DIRECTIONS FOR FILLING OUT MEET ANNOUNCEMENT

Please note: Hosts are encouraged to provide a link to mapping software so families may easily map out directions to your pool. Be sure your pool address is accurate. Here is an example using Google maps but use mapping software of your choice.

 [Create a custom Google Map](http://support.google.com/maps/bin/answer.py?hl=en&answer=62843)

 [Create a Short URL of your map for the meet announcement](http://support.google.com/maps/bin/answer.py?hl=en&answer=1625043)

 Example: Wesleyan University
 161 Cross Street, Middletown, CT
 Mapping Software: <http://goo.gl/maps/7hoX>

Instructions:

1. Hosts will use this template to write their meet announcements.
	1. Blue text should be overwritten and/or edited by the user.
	2. Black text is required and may not be edited.
	3. Grey text provides instruction or comment and will not be published.
	4. Highlighted – pay special attention.
2. Using meet software, hosts will build the meet database including:
	1. Events
	2. Sessions
	3. Session start times
	4. Qualifying times if necessary
3. After building the meet database, hosts will export the meet events file (\*.hyv) and a session report in PDF form.
4. Announcement, session report and meet entry file must be submitted online through the meet sanction application form.
5. Pay attention to deadlines.
6. Send all files to office@ctswim.org
	1. PLEASE put your Club code and meet date in the subject line.

Your Meet Name Here

Meet Type: Invitational, Qualifier, 8/U meet, Distance Meet, etc.

# Month, Day(s), Year

Main Street Competition Pool, City, CT, zip code
List full address of your pool location for GPS purposes. Please include a mapping software link to your pool. Directions for creating a link are at the top of this document.

This meet information is subject to change given the fluid nature of COVID-19. Be aware that CDC, State of CT, and local jurisdiction guidelines or public health actions may change quickly and without warning. Visit ctswim.org or the host website for any updates.

Held under sanction of USA Swimming and Connecticut Swimming, Inc. #L22- sanction number. In granting this sanction it is understood and agreed that USA Swimming and Connecticut Swimming, Inc. shall be free and held harmless from any liabilities or claims for damages arising by reason of injuries to anyone during the conduct of the event.

COVID-19 Statement

In applying for this sanction, the Host, your club full name here, agrees to comply and to enforce all health and safety mandates and guidelines of USA Swimming, Connecticut Swimming, the State of Connecticut and, your facility’s local jurisdiction here. Hyperlink the website to the local jurisdiction or provide the url here.

COVID-19 Assumption of Risk Disclaimer

We, your club full name here, have taken enhanced health and safety measures – for athletes, coaches, officials, volunteers, and meet management. You must follow all instructions while participating in/spectating at meet name here or on site at facility name. An inherent risk of exposure to COVID-19 exists in any public place where people are present. COVID-19 is an extremely contagious disease that can lead to severe illness and death. According to the Centers for Disease Control and Prevention, senior citizens and guests with underlying medical conditions are especially vulnerable. By participating in/spectating at meet name here and being on site at facility name, you voluntarily assume all risks related to exposure to COVID-19.

COVID-19 Release

An inherent risk of exposure to COVID-19 exists in any public place where people are present. COVID-19 is an extremely contagious disease that can lead to severe illness and death. According to the Centers for Disease Control and Prevention, senior citizens and individuals with underlying medical conditions are especially vulnerable.

USA Swimming, Inc., cannot prevent you (or your child(ren)) from becoming exposed to, contracting, or spreading COVID-19 while participating in USA Swimming sanctioned events. It is not possible to prevent against the presence of the disease. Therefore, if you choose to participate in a USA Swimming sanctioned event, you may be exposing yourself to and/or increasing your risk of contracting or spreading COVID-19.

BY ATTENDING OR PARTICIPATING IN THIS COMPETITION, YOU VOLUNTARILY ASSUME ALL RISKS ASSOCIATED WITH EXPOSURE TO COVID-19 AND FOREVER RELEASE AND HOLD HARMLESS USA SWIMMING AND CONNECTICUT SWIMMING AND EACH OF THEIR OFFICERS, DIRECTORS, AGENTS, EMPLOYEES OR OTHER REPRESENTATIVES FROM ANY LIABILITY OR CLAIMS INCLUDING FOR PERSONAL INJURIES, DEATH, DISEASE OR PROPERTY LOSSES, OR ANY OTHER LOSS, INCLUDING BUT NOT LIMITED TO CLAIMS OF NEGLIGENCE AND GIVE UP ANY CLAIMS YOU MAY HAVE TO SEEK DAMAGES, WHETHER KNOWN OR UNKNOWN, FORESEEN OR UNFORESEEN, IN CONNECTION WITH EXPOSURE, INFECTION, AND/OR SPREAD OF COVID-19 RELATED TO PARTICIPATION IN THIS COMPETITION.

**EVENTS**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name** | **Email** | **Phone** |
| **Meet Director:** |  |  |  |
| **Meet Referee:** |  |  |  |
| **Lead Admin Official:** |  |  |  |
| **Entry Chair:** |  |  |  |
| **Safety Chair:**  |  |  |  |
| **Officials Contact:** (optional) |  |  |  |

**MEET HOST:** Your club acronym here.

 **WEBSITE:** Your club website address here.

**POOL EMERGENCY NUMBER:** 555-555-5555

**SANCTIONED OR APPROVED: select one** 1. Sanctioned 2. Approved

**MEET DURATION:** Full meet with time limits as defined by CT/USA Swimming.

**MEET FORMAT:** The meet will be swum as (select one) 1. Timed-Final or 2. Prelim-Final format. List other format items such as, the **XX events** will be swum fast-to-slow, alternating heats of women and men, etc.

**SCRATCH PROCEDURES:** Meet announcements and advance information shall specify check-in and scratch procedures for individual and relay events and penalties for violation of those procedures. USA Swimming Rulebook 102.3

For meets with prelim/final sessions include the following: **Failure to Compete in Finals:** Any swimmer qualifying for any heat of finals who fails to compete and who has not been scratched will be barred from all further competition in the meet. A declared false start or deliberate delay of meet is not permitted and will be regarded as a failure to compete. **Exceptions for Failure to Compete in Finals:** No penalty shall apply for failure to compete in finals if: 1. The Referee is notified in the event of injury of illness and accepts the proof thereof. 2. A swimmer qualifying for a final heat based on the results of preliminarily notifies the announcer within 30 minutesafter the announcement of qualifiers that he may not intend to compete and confirms his final intentions within 30 minutesfollowing his last individual preliminary event. 3. It is determined by the Referee that failure to compete is caused by circumstances beyond the control of the swimmer.

**LIST ANY COVID PROTOCOLS FOR FACILITY or WHAT TO BRING:** List anything participants must do before entering facility or while at the facility. Temperature checks, sign waivers, shower at home, suit-up at home, etc. Parent or athlete staging, bullpens, etc.

**FACILITY:** The Main Street Competition Pool is an XX -lane, 25-yard pool. Water depth at start end is: xx. Water depth at turn end is: xx. Select One: 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 104.2.2C(4). Describe your timing system here or state if you are using manual timing. Describe spectator seating.

Changing into or out of swimsuits other than in locker rooms or other designated areas is prohibited.

**SAFE SPORT POLICIES:** Describe how parents will have access to and/or the opportunity to observe their child. If spectators are allowed, state that here.

**DISABLED ACCESS:** Describe handicapped parking, handicapped entrances and whether pool, locker rooms and spectator areas are accessible. List a contact for more information and special arrangements.

**COURSE:** State the course, SCY, SCM or LCM.

**SESSION TIMES: Subject to Change** Type warm-up and start times for each session. Please confirm that this matches the start times in your Session Report.

**WARM-UPS:** CT Swimming Warm-Up Procedures will be in effect. List warm-up sessions and number of lanes to be used for warm-ups.

**ELIGIBILITY:** Select one: 1. All USA Swimming clubs and individuals; 2. All CT Swimming clubs and individuals. Athletes with Flex memberships must not have swum in more than one USA Swimming meet prior to this meet in order to be eligible.

For Sanctioned Meets: All athletes must be current athlete members of USA Swimming. Age on the first day of the meet shall determine the swimmer’s age and age group for the meet. List any restrictions, such as age, etc. Any swimmer, who is entered and is unregistered, will be scratched from the meet until registration is completed. See CT Swimming athlete [registration procedures](https://www.ctswim.org/Membership/Athletes/). Registrations will not be processed at the meet. All coaches must present a valid USA Swimming coach card to the Meet Director prior to the commencement of any sanctioned swim meet, and must have this card with them while on deck Clubs are reminded that participation of unregistered swimmers and/or coaches will result in a **$100 fine** per instance, as described in CT Swimming meet policies:
<https://www.ctswim.org/Customer-Content/www/CMS/files/Membership/Registration-Policy-for-Athletes.pdf>
and
<https://www.ctswim.org/Customer-Content/www/CMS/files/policies_admin/RegistrationPolicyforMeetHosts.pdf>

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.

For Approved Meets: List any restrictions, such as membership in invited teams, age, etc.

**ADULT ATHLETES:** All athletes who will be 18 years of age or older on any day of the meet must complete the mandatory Athlete Protection Training prior to competition. Failure to do so will result in the swimmer being scratched from the meet.

**ADAPTED SWIMMING:** Any current athlete members of USA Swimming with a disability as defined by USA Swimming Rules and Regulations may enter this meet. If modifications to USA Swimming rules are necessary then the coach or athlete must notify the meet referee of any disability prior to competition. Adapted athletes may direct questions to the Connecticut Swimming office.

**EVENT INFORMATION:** Any additional information you wish to provide to entrants

**ENTRY OPENING DATE**: Entries will be accepted no earlier than date and time to be inserted by CT Swimming office based on sanction approval date and completion of document review.

**ENTRY LIMITATIONS:** State limitations specific to your meet. [State maximum number of events an athlete can enter. Timed final meets are 5 per day maximum. Trials/Finals, 3 per day maximum.]

**ENTRY TIMES:** Submit entry times in: SCY, SCM or LCM. State any time standards, eligibility period for times, bonus events, proof of time, etc.

**DEADLINES:** Deadline is month day, year. Mail hardcopy and payment to the entry chairperson: Bob Smith, 123 Main Street, Anywhere, CT, zip code. All entries must be legible and must use full names and registration numbers from USA Swimming registration. State how you will determine the date an entry is received (email receipt, payment receipt, etc.).

**CONNECTICUT-ONLY DEADLINE:** CT deadline is month day, year [for June and July meets only. For those June and July meets the CT deadline CAN end one WEEK (7 full days) after the entry acceptance date. At this time Teams can open entry to everyone/out-of-state Teams. I.E Entry opens on April 28th, CT Deadline is May 4, opens to all on May 5,then you set the final deadline. Give yourself enough time to run a verification file and let Teams know if they have issues] State how you will determine the date an entry is received (email receipt, payment receipt, etc.). CT clubs meeting this deadline will be entered before out of state clubs.

FOR APRIL and MAY MEETS keep the headline and add: There are **no CT only deadlines** for April and May meets.

**ELECTRONIC ENTRIES:** Electronic entries (such as from Hy-Tek Team Manager or other team management software) that are in CL2 or SD3/SDIF format may be emailed as an attachment to the entry chair at xxxxxx@xyz.com. Please check that your team name, address, and contact information are listed correctly in this file. Describe here when payment is expected and what date the entry is considered “in” the meet (before or after payment is received). Also, you may list any other requirements if necessary (hardcopy, etc.).

**ENTRIES FROM ATHLETES WITH NO CLUB AFFILIATION**: Athletes entering this meet independent of a USA Swimming club or coach shall: 1.) be under the supervision of a USA Swimming coach for the duration of the meet. It is the swimmer’s responsibility to make arrangements with a USA Swimming member coach prior to the meet. Athletes unaccompanied by a USA Swimming coach will not be permitted on deck. Please contact the Meet Director for assistance. 2) 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. The name of the USA Swimming member coach supervising the athlete and racing certification should be submitted to the Meet Director with the entry.

All adult athletes, or parents of minor athletes, who enter without club affiliation will be required to attest to reading and understanding the [Minor Athlete Abuse Prevention Policy.](https://www.usaswimming.org/utility/landing-pages/minor-athlete-abuse-prevention-policy)

**ENTRY FEES:** Electronic entries: $0.00 for individual events, $0.00 for distance event, $0.00 for relays. Manual entries: $0.00 for individual events, $0.00 for distance events, $00.00 for relays. In the case of approved meets, include any per swimmer fees. No refunds will be given for entries that are accepted, or for entries that are rejected due to improper entry.

**OUTREACH ENTRY FEE REIMBURSEMENT**: Participating clubs will submit payment in full to the meet host for all Outreach athlete entry fees (splash fees). These fees will be reimbursed by CSI to the participating CSI club after completion of the meet. Scratches and ‘No Swims’ will not be reimbursed. For more information and to submit a reimbursement visit the [Outreach Athlete](https://www.ctswim.org/Membership/Athlete-Outreach/) page on ctswim.org.

**PAYMENT INSTRUCTIONS**: Please make checks payable to My Swim Club and mail to: Jane Smith 123 Anywhere St, Anywhere, CT, zip code. Payment must be received by mm/dd/yy.

**CUT PROTOCOL:**

If the session is oversubscribed the following protocol will be instituted IN THE ORDER PRESENTED to reduce the timeline to the required length or participation number:

1.      Athletes aged 7 and Under will be cut from the meet. (Should not be used for 8/U meets)

2.      All relays, if planned, will be eliminated.

3.      The distance events (400 meters or yards or greater) may be heat limited to the first X heats of entries per gender in the order they were received.

4.      The maximum number of events allowed per day may be reduced by one (1).

5.      [This provision will always be last] Visiting teams may be cut based on the date/time of the receipt of the final paid entry.  If teams are cut, the host reserves the right to offer the available partial entry to the cut teams in the order that entries were received in order to fill the meet.

The host reserves the right to seek approval from Program Operations for additional changes, which may reasonably maximize participation opportunities.

Notification of any cuts or requests for changes must be made to Program Operations as soon as possible by the host. Attending teams will be notified no later than the Monday before the meet.

NOTE: If the host is required to institute the published cut protocol above.  All accepted entries at the time that the cut protocol is instituted may be considered final by the host for the purposes of financial responsibility.  (i.e. Teams submitting "placeholder" entries will be required to pay for the entries if the cut protocol is required).

**RESERVE THE RIGHT TO MAKE CHANGES:** In accordance with CSI Policies, the meet referee reserves the right to make any adjustments to the provisions of the meet announcement deemed necessary to ensure the fair and efficient running of the meet. The Meet Referee will seek Program Operations approval for all changes requiring approval. Clubs will be notified of changes no later than Monday before the meet.

**RELAYS:** Yes or No? Relays will be limited to XX relays per team per event or there are no relay limitations. All relay swimmers must be officially entered in the meet.

**SAFETY:**

1. Diving will be prohibited during warm-ups except in specifically announced one-way sprint lanes. There will be no diving in the warm-up and warm-down areas at any time
2. No shaving is permitted at the competition site.
3. No glass containers are permitted within the facility.
4. Swimmers must be under the supervision of a coach. If a swimmer arrives at the meet without a coach, the swimmer should notify the referee before he/she warms up. The referee will assign the swimmer to a registered coach for warm-ups.
5. Use of audio or visual recording devices, including a cell phone, is not permitted in changing areas, rest rooms or locker rooms.

**SWIMWEAR:** Per CT Swimming policy, swimmers 12 years old and younger are not permitted to wear “Tech Suits” at any CT sanctioned or approved meets. "Tech Suits" are defined as a suit that has Bonded Seams, Kinetic Tape, or Meshed Seams. Age is determined on the first date of the meet.

**PHOTOGRAPHY AND VIDEO RECORDING:**

Meet Management has the full authority to restrict any and all photography, audio and visual recording using cameras, video cameras, tablets, cell phones or other electronic devices at a meet.

Photography or video recording from the deck is prohibited by all individuals, other than participating Coaches, unless prior authorization from the Meet Referee or meet referee has been granted.

Under no circumstances is photography or video recording permitted by anyone in the area adjacent to or behind the starting blocks, including spectator stands at deck level, while they are in use for race starting purposes during competition and warm-ups. Flash photography is prohibited during the start of any heat, including whenever any swimmer is stepping up or standing on a block for the purpose of the start of a heat.

Photography or video recording and the use of audio, including a cell phone, is not permitted in changing areas, rest rooms or locker rooms. Additional "No Camera Zones" may be designated by Meet Management or the meet referee.

If individuals are properly credentialed, not obstructing movement on the deck and abiding by these rules, the following individuals may be allowed by Meet Management and the meet referee with prior authorization if they possess the following:

* Professional photographers with current, official media credentials that are promoting the sport of swimming
* Official team and professional meet photographers that are USA Swimming members, background checked, have signed off on MAAPP and completed Athlete Protection Training
* A participating athlete directly assisting a Coach, for instructional purposes, during an event using the Coach’s electronic device

Any individual failing to abide by these rules may be ejected from the facility and be subject to a Code of Conduct violation at the discretion of Meet Management.

**DRONES**: 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 USA Swimming Vice President of Program Operations.

**RULES:** Current USA Swimming rules will govern all competition.

**TIME TRIALS:** Yes or No? Time trials may be offered at the discretion of the Meet Referee in accordance with CSI Policy if time allows.  Time trials are limited to the events published in this meet announcement (age/distance/stroke).  Time Trials will count toward the athlete’s event limitations for the day and meet.  If they are offered, only athletes properly entered in one or more events in the meet are eligible for time trials and must be properly entered in the Time Trial.  Add any additional limitations on Time Trials here. The deadline for Time Trial entries is/are 00:00 for morning sessions and 00:00 for afternoon sessions. The fee for Time Trial entries are $0.00 for individual events and $0.00 for relays.

**TIMERS, OFFICIALS OR WORK ASSIGNMENTS:** List your requirements here. Please specify any timers or counters for distance events. Participating clubs will be notified of work assignments by the Monday before the meet.

All volunteers will be required to attest to reading and understanding the [Minor Athlete Abuse Prevention Policy.](https://www.usaswimming.org/utility/landing-pages/minor-athlete-abuse-prevention-policy)

**DECK ACCESS:** List any restrictions here. Feel free to edit the following. Only athletes, coaches, officials, and official meet staff actively participating in the meet are permitted on the pool deck.

**SCORING:** The meet will or will not be scored. If scoring, please state the individual and relay point values.

**AWARDS:** Yes or No. Ribbons or Medals will be awarded to the top XX finishers in each individual event, and top XX finishers in each relay event. List additional awards here. List pick-up requirements.

**CONCESSIONS:** Yes or No.

**HOSPITALITY FOR COACHES AND OFFICIALS:** Yes or No.

**MISCELLANEOUS:**

**PARKING:** List parking instructions.

**DIRECTIONS:** The Anywhere College Athletic Complex is located at 123 Main Street……We suggest inserting an online map link with the option to get directions. Please make sure the address you select is the actual location of the pool. Many times pool addresses are not the physical location of the pool.

**LODGING:** (OPTIONAL)