palm Beach	Scott Boggs	sboggs303@aol.com
Palm Beach	Dee Herfurth	
Palm Beach	David Katz	
Open Water	Hector Acevedo	hacevedo1@yahoo.com

SEVEN DAYS PRIOR TO THE MEET

Email the meet registration file from Meet Manager to the FGC Registrar, Dick Cavanah at: npbcoach4@aol.com. When you receive the registration exception report from the registrar:

- Make all the necessary attachment changes in Meet Manager
 - Unattached teams should be abbreviated as UN-##.
 - The short name for unattached teams should be left blank

- Make a note of all the unregistered swimmers. Do not seed them or allow them to swim unless/until they prove they have become registered
- Notify the affected teams of the attachment and registration exceptions. It is their responsibility to register any unregistered swimmers.
- Add the sanction number to the meet database: Setup / Report Preferences / Report Headers. Tick the "Include Sanction # with Header 1" Box.

AFTER THE MEET

- The following items must appear on all pages of the results:
 - Name of the meet
 - Meet date(s)
 - Sanction Number
 - All unattached swimmers must be changed to: UN-FG
- **Within 3 Days of the meet conclusion:**
 - Electronic Backup-A complete electronic Meet Manager backup must be forwarded to the LSC NTV immediately after the meet results are final. It should not be later than 3 days after the meet.
 - Allan Golding at: allan.c.golding@comcast.net
 - Electronic Results – A complete electronic Meet Manager TM Result File must be sent to the FGC Webmaster for posting on the FGC web site.
 - Electronic Results – A complete electronic Meet Manager TM Result File must be sent to all participating teams.
 - Meets that are run with other software must provide complete results in USA Swimming SDIF.
- Meet Paperwork File Storage – Host team must retain all paperwork related to the meet for two years. Paperwork should include, but not limited to: Timers' Lane Sheets, Timing Systems sheets, Referee's Heat Sheet, DQ sheets or log, Relay cards with names in correct order, deck entry sheets, etc.

Failure to comply with any of the items listed under Before, During and After Meet Procedure sections may result in a fine and/or other penalties by the FGC Board of Directors or its designee.

* **Within 30 days of the meet conclusion:**

* You must send your Financial Report, including the MM Entry Fees Report, to Dick Cavanah (FGCoffice@fgcswim.org) after the meet. The Meet Fees Workshop is at this link:

https://www.teamunify.com/szfgslsc/UserFiles/Image/QuickUpload/meet-fees-worksheet-rev-040122-3_028869.pdf

- Make a check payable to: FGC Swimming, Inc., or arrange for Credit Card charge.