

## Florida Swimming Model Meet Announcement Letter

The following is a “model” to help with choices or options for writing FL Meet Announcement Letters.

- **An asterisk \* indicates some of the options available under each category, and is in green. None of these options are required, it is up to the Meet Management as to the use of these options, or others that may better fit the parameters of your meet.**
- **Parenthesis ( ) indicate the specifics you fill in for your meet, and are in blue.**
- **NOTES are for the edification of meet management in the writing of the letter, and are in red.**

It is recommended that all meet letters be given to the Head Referee who has agreed to the Referee assignment before sending the meet announcement letter and sanction request to the Florida Swimming office for sanction or approval. The referee may be able to make suggestions or identify possible clarifications needed to eliminate potential problems.

\*\*\*\*\*

(Name of Meet)

Sanctioned By: Florida Swimming of USA Swimming # \_\_\_\_\_ or Held Under Sanction  
of USA Swimming/Florida Swimming # \_\_\_\_\_

“In granting this approval it is understood and agreed that USA Swimming and Florida Swimming shall be free and held harmless from any liabilities or claims from damages arising by reason of injuries to anyone during the conduct of the event.”

Condition of Sanction: **ALL STATEMENTS BELOW MUST BE PLACED IN FL MEET ANNOUNCEMENTS!**

1. Any swimmer entered in the meet, 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.
2. 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 104.2.2(C).
3. Except where venue facilities require otherwise, changing into or out of swimsuits other than in locker rooms or other designated areas is not appropriate and prohibited.
4. 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 USA-S Vice President of Program Operations.
5. 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.

Hosted By: (Name of Host Swim Team)

Type of Meet: \* 25 Yard/25 Meter/50 Meter Course  
\* Timed Finals (Age Group(s), Senior)  
\* Prelims, Finals (Bonus, Consolation, Championship, Age Group(s), Senior)  
\*Consolation Finals will be followed by Championship Finals for Age Group(s), Senior  
\*Championship Finals will be followed by Consolation Finals for Age Group(s), Senior  
\*The (state event(s)) will be swum as a timed final event in prelims.  
\*All relays will be conducted as timed final events and swum in preliminaries  
\*Meet management may opt to use fly-over starts at this competition. **NOTE: If this option is used, it is recommended that it be used consistently throughout the meet, and the referee meets with the coaches to outline exactly how it will be implemented.**

Dates & Times: (Day, date[s], year, time[s] for warm-up and competition)

Pool Specifications: Water depth at the competition starting end is a minimum of \_\_\_\_ feet, \_\_\_\_ inches and the turn end is a minimum of \_\_\_\_ feet, \_\_\_\_ inches.  
\* Indoor/Outdoor \* Long course meters/Short course meters/Short course yards  
\* Number of lanes in pool \* Number of courses to be used for the meet, prelims and/or finals  
\* Non-turbulent lane lines \* Type of starting blocks  
\* Available warm-up/wane-down available during meet \* Any unusual physical situations

Medical Supervision:  
(Lifeguards on duty and AED device available.)

Timing Equipment: \* Hand held watches \* Colorado/Daktronics Automatic Timing, pads & buttons  
\* Computer scoring \* Type of Score Board

Warm-up: (Day[s], date[s], time[s] of warm-up)  
\*Warm up/down available during meet (how many lanes, where, etc.)

Eligibility: On deck registration (will or will not) be allowed.  
**NOTE: If will is used, add the following sentence. Current registration will be presented to the Referee.**  
\* Open to all currently registered USA Swimming swimmers  
\* Open to all currently registered USA Swimming swimmers who meet the qualifying time standards  
\* Open to all currently registered USA Swimming swimmers who have not met the FLAGs qualifying time standard  
\* Open to currently registered USA Swimming swimmers who are members of invited teams

Entry Limit:  
\* 3 individual events per day **NOTE: maximum events allowed in a prelim/final session.**  
\* 5 individual events per day **NOTE: maximum events allowed in a timed final session.**  
\* ( ) individual events for each day.  
\* ( ) individual event for the meet.  
\* Plus Relays  
\* Entries that exceed the entry limit(s) will automatically be dropped when they exceed the limitfor the meet and or day  
\* The total number of entries will be limited to ( ) swimmers. The following criteria will beused in limiting the meet size: **NOTE: list as you desire, as long as the criteria are clear.**  
\*Each team may enter a maximum of ( ) relays teams per relay event, designated as A, B, C.  
\*No limit on relay teams, please designate as A, B, C, etc.

Seeding:  
\* Use 25 Yard Short Course times. Conversions, using the formula in the current FloridaSwimming Handbook may be used, for entry and seeding purposes.  
\* Use 25 Meter Short Course Times. Conversions, using the formula in the current Florida Swimming Handbook may be used for entry and seeding purposes. \* Use 50 Meter Long Course times. Conversions, using the formula in the current Florida Swimming Handbook may be used for entry and seeding purposes.

Scratch Penalty: **NOTE: Teams may alter these scratch rules to design their meet to desired standards, but changes should be very specific and understandable. \***  
No penalty for scratches on the block.  
\* No penalty for scratching on the block with the exception of deck seeded events. Any swimmerentered in a deck seeded event that has checked in for the event must swim the event unless he/she notifies the clerk of course before the seeding has begun that he/she wishes to scratch. Failure to do so will result in the swimmer being barred from his/her next individual event in which he/she is entered on that day or the next day of the meet, whichever is first.  
\* Prelims: No penalty for scratching on the block in prelims with the exception of deck seededevents. Any swimmer entered in a deck seeded event that has checked in for the event must swim the event unless he/she notifies the clerk of course before the seeding has begun that he/she wishes to scratch. Failure to do so will result in the swimmer being barred from his/her next individual event in which he/she is entered on that day or the next day of the meet, whichever is first.  
\* Finals: Any swimmer who competes in a preliminary heat and qualifies as one of thefinalists, as originally seeded, must swim in that events final; or must notify the clerk of course

that he/she intends to scratch from that final's event, within 30 minutes of the announcement of the qualifiers. Swimmers may reverse their intention to scratch and choose to be seeded for finals if they do so within 30 minutes of their last prelim event of the day. Any swimmer seeded in a final who fails to swim that event will be barred from (state penalty here) unless excused by the meet referee because of illness or injury. A swimmer not originally qualified for finals who is seeded into a final due to the scratch of another swimmer will not be penalized for failing to swim in that final.

\*Scratches must be done individually; 'team' scratches will not be accepted.

\*Alternates wishing to swim in an open lane in finals must be standing at the starter's stand, ready to step on the blocks for his/her swim, when the swimmers are called to the blocks. Only the starter will call for the alternate, not the announcer.

Entries:

\*Entries must be submitted on the enclosed entry form, which will serve as proof of entry. All current USA Swimming registration numbers, including relay only swimmers, must be listed on the entry form, and the form must be signed by a current USA Swimming Member. The Master Entry Form must accompany the proof of entries.

\*Hy-Tek Disk with a signed hard copy printout is acceptable as proof of entry in place of the enclosed entry forms. A Master Entry Form must be included. **NOTE: Check with the computer operator for any details that would be required if submitting by disk that would be helpful to include in this information.**

\*Entries must be in USA Swimming SDIF format or Hy-Tek CL2 format. A signed hard copy printout is acceptable as proof of entry in place of the enclosed entry forms. Free text e-mail entries will not be accepted. Disk or e-mailed entries must be accompanied by a backup hard copy of the entry. List all attending coaches, contact phone numbers, and RELAY ONLY swimmers in the body of the e-mail. Corrupted, unreadable, or incorrectly formatted files must be corrected within 24 hours. Errors in entries submitted electronically are the responsibility of the applicant. Electronic mail confirmation will be sent upon receipt of file. If using the enclosed Entry Form, the form will serve as proof of entry. The legal name and current USA Swimming Registration Number for each swimmer must be listed on the Entry Form, including "relay-only" swimmers. The Master Entry Form must accompany the proof of entries and a current USA Swimming Member must sign the form.

Deck Entries

\*Deck entries may be accepted by the Meet Referee or his/her designee, up to (specific time, such as 45 minutes) before the start of the session under the following conditions:

\* Swimmers must meet all other standard requirements of the meet.\* Entry & meet fees must be paid at time of entry (\$10.00) \* A swimmer may not scratch an event to deck enter an event.

\* A swimmer may only deck enter an event that has an existing empty lane, no newheats will be established.

**NOTE: This next option is designed to allow swimmers entered in the meet by the entry deadline to have priority in deck entries, while allowing deck entries for others who were not entered by the entry deadline on a secondary basis if lanes are available.**

\*For a period ending forty-five (45) minutes before the start of the session, deck entries from swimmers who entered into the meet by the entry deadline, but not entered into an individual event or events will be permitted. For a one half hour period, starting (45) minutes before the start of the session, swimmers not entered in the meet may be deck entered. Fifteen (15) minutes before the start of the session, the entries for the session will be closed.

\* Swimmers must meet all other standard requirements of the meet.

\* Entry & meet fees must be paid at time of entry

\* A swimmer may not scratch an event to deck enter an event.

\* A swimmer may only deck enter an event that has an existing empty lane, no newheats will be established.

Entry Fee: **NOTE: Use the fee structure of Florida Swimming or less, currently as follows:**

- \* Timed Final Meet: \$5.50 per individual event; \$6.00 per Relay
- \* Prelim/Final Meet: \$8.50 per individual event; \$10.00 per Relay
- \* Up to \$10.00 facility fee per swimmer for a timed final meet
- \* Any prelims/finals meet host will be allowed to charge a one time facility charge per swimmer entered in a meet as determined by host.
- \* Deck Entry: Up to \$10.00 per individual event **NOTE: If allowed in this meet.**
- \* \$2.00 per out of LSC swimmer
- \* \$3.00 online heat sheet fee

\* Entry fees must accompany entries. Entries will not be accepted without payment. **NOTE: After meet submit to the FS office the Hytek athlete meet entry report breakdown of surcharges owed.**

Entry Deadline: All entries must be received by (Time, Day, Date, and Year)  
**NOTE – This may not exceed more than 10 days before the first day of the meet.)**  
 \*No phone or fax entries accepted, we recommend Express Mail or other rapid mail service.

Mail Entries to: (Team or Person receiving the entries.)  
 (Street Address)  
 (City, State, Zip)  
 (Phone number)  
 \*Make check payable to (\_\_\_\_\_)

Officials: Meet Referee \_\_\_\_\_ Admin. Referee and/or Admin. Official: \_\_\_\_\_  
 Starter: \_\_\_\_\_ Head Stroke & Turn: \_\_\_\_\_  
 Marshal: \_\_\_\_\_ Meet Manager: \_\_\_\_\_

**NOTE: All of these people should be confirmed as being available and willing to work. They must all be current USA Swimming Non-Athlete Members, and the Referee, Admin. Referee or Admin. Official, Starter, and Head Stroke & Turn must be currently certified officials of Florida Swimming. The Marshal must be available throughout all warm up and competition to monitor the competitors and enforce safety procedures. (4 Official positions are now required)**

Scoring: **NOTE: Must abide by Rule 102.7 in the USA Swimming Rules & Regulations, and the details should be outlined in this paragraph.**

Awards: **NOTE: A host team normally decides what awards will be presented, and should be detailed in this paragraph.**

Team Representative: Prior to the start of the meet, the name of one person other than the coach, who will check with the referee about any matter pertaining to the meet, may be given to the referee. For each team, the coach and that person only will be recognized.

Identification: Coaches and Officials shall wear their USA Swimming registration card in a conspicuous location at all times while on deck during a swim meet or prove current coach membership on the USA Swimming app.

Camera Zones: Per Florida Swimming Rule 223.13, Meet Management shall designate and inform the public of “Camera Zones” at each swim meet where both still photography and video photography of a race or a competitor in a race may be taken. Acceptable “Camera Zones” may include, but are not limited to the side courses of a pool, team gathering areas, concession area, turn-end of competition course when not in use as a “start-end,” etc. Meet Management shall also designate “Non-Camera Zones.” Under NO circumstances will Camera Zones include the area immediately behind the starting blocks at either end of the racing course(s) while they are in use for “race starting purposes” during competition and warm-ups, locker rooms, restrooms, or any other dressing area. Any individual failing to abide by this rule could be subject to the Florida Swimming Code of Conduct violation as defined in Rule 239.2.

For Information: **NOTE: This should be the meet manager: name, telephone, fax, email; how teams get needed information concerning any aspect of the meet.**

12-7-2023

Rules:

Current USA Swimming Rules & Regulations will govern.

**NOTE:** Any alteration of rules listed in USA Swimming Rules & Regulations must be outlined under this "Rules" paragraph. Referees are obligated to run a meet strictly based on the information in this letter. An approved alteration currently permitted is:

**\*A declared false start under 101.1.3E or deliberate delay of meet under 101.1.5 is not permitted and will be regarded as a failure to compete.**

Events:

(Also, attach the Meet Event page and qualifying times, if applicable.)

**WARM-UP SCHEDULE**

NO EQUIPMENT PERMITTED

SWIMMERS MUST ENTER THE WATER FEET FIRST WITH AT LEAST ONE HAND IN CONTACT WITH THE POOL DECK EXCEPT WHEN EXECUTING A CONTROLLED RACING START, SUPERVISED BY A COACH.

\* The referee/marshal may alter warm-up procedures to meet the needs of the swimmers.

General Warm Up (8:00 - 8:30)	Controlled Warm Up (8:30 - 9:00)
Lane(s)	Lane(s)
1 - 8 Circle swimming only	1 Pace 50s - push off
	2 Racing Starts - one way only
	3 Circle swimming only
	4 Circle swimming only
	5 Circle swimming only
	6 Racing Starts - one way only
	7 Racing Starts - one way only
	8 Pace 50s - push off

NOTE: The above warm up schedule is simply an example - host teams must specify the details of their Warm-Up Schedule, Order of Events (example) (Day & Date) Warm up - (Time), Competition - (Time)

Girls	Boys	Age	Event
1	2	10u	50 Breaststroke
3	4	11-12	50 Breaststroke
5	6	13-14	400 IM#
7	8	Senior	400 IM#
9	10	10u	50 Freestyle
11	12	11-12	50 Freestyle
13	14	10u	200 Medley Relay
15	16	11-12	200 Medley Relay
17	18	Senior	400 Medley Relay
19	20	13-14	1500 Freestyle##
21	22	Senior	1500 Freestyle##

\*# Events 5 - 8 (400 IM) will be deck seeded and combined by gender regardless of age, but scored separately.

\* Swimmers must check in by 8:30 am to swim.

\* Swimmers must check in by 8:30 am to be seeded. Swimmers failing to check in may swim in open lanes if available, no new heats will be established. Open lanes will be filled in the order requested until filled, or by draw if there is a conflict as to what swimmer gets an open lane.

\*There will be a 10 minute break between event 18 and the beginning of the 1500s.

\*## Events 19 - 22 (1500 Freestyle) will be deck seeded and combined by gender regardless of age, but scored separately. \* Only the fastest 16 girls and fastest 16 boys, regardless of age will be seeded, and will be swum fastest to slowest alternating girls and boys. Additional heats will be swum if time permits.

\* Swimmers must check in by 10:00 am to swim.

\* Swimmers must check in by 10:00 am to be seeded. Swimmers failing to check in may swim in open lanes if available, no new heats will be established. Open lanes will be filled in the order requested until filled, or by draw if there is a conflict as to what swimmer gets an open lane.

MASTER ENTRY FORM  
(MEET NAME)  
(CHARTERED HOST CLUB NAME)  
(MEET DATE)

Team Name \_\_\_\_\_ Call Letters \_\_\_\_\_

Address \_\_\_\_\_

Coach \_\_\_\_\_ LSC \_\_\_\_\_

Home Phone \_\_\_\_\_ Office Phone \_\_\_\_\_

Swimmer/Coach Registration

I certify that all individuals listed on the attached entry forms are currently registered members of USA Swimming and are eligible to compete in this meet. I further certify that one or more of the following coaches will be on-deck supervising the activities of these individuals during all warm-up and competitive sessions at the meet.

Name of coach	Team
_____	_____
_____	_____
_____	_____
_____	_____

I certify that the individuals listed above are currently registered USA Swimming members and that I am a current USA Swimming registered Non-athlete member.

\_\_\_\_\_  
Signature Team Date

Entry Deadline: (Date & Time) – (no more than 10 days from the meet date!)

Mail to: (CLUB ADDRESS & CONTACT)

Financial Recap - We have entered the following:

_____ Deck Entries x (FEE)	\$ _____
_____ Total Swimmers x (FACILITY FEE)	\$ _____
_____ Total Swimmers x (TF EVENT FEE)	\$ _____
_____ Total Swimmers x (PF EVENT FEE)	\$ _____
_____ Total Relays x (RELAY EVENT FEE)	\$ _____
TOTAL	\$ _____

Make check payable to: (HOSTCLUBNAME)