

# NORTH CAROLINA SWIMMING MEET INFORMATION/SANCTION CHECKLIST

## MUST BE INCLUDED

Send meet information, sanction request form and any required fees to the NCS Sanction Chairman 60 days prior to meet date. Meet information should be e-mailed to [sanctions@ncswim.org](mailto:sanctions@ncswim.org) which will transmit your meet information to the following individuals:

- (1) NCS Sanction Chairman
- (2) NCS Technical Planning Chairman
- (3) NCS Age Group Vice-Chairman
- (4) NCS Senior Vice-Chairman
- (5) NCS General Chairman
- (6) NCS Webmaster
- (7) NCS Registration Chair

Also send a copy to the Meet Referee you have chosen for your meet.

These people will supply you with any corrections that need to be made. Resubmit with corrections and the Sanction Chairman will reply with your sanction number at least 30 days prior to your event as long as meet information has been sent at least 60 days in advance of the meet date.

- Name of meet
- Location of meet
- Meet dates
- "Held under the Sanction of USA Swimming, Inc., issued by North Carolina Swimming, Inc. Sanction # \_\_\_\_\_."
- Site Information
- Description of the competition pool and venue
- Starting platform type
- Timing system and starting system type
- Other facility information such as warm-up facilities, spectator seating, locker room size, gym for athletes
- Rules statement – "The meet will be conducted in accordance with the current USA Swimming Rules & Regulations and the NCS Official Handbook and NCS Safety Program, except where rules therein are optional and exceptions are herein stated." All exceptions must be stated. If you have deck-seeded events or trials/finals and you elect to use the NCS Scratch Rule then state that "The NCS Scratch Rule is in effect."
- Classification – Age Group ("BB and faster"/"B/C", "A", "Open", "Championship", etc.) Meet; Age Group/Senior Meet, Senior Meet, Senior Circuit/Senior Development Meet, etc.
- Eligibility Statement – "All swimmers must be registered with USA Swimming, Inc." Include in this portion any minimum time standards for qualification or time not to have been exceeded in order to enter the event.
- Entry Procedures and method – request how you wish entries to be submitted (ie. By file, by mail, by entry form, etc.) Include a summary form if you wish one submitted. Add the statement, "There will be no on deck registration available at this meet". All registrations in NCS must be done at least 5 days prior to a meet start date. State that "all relay-only swimmers including alternates must be listed and pay the NCS Travel Fund surcharge."
- Entry Limit – State the number of individual events each swimmer may enter per day and the total of individual events each swimmer may enter for the meet. Include any limit on team relay entries. State what meet entry limits are established (ie. If there is a maximum number of swimmers that you will permit to enter the meet include that here). State if any specific events will be limited.

- Entry Deadline – State the day, month and year that entries are due. (This date can be no earlier than ten (10) days prior to the start date of the swim meet.) If you state "No Late Entries Will Be Accepted" then you cannot accept any. If you might want to accept them, then state, "Late entries may be accepted at the discretion of the Meet Director." State whether or not telephone, fax or electronic entries will be accepted.
- Entry Fees Allowed:
  - (1) Travel Fund – \$2.00 per swimmer including relay-only swimmers
  - (2) Individual Event Fees – See Entry Fee Schedule in Meet Directors Handbook
  - (3) Facility surcharge – up to \$4 or \$5 depending upon type of meet
  - (4) Late entry fees – may be double the listed amount at the Meet Director's discretion (if so indicated in the meet information).
- Location/address to mail entries to
- Order of events
- Awards to be given to athletes – list individual and relay awards and for the number of places. Detail any high point or team awards to be given.
- Scoring – list the points and the number of places that will score, if any.
- Warm-up schedule – List the complete schedule of general and specific warm-up procedures; warm-ups should end no earlier than 15 minutes prior to the start of competition.
- Schedule of competition – when the meet sessions will begin
- Safety program statement – "The NCS Safety Program is in effect for this meet. Coaches are advised to closely supervise their swimmers at all times. NO running or horseplay will be tolerated." Add any additional facility rules in this section.
- Coaches Meeting – list time (day, date, hour) and place. Coaches meetings should not take place during meet warm-ups.
- Meet Personnel – list the following people with contact phone numbers and/or email addresses:
  - (1) Meet Referee(s) – must be a USA Swimming member. Contact the NCS Officials Chairman if you have difficulty obtaining a referee for your meet.
  - (2) Meet Director – must be a USA Swimming member
  - (3) Meet Marshall (effective immediately does not have to be a USA Swimming member any longer)
  - (4) Entry coordinator (if not the Meet Director)
- Hospitality – meet hosts should have a hospitality room and announce where it will be and that it is open to officials, coaches and meet volunteers.
- Release statement – The following release statement must appear on all event summary forms or in the case of no meet summary form included, then the following statement must appear in the meet information, "USA Swimming, Inc., North Carolina Swimming, Inc., and (your club) shall be held free and harmless from any and all liabilities or claims for damages arising by reason of injuries to anyone during the conduct of this event."

## COULD BE INCLUDED

- List any meet sponsors
- Concessions – list the location of food for spectators if any
- Map to location
- List of restaurants and/or hotels in the area