

MEET ANNOUNCEMENT and FILE CHECKLIST

Application for sanction must be accompanied by a copy of the complete meet announcement which must include the following. The online sanction application can be found here: <https://forms.gle/JeXdWxT4YDstT1fVA>

Section 2255 - If the required Kentucky Swimming sanction information is not received or postmarked 45 days prior to the first day of the meet, then a \$25.00 per day fine will be imposed until such information is received. The maximum fine will be \$250.00. Any requests for sanction that are not received at least 10 days prior to the first day of the meet, will not be approved (Section 1620 Sanction Request).

- SWIMMERS WITH A DISABILITY (optional but highly recommended)

SWIMMERS WITH A DISABILITY (SWAD): Entries for swimmers with a disability should be handled in the following manner.

- 1) Enter the swimmer in the Hy-Tek database.
- 2) Complete and submit with entries the **Swimmers with a Disability Coach and Meet Referee Communication Form** <https://www.gomotionapp.com/team/szkyslsc/page/kylsc-meets>.
- 3) Provide any information about special accommodations needed by the swimmer.

The final determination of seeding will be made by the Meet Referee after consultation with the swimmer and his/her coach.

- The following statement:
Held under the sanction of USA Swimming.
- Information about **water depth** measured for a distance of _____ inches to _____ from both end walls.
- One of the following two statements:
(1) 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
(2) The competition course has not been certified in accordance with 104.2.2C(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.
- The following statement:**
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.
- The following information:**
A description of the medical supervision (e.g., lifeguards, EMT, AED device, etc.) available to athletes participating in the meet must be listed in the announcement.
- The following statement:
Use of audio or visual recording devices, including a cell phone, is not permitted in changing areas, restrooms or locker rooms.
- The following statement:
Deck changes are prohibited.

- 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).
- A complete schedule for warm-up and start times which must be adhered to by all participants.
- A statement indicating whether on-deck registration will be permitted and under what conditions.
- A statement of the nature of prizes to be awarded.
- The following statement:
It is understood and agreed that USA Swimming and Kentucky Swimming, Inc. shall be free from any liabilities or claims for damages arising by reason of injuries to anyone during the conduct of the event.
- The following statement:
No swimmer will be permitted to compete unless the swimmer is a member as provided in Article 302.

PRE-MEET REQUIREMENTS (45 days before the meet)

1. Complete the online sanction application. <https://forms.gle/JeXdWxT4YDstT1fVA>
2. Pay sanction fee by check or Venmo.
Kentucky Swimming – PO Box 163 – Wilmore, KY 40390
Venmo: Kentucky-Swimming (9091)
3. Submit meet announcement for approval.
4. Submit events file for posting.
5. Submit USA-S Registration export file the Monday before the meet.

POST-MEET REQUIREMENTS (within 15 days of conclusion of meet)

Email the KY Swimming office the following.

1. Meet backup file
2. Meet results zipped file
3. Meet results pdf
4. Team Entry Count Report
REPORTS
Team Report
Team Roster Tab
Check Athlete Entry Count
Create Report