

NORTH CAROLINA SWIMMING

MEET INFORMATION/SANCTION CHECKLIST

Send meet information and required fees 60 days prior to meet date. Meet information should be e-mailed to the designated Meet Referee, Meet Director and to 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 Webmaster
- (6) NCS Registration Coordinator

These people will supply you with any comments. Once the comments have been satisfactorily resolved, the Sanction Chairman will provide a sanction number and post the meet information on the NCS website.

MUST BE INCLUDED

- 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
 - o Description of the competition pool and venue
 - o Starting platform type
 - o Timing and starting system type
 - o Length of course, lane width and pool depth at both ends of course
 - o One of the following statements:
 - 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).
 - o 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., team affiliations, etc..
- 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 event 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.

- Fees:
 - o Travel Fund – \$4.00 per swimmer including relay-only swimmers
 - o Individual Event Fees – See Entry Fee Schedule in NCS Rules on web
 - o Facility surcharge – up to \$10 (short course) or \$15 (long course)
 - o 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. If not indicate the meet is not scored.
- 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.
- Racing Start Statement - "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."
- General Meeting – list time (day, date, hour) and place. Meeting should not take place during meet warm-ups.
- Official's Briefing – list time (day, date, hour) and place. Officials should meet prior to each session
- Meet Personnel – list the following people with contact phone numbers and/or email addresses:
 - o Meet Referee(s) – must be a USA Swimming member and may be appointed by the NCS Officials Chairman
 - o Meet Director – must be a USA Swimming member
 - o Meet Marshall (effective immediately does not have to be a USA Swimming member any longer)
 - o 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.
- Credentials - All coaches and officials on deck must be registered and certified with USA Swimming. Meet Management will require all coaches and officials to show proof of certification/registration. Coaches and officials shall prominently display their registration cards while on deck.
- Disability - <Host Team> welcomes all swimmers with disabilities as described in the USA Swimming Rules and Regulations, Article 105, to participate in our meets. Coaches entering swimmers with disabilities that require any accommodations are required to provide advance notice in writing to the Meet Director by the entry deadline accompanying their meet entry file, including the need for any personal assistants required and/or registered service animals. Failure to provide advance notice may limit <Host Team>'s ability to accommodate all requests.
- 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
- Special items of interest to participants such as a clinic or workshop
- Discount coupons from sponsors