**[MEET HOST NAME]**



**PACIFIC SWIMMING [SHORT / LONG] COURSE C/B/A+ MEET**

**[MEET DATES]**

**Enter Online:** **http://ome.swimconnection.com/pc/CLUBCODEYYYYMMDD OR** [**http://ome.fastswims.com**](http://ome.fastswims.com)

**SANCTION:** Held under USA/Pacific Swimming Sanction No.

*In granting this sanction 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.*

**NOTICE: By entering this meet, the Athlete or their guardian consents to the publication, via electronic, print or other media, information and/or imagery related to their participation at this meet. Such information and imagery may include, but is not limited to, photographs, video, web casting, television, psych sheets and live meet results. The results of this meet may be posted in real time on the Internet at [MEET RESULTS URL].**

**USE OF AUDIO AND VISUAL:** Photography and video recording from behind the blocks or starting areas is prohibited unless prior permission is granted by the Meet Referee. Use of any audio or visual recording devices, including but not limited to film and digital cameras, cell phones and tablets, and Google Glass is not permitted in changing areas, rest rooms or locker rooms. Violation of this recording prohibition may result in ejection from the swimming pool facility by the Meet Referee or their designee.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **MEET PERSONNEL:** | ***Meet Referee:*** | [FULL NAME] | ***Head Starter:*** | [FULL NAME] |
|  | ***Meet Marshal:*** | [FULL NAME] | ***Admin Official:*** | [FULL NAME] |
|  | ***Meet Director:*** | [FULL NAME & CONTACT INFO] | | |

**LOCATION:** **[POOL NAME, ADDRESS, CITY, STATE]**

**DIRECTIONS:**

**COURSE: [INDOOR/OUTDOOR XX YARD/METER]** pool with up to **[XX]** lanes available for competition.An additional **[XX]** lanes will be available for warm-up/cool down throughout the competition. The minimum water depth for the shallow end course, measured in accordance with Article 103.2.3, is **[x'x"]** at the start end and **[y'y"]** at the turn end. The Meet Host shall ensure the required course dimensions.

**TIME:** Meet will begin at **[XX:XX]** AM each day with warm-ups from **[XX:XX]** to **[XX:XX]** AM each day. A special warm-up time for 8 and under Athletes only will be held from **[XX:XX to XX:XX]** AM.  **[ADD SIMILAR TEXT FOR ADDITIONAL DAYS SUCH AS A FRIDAY AFTERNOON SESSION]**

**RULES: •** Current USA and Pacific Swimming rules and warm-up procedures will govern the meet. A copy of these procedures will be posted at the Clerk-of-Course.   
• The local facilities guidelines, restrictions and interpretation of the local public health guidelines shall be followed at this meet.  
• 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.

• All events are timed finals.

• All events will swim fast to slow.

• Athletes may compete in **[MAXIMUM #]** events per day.

• All Athletes ageds 12 and under should complete competition within four (4) hours.

• Entries will be accepted until the number of splashes exceeds the estimated timeline, per the “Four-Hour Rule,” based on the Athletes age and gender, or until capacity is reached, whichever occurs first.

•If local conditions warrant, the Meet Referee, with the concurrence of the Meet Director, may require a mandatory scratch down. Immediate cash refunds will be made for any mandatory scratches.

• **All Coaches and Officials must wear their USA Swimming membership cards in a visible manner.**

• **[Description of Medical Supervision available (e.g. lifeguards, EMT, AED, etc.) available to participants**

**ATTENTION HIGH SCHOOL ATHLETES (February through May):** If you are a High School Athlete in season, you need to beUnattached from this meet. It is the Athlete’s responsibility to beUnattached from this meet. You can un-attach at the meet if necessary. This does not apply to Athletes swimming under the rules of the Nevada Interscholastic Activities Association (NIAA). **[DELETE THIS SECTION IF IT DOES NOT APPLY]**

**UNACCOMPANIED ATHLETES:** Any USA Swimming Athlete-Member competing at the meet must be accompanied by a USA Swimming Member-Coach for the purposes of Athlete supervision during warm-up, competition and warm-down. If a Coach-Member of the Athlete’s USA Swimming Club does not attend the meet to serve in said supervisory capacity, it is the responsibility of the Athlete or the Athlete’s legal guardian to arrange for supervision by a USA Swimming Member-Coach. The Meet Director or Meet Referee may assist the Athlete in making arrangements for such supervision; however, it is recommended that such arrangements be made in advance of the meet by the Athlete’s USA Swimming Club Member-Coach.

**RACING STARTS:** Athletes must be certified by a USA Swimming member-coach as being proficient in performing a racing start or must start the race in the water. It is the responsibility of the Athlete or the Athlete’s legal guardian to ensure compliance with this requirement.

**RESTRICTIONS:** • Smoking and the use of other tobacco products is prohibited on the pool deck, in the locker rooms, in spectator seating, on standing areas and in all areas used by Athletes, during the meet and during warm-up periods.

• Sale and use of alcoholic beverages is prohibited in all areas of the meet venue.

• No glass containers are allowed in the meet venue.

• No propane heater is permitted except for snack bar/meet operations.

• All shelters must be properly secured.

• Deck Changes are prohibited.

• Destructive devices, to include but not limited to, explosive devices and equipment, firearms (open or concealed), blades,  
knives, mace, stun guns and blunt objects are strictly prohibited in the swimming facility and its surrounding areas. If observed, the Meet Referee or their designee may ask that these devices be stored safely away from the public or removed from the facility. Noncompliance may result in the reporting to law enforcement authorities and ejection from the facility. Law enforcement officers (LEO) are exempt per applicable laws.

* 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.

• **[ADD ANY ADDITIONAL RESTRICTIONS SPECIFIC TO YOUR POOL]**

**ELIGIBILITY:** • Athletes must be current members of USA Swimming and enter their name and registration number on the meet entry card as shown on their Registration Card. If this is not done, it may be difficult to match the Athlete with the registration and times database. The meet host will check all Athlete registrations against the SWIMS database and if not found to be registered, Athletes shall be required to register online via USA Swimming’s online member registration before being allowed to swim in the meet.

• Athletes in the BB+ Division must have met, at least, the USA Swimming Motivational BB minimum time standard. (For 8 & Under, athletes in the “A” division must have met at least the listed “A” time standard.) Athletes in the B Division must have met at least the listed B minimum time standard. All entry times slower than the listed B time standard will be in the C Division.

• Entries with **"NO TIME" will be [ACCEPTED OR REJECTED]**.

• Entry times submitted for this meet may be checked against a computer database and may be changed in accordance with Pacific Swimming Entry Time Verification Procedures.

• Athletes with a disability are welcome to attend this meet and should contact the Meet Director or Meet Referee regarding any special accommodations on entry times and seeding per Pacific Swimming policy.

• Athletes 19 years of age and over may compete in the meet for time only, no awards. Such Athletes must have met standards for the 17-18 age group.

• The Athlete’s age will be the age of the Athlete on the first day of the meet.

**ENTRY PRIORITY:** Meet entries will be accepted no earlier than 7:00 AM Monday *(date 5 weeks before the beginning of the meet).* Entries from members of *(add "assigned" if this is a dual venue meet with assigned teams)* year-round Zone 2 clubs in good standing entered online by 11:59 PM Saturday*(date 4 weeks before the beginning of the meet)* will be given first priority acceptance. Entries from members of all Zone 2 clubs (year-round and seasonal) entered online between 12:00 AM Sunday *(date 4 weeks before the beginning of the meet)* and 11:59 PM Saturday *(date 3 weeks before the beginning of the meet)* will be given second priority acceptance. All entries from Zone 2, all other Pacific LSC Zones and other LSCs, entered online by the entry deadline will be considered in the order they are received.

**\*\*NOTE**: Athletes who falsify their entry form by listing a club to which they are not legitimately associated will be rejected from the meet. Furthermore, entry fees will not be refunded and they may be referred to the Pacific Swimming Review Committee for disciplinary action.

**ENTRY FEES:** $4.50 per event plus a $**[10.00 SCY/14.00 LCM]** participation fee per Athlete, plus a **[$\_\_\_\_\_\_]** facility surcharge fee per Athlete **(NOT TO EXCEED $20)**. Entries will be rejected if payment is not sent at time of request. No refunds will be made, except mandatory scratch downs.

**MEFAP ENTRY FEES**: $**[10.00 SCY/$14.00 LCM]** participation fee. Registered Pacific Swimming Outreach Athletes are eligible for the Meet Entry Fee Assistance Program (MEFAP). For more information on Outreach Qualification: [**https://www.pacswim.org/userfiles/kcfinder/files/Outreach%20Qualifications%202024.pdf**](https://www.pacswim.org/userfiles/kcfinder/files/Outreach%20Qualifications%202024.pdf)

**ONLINE ENTRIES:** **SWIMCONNECTION:** To enter online go to **http://ome.swimconnection.com/pc/[CLUBCODEYYYYMMDD]** to receive an immediate entry confirmation. This method requires payment by credit card. Swim Connection, LLC charges a processing fee for this service, equal to $1 per Athlete plus 5% of the total Entry Fees. Please note that the processing fee is a separate fee from the Entry Fees. Online entries will be accepted through Wednesday **[APPROXIMATELY 10 DAYS BEFORE YOUR MEET]** **FASTSWIMS:** To enter online go to [**http://ome.fastswims.com**](http://ome.fastswims.com)to receive an immediate entry confirmation. This method requires payment by credit card. FastSwims charges a service fee for this service, 6.5% of the total Entry Fees plus $0.75 per transaction, regardless of number of Athletes. Please note that the service fee is a separate fee from the Entry Fees. Online entries will be accepted through Wednesday, **[APPROXIMATELY 10 DAYS BEFORE YOUR MEET]**.

**CHECK-IN:** The meet will be deck seeded. Athletes must check-in at the Clerk-of-Course. No event shall be closed more than 30 minutes before the scheduled start of the session. Prior to 10:30 AM, close of check-in for each event shall be no more than 60 minutes before the estimated time of the start of the first heat of the event. **Close of check-in for all remaining events for that day shall be at 10:30 AM.** Athletes who do not check in will not be seeded and will not be allowed to compete in that event. Athletes who wish to scratch from an event after the close of check-in are requested to inform the Referee on the starting end of the competition course. **NOTE:** Do not rely on Meet Mobile for event start time **[DELETE IF NOT USING MEET MOBILE]**

**SCRATCHES:** Any Athletes not reporting for or competing in an individual timed final event that they have checked in for/entered shall not be penalized.

**AWARDS:** First through eighth places in each division (C, B, BB) will be awarded for the 9-10, 11-12, 13-14, **[15-16, 17-18 or 15-18]** age groups. First through eighth place in each division (PC-C, PC-B, PC-A) will be awarded for the 8 & Under age group. All athletes achieving an A time for the first time will be awarded a standard A medal, regardless of place achieved in the event. No awards will be given for athletes **[15/17/19]** years of age and older. No awards will be given for Open events. **[ADD ANY OTHER EVENTS WITH NO AWARDS]**. Individual awards must be picked up at the meet. We will not mail or distribute awards after the meet.

**ADMISSION:** Free. A **[PROGRAM DESCRIPTION, FOR EXAMPLE, A ‘2 DAY’]** program will be available for $**[X.XX]**

**SNACK BAR & HOSPITALITY:** A snack bar will be available throughout the competition. Coaches and working Officials will be provided lunch. Hospitality will serve refreshments to timers and volunteers. **[REPLACE WITH APPROPRIATE INFORMATION]**

**MISCELLANEOUS:** No overnight parking is allowed. Facilities will not be provided after meet hours. **[ADD ANY ADDITIONAL INFORMATION]**

**MINIMUM OFFICIALS:** The Meet Referee shall conduct an inventory of Officials and shall compare the number of athletes entered against the number of Officials that worked representing each club per day of the meet. Clubs who fail to provide the required number of Officials, in accordance with the table below, shall be fined $100 per missing Official per day.

|  |  |
| --- | --- |
| **Number of athletes entered in meet per club per day** | **Number of trained and carded officials REQUIRED per club per day** |
| 1-10 | 0 |
| 11-25 | 1 |
| 26-50 | 2 |
| 51-75 | 3 |
| 76-100 | 4 |
| Every 20 Athletes over 100 | +1 |

**EVENT SUMMARY**

**[OPTIONAL – EXAMPLE BELOW]**

**[Create a table for each day showing each age group separately with the events listed in the same order in which the events will be swum]**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **SATURDAY** | | | | **SUNDAY** | | | |
| **8 & UN** | **9-10** | **11-12** | **13-18** | **8 & UN** | **9-10** | **11-12** | **13-18** |
| 25 BR | 200 IM | 200 IM | 200 IM | 50 BR | 50 BR | 100 BR | 200 BR |
| 25 BK | 100 BR | 100 FL | 200 FL | 50 BK | 100 BK | 200 BK | 100 BK |
| 100 FR | 50 BK | 50 BK | 200 BK | 50 FL | 50 FL | 200 FL | 200 FL |
|  | 100 FR | 200 BR | 100 BR | 50 FR | 200 FR | 200 FR | 200 FR |
|  |  | 100 FR | 100 FR |  | 50 FR | 50 FR | 50 FR |
|  |  |  | 500 FR |  |  |  |  |

**EVENTS**

**[EXAMPLE BELOW]**

**[NO TIME STANDARDS NECESSARY except in the case where they are meet qualifying times.**

**QUALIFYING TIMES ONLY SHOULD BE ENTERED IN THE EVENTS TABLE]**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **[DAY, DATE]** | | |  | **[DAY, DATE]** | | |
| **EVENT #** | **EVENT** | **EVENT #** |  | **EVENT #** | **EVENT** | **EVENT #** |
| 1 | 13-18 200 I.M. | 2 |  | 37 | 13-18 200 Breast | 38 |
| 3 | 11-12 200 I.M. | 4 |  | 39 | 8-UN 50 Breast | 40 |
| 5 | 9-10 200 I.M. | 6 |  | 41 | 11-12 100 Breast | 42 |
| 7 | 13-18 200 Fly | 8 |  | 43 | 9–10 50 Breast | 44 |
| 9 | 11-12 100 Fly | 10 |  | 45 | 8-UN 50 Back | 46 |
| 11 | 9-10 100 Breast | 12 |  | 47 | 13-18 100 Back | 48 |
| 13 | 8-UN 25 Breast | 14 |  | 48 | 11-12 200 Back | 50 |
| 15 | 13-18 200 Back | 16 |  | 51 | 9-10 100 Back | 52 |
| 17 | 11-12 50 Back | 18 |  | 53 | 13-18 200 Fly | 54 |
| 19 | 9-10 50 Back | 20 |  | 55 | 11-12 200 Fly | 56 |
| 21 | 8-UN 25 Back | 22 |  | 57 | 9–10 50 Fly | 58 |
| 23 | 13-18 100 Breast | 24 |  | 59 | 8-UN 50 Fly | 60 |
| 25 | 11-12 200 Breast | 26 |  | 61 | 13-18 200 Free | 62 |
| 27 | 8-UN 100 Free | 28 |  | 63 | 11-12 200 Free | 64 |
| 29 | 9-10 100 Free | 30 |  | 65 | 9-10 200 Free | 66 |
| 31 | 13-18 100 Free | 32 |  | 67 | 13-18 50 Free | 68 |
| 33 | 11-12 100 Free | 34 |  | 69 | 11-12 50 Free | 70 |
| 35 | 13-18 500 Free | 36 |  | 71 | 9–10 50 Free | 72 |
|  |  |  |  | 73 | 8-UN 50 Free | 74 |

Use the following URL to find the time standards: <http://www.pacswim.org/swim-meet-times/standards>