MEET NAME (Year, Team Abbreviation, Meet Name)
(Can add as team logo)
Hosted by HOST TEAM
DATES

Held under the Sanction of USA Swimming, Inc., issued by Montana Swimming, Inc. Sanction #_____.
If the meet is dual sanctioned with Masters include -- This meet is dual sanctioned with Montana Masters sanction # ____.

Meet Referee	**Meet Director**	**Meet Registrar**
Name	Name	Name
Phone	Phone	Phone
E-mail	E-mail	E-mail
		Mailing address, city, state, zip

FACILITY

Include description of pool and venue; directions, starting platform type if known; timing and starting system type; length of course, lane width, **pool depth at both ends of course**, warm up/down available during the meet. Include either: **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).** Any other pertinent facility information such as parking.
Example:
The meet will be held at the Butte Family YMCA, 2975 Washoe Street, Butte, MT 59701. The elevation of the facility is 5500'. The pool is an eight lane, 25 yard regulation short course pool with 9 non-turbulent lane lines and Kiefer starting platforms. There is a separate warm-up cool down pool that will be available throughout the meet for coach supervised warm-ups.
Directions: Take the Montana Street exit into Butte then turn south onto Montana Street. Continue south (straight) on Montana Street past the Town Pump on the left and the cemeteries on the right. Veer left at the end of the cemeteries onto Hansen Road. Continue south along Hansen Road to the YMCA (copper and gray building on left). You may also drive to the pool from Harrison Avenue. Take the Harrison Avenue (south) exit. From Harrison Avenue, turn west onto Dewey Boulevard and continue past Rowe Road crossing the railroad tracks until reaching Washoe Street. Turn left onto Washoe Street and continue to the YMCA.
Timing will be by an automatic Colorado Timing System with pads at both ends of the pool or three manual times.
The pool is 8 feet deep at the start end and 4 feet deep at the turn end. The competition course has not been certified in accordance with 104.2.2C(4).

MEET FORMAT

State the meet format such as this is a timed final, prelim/final Age Group/Senior, pre-seeded meet unless otherwise indicated.

Example: This is a timed finals meet.

Individual events will be swum as noted on the event list. Events will be scored and awarded 8&U, 9-10, 11-12, 13-14, 15-16, and 17 &O. Swimmers age 17 and over will not receive individual event awards, but will be eligible to receive high point towels for the top three overall individual boys and girls.

Swimmers in the 1000 Free, 500 Free and the 400 IM must provide their own timers, and swimmers in the 1000 and 500 Free must also provide their own counters. The 500 and 1000 free will be seeded and swum mixed fastest to slowest; the 400 IM will be seeded and swum mixed slowest to fastest, but all will be scored and awarded by age group for both girls and boys. If only a few swimmers are entered into an event, other events may be combined, seeded and swum as a mixed event at the meet referee's discretion, but will be scored and awarded by sex and age group.

Relays will be seeded and swum as mixed. Teams may compete as all girls, all boys, or a mix of boys and girls. There are also 18 and under relays.

SAFETY

The Montana Swimming Safety guidelines are in effect for this meet and will be enforced. For circle swimming during warm-ups and cool downs, swimmers must enter the pool using a three point entry. Coaches are advised to closely supervise their swimmers at all times. NO running or horseplay will be tolerated. A safety marshal will be on deck.

RACING STARTS

Any swimmer entered in the meet, unaccompanied by an USA Swimming member coach, must be certified by an 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. Any swimmers who must start in the water shall be listed in a separate document returned with the entries.

RULES

This meet will be conducted in accordance with the current USA Swimming and Montana Swimming Rules and Regulations, except where rules therein are optional and exceptions are stated.
Use of audio or visual recording devices, including a cell phone, is not permitted in changing areas, rest rooms or locker rooms.
Except where venue facilities require otherwise, changing into or out of swimsuits other than in locker rooms or other designated areas is not appropriate and is prohibited.
No glass containers, tobacco, or alcoholic beverages are allowed in the swimming venue.
The USA Swimming Code of Conduct and athlete protection provisions will be enforced.
All persons acting in any coaching capacity on deck must be currently registered coach members of USA Swimming.
Swimmer, official, and coach registration will be confirmed with Montana Swimming Registration Chairperson prior to the start of the meet.
This meet may be covered by the media, including photographs, video, web casting and other forms of obtaining images of athletes participating in the

meet. Entry into the meet is acknowledgement and consent to this fact.

ELIGIBILITY

All swimmers must be registered with USA Swimming, Inc. Swimmers must be registered prior to entry deadline. There will be no on deck USA Swimming registration available at this meet. Teams entering swimmers who are not currently registered USA Swimming athlete members may be fined $25 per swimmer by the Montana Swimming Registration Chair.
Age as of the first day of the meet shall determine the age group in which the swimmer must compete.
(Include any minimum/maximum time standards for qualification to enter the event, team affiliations, etc. such as for state championship meets.)
(If on deck USA Swimming registration is allowed at the meet, state so in this section. USA Swimming registration is allowed on deck at this meet.)
(For MT Championship meets, all swimmers must be registered athlete members of Montana Swimming.)

SWIMMERS WITH DISABILITIES

The HOST TEAM welcomes all swimmers with disabilities as described in the USA Swimming Rules and Regulations, Article 106, to compete at the meet. Disabled swimmers or their coaches are required to provide advance notice in writing to the meet referee and meet director to arrange for any needed accommodations including personal assistants required and/or registered service animals by the meet entry date. It is at the discretion of the meet referee to determine whether the needed accommodations can be met by the meet resources. Failure to provide advance notice may limit the host team's ability to accommodate all requests. Disabled swimmers will be awarded high point towels in each age group and sex as listed in the meet information. (State if disabled swimmers will be scored and awarded separately from able bodied swimmers. If not, delete this line above.)

ENTRIES

Example: Entries should be submitted as follows:

1. Teams should e-mail entries to (meet registrar's email address) using Hy-Tek or Team Unify software (preferred method) by (entry deadline). (The entry deadline can be no more than 10 days prior to the first day of the meet.) Along with your meet entry file, include your team meet entry report (relay and individual entries) and team entry fee report from Team Manager or Team unify (in PDF, word or rich text format). Do not include relay swimmer names with your relay entries. (If this is a championship meet, relay names and an entry time must be included with relay entries.) Please e-mail all reports. Completed paperwork, signed waiver, team entry report, and entry fees must be received by (receipt deadline).
2. Individuals (not teams) without access to Hy-Tek or Team Unify software may submit your entries on the enclosed master entry sheet. Hy-Tek Lite entry software may be downloaded for free from the Hy-Tek website to enter swimmers. Swimmers may also e-mail the entry data to the registrar by the entry deadline.
3. All relay only swimmers must be listed and pay the per swimmer surcharge.

Will on line meet entries (OME) be accepted? Explain how.

ENTRY LIMITS

Include how entries are to be submitted, a summary form if you wish one

submitted.
Example: Each swimmer may compete in a total of ten (10) individual events with a maximum of five **(**5**)** individual events each on Saturday and five (5) on Sunday. Swimmers may compete in one (1) relay per day. (Also include limitations on number of swimmers, event limitations, and team relay limitations, if applicable. For large meets you may include entries are limited to the team entering the 500th swimmer.) (Swimmers in timed finals events may not enter more than 5 individual events per day.)

ENTRY VERIFICATION

An email will be sent to the person submitting the entry confirming receipt of the entry within 48 hours of receipt.

ENTRY DEADLINES

The Meet Registrar must receive entries by the date and time listed in the Deadline and Meeting Summary (note: no earlier than 10 days prior to the start date of the meet). No late entries will be accepted. There will be no deck entries. (OR Late entries may be accepted at the discretion of the Meet Referee. State if there will be a higher entry fee for late entries. State if deck entries will be accepted.)
Entries must be received by: (Date)
Mail fees to: name, mailing address, city, state, zip.

Phone/e-mail entries for individuals only (not teams) will be accepted until (time and date). Send the individual entries to (meet registrar) at phone/e-mail address. Entry fees for the individual entries must be received prior to the start of the meet. Deck entries will only be allowed at the discretion of the meet referee and will be seeded as non-scoring (exhibition) swims and are not eligible for awards. No text messages will be accepted for entries or entry questions.

ENTRY FEES

Make checks payable to: HOST TEAM in US dollars; All fees are non-refundable	
Individual Event	$x.xx per event
Relays	$x.xx per relay
Late Entry Fee	$x.xx; up to double the IE and relay fees listed (If Used)

Example: An entry fee of $15.00 plus $2.00 per event will be charged for each swimmer competing in the meet. There will be a charge of $5.00 per relay team. Entry fees must accompany the entries in US dollars. Please make checks payable to HOST TEAM. Entries will not be accepted without payment of entry fees and proper paperwork. Waivers must be signed. There will be no refunds.

SEEDING

State seeding requirements here. The conforming time standard for this meet is yards or short course meters or long course meters. Swimmers will be seeded and swim from slowest to fastest unless otherwise indicated. All non-conforming times will be seeded last in rank order (This would be used for state championships when converted times are not accepted.)
Example: Swimmers should enter with their fastest officially recorded time in yards (or enter with a converted LCM or SCM time). No time (NT) entries will

be accepted. Times will be seeded in yards. Swimmers will be seeded slowest to fastest in all events except as noted. State if the events will alternate girls and boys for distance races. State if events will be swum girls and boys or mixed.

CHECK-IN

A positive check-in, located where?, will be required for the following events:

- 11-12 500 free (for example)
- 13-14 500 free
- 13-14 400 IM, etc.

Check in for event will be as stated in the Deadline and Meeting Summary (suggest ½ hour prior to session start to scratch, seed, and produce meet programs). You must include a penalty for not checking in.
EXAMPLE: Swimmers that fail to check in will be scratched from the event and not seeded. Also include a penalty for those that do check in but fail to compete.
Example: Swimmers in the 500, 1000, and 1650 must positive check-in at the timing table by noon each day.
EXAMPLE: In the positive check-in events, a swimmer who has checked in, been seeded, and fails to complete in said event, shall be barred from his/her next individual event. If no penalty is stated, no penalty may be accessed.

SCRATCHES

For invitational timed final meets: There will be no clerk of course. Heat and lane assignments will appear in the program. Swimmers are responsible for taking their position behind the blocks. Coaches should report scratches on the scratch sheet or to the meet referee prior to the start of the meet both days. There will be no penalty for swimmers who fail to scratch from an event.
(Championships meets will state championship scratch procedures here.)
(Prelim/finals meet will state scratch procedures here.)

SCORING

List points and places that will score, if applicable. If not, state: No team or individual scoring will be kept. For example: All scoring will be on a sixteen (16) place basis.

- Individual events: 20-17-16-15-14-13-12-11-9-7-6-5-4-3-2-
- Relay events: 40-34-32-30-28-26-24-22-18-14-12-10-8-6-4-2; only 2 relays per gender may score for each team.

AWARDS

List awards for individual events and relays for the number of places. List any high point/teams awards also.
EXAMPLE: Ribbons will be awarded to the top 8 finishers in each age group, 8 & Under, 9-10, 11-12, and 13-14. No ribbons for Senior/Open events. No relay awards will be given.
Example: Individual high point towels will be given for the top three places in each age group. 8 and under high point will receive medals in addition to towels. Ribbons for first through sixteenth will be awarded for each individual event through age 16 only. Swimmers ages 17 and over will only be awarded high point towels for the top three overall high point winners for both boys and girls, but will receive no individual event awards. There are no awards for relays. There will be no awards ceremony. Teams shall designate a responsible adult to pick up all awards after the meet.

RESULTS

Results will be posted to the Montana Swimming web site at http://www.mtswimming.com. List any other sites where results will be posted.

WARM-UPS

In accordance with USA Swimming guidelines, there will be a published warm-up procedure for all swimmers and coaches attending the meet. The Marshal will ensure all teams, coaches, and swimmers follow all warm-up procedures. Meet Management reserves the right to change warm-up times according to the number of entries. During the competition, there will be lanes available for continuous warm-up/down (if available).

Example: In accordance with USA Swimming guidelines, there will be a published warm-up procedure for all swimmers and coaches attending the meet. The Marshal will ensure all teams, coaches, and swimmers follow all warm-up procedures. Meet Management reserves the right to change warm-up times according to the number of entries.

On Saturday, warm-ups for the 500 Free will start at 7:00 a.m. Following the 500 Free, there will be a general warm-up session before the beginning of the remaining events. On Sunday, warm-ups for the 1000 Free will start at 7:00 a.m. Following the 1000 Free, there will be a general warm-up session before the beginning of the remaining events. The warm-up cool down pool will be open throughout the meet for coach supervised warm-ups. Swimmers should enter the pool using a three point entry for warm-ups.

Warm-up times are subject to change depending upon the number of entries. Teams will be notified of any changes by November 6th. Warm-up schedules will be e-mailed on Wednesday afternoon, November 6, 2013, to teams providing e-mail addresses and posted on the MT Swimming website.

OFFICIALS/TIMERS

To the extent possible, teams are asked to provide timers and other certified meet officials. On deck training time will be available for those wishing to train as an official. E-mail the meet referee prior to the meet if you plan to officiate and sign in at the officials meeting each day in the hospitality room. **Trainees should attend the pre-meet officials meetings daily and sign in. All officials on deck must be registered and certified with USA Swimming and registrations will be verified by the MT Swimming Registration Chair. Any official's assistance will be greatly appreciated and will help to ensure a great meet for the swimmers.**
Each team will be assigned lane timing assignments. A sign up sheet will be posted at the meet specifying lane assignments.
The officials' meeting will be Saturday beginning 15 minutes after the conclusion of the 500 free; Sunday beginning 15 minutes after the conclusion of the 1000 free.

COACHES

All coaches on deck must be registered and certified with USA Swimming. Coach registration will be verified with the MT Swimming Registration Chair. There will be a coach meeting at (list the date and time and location)**. Other meetings may be held at the meet referee's discretion. Meet**

	Management requests that at least one coach representative from each team attend all coaches meetings.
PROTESTS:	Example: All protests should be given to the meet referee.
HOSPITALITY	There will be a hospitality area open to all coaches and officials.
CONCESSIONS/ SWIM SHOP	Refreshments will be available at the concession stand. Example - The Host Team parents will be operating a concession stand and swim shop during the meet serving a variety of healthy foods for breakfast, lunch and snacks.
SPECTATORS	If you have specific spectator seating or closed deck requirements include it here. Example: Spectators may be seated in the spectator areas on the bleachers on the pool deck, on the bleachers on the balcony above the start end of the pool, and on the bleachers along the windows in the upstairs workout room. No spectators will be allowed along the west wall in the coach seating area. In the coach seating area only meet management, officials, and coaches may be in this area except that athletes may talk briefly with their coaches and then leave the area. We also ask that parents of 9 and over swimmers not be in the area behind the blocks.
Other Information	Add other pertinent meet information such as hotels, restaurants or meet sponsors here. This information may also be added in a larger format after the entry fee summary/waiver page.

ORDER OF EVENTS

DAY, DATE
Warm-up: TIME; Meet Start: TIME

Girls/Women	Event	Boys/Men

DAY, DATE
Warm-up: TIME; Meet Start: TIME

Girls/Women	Event	Boys/Men

DAY, DATE
Warm-up: TIME; Meet Start: TIME

Girls/Women	Event	Boys/Men

(Meet Name) Entry Fee Summary and Waiver/Release Form

Complete and email or mail this form along with entry fees to (checks payable to HOST TEAM):
Meet registrar, mailing address, city, state, zip and e-mail address.

Team Name	
Club Code	
Coach	
Coach Phone	
Coach Email	
Team Address	

Item	Total Number	Cost per	Total
Individual Entries		$x.xx per event	
Relay Entries		$x.xx per relay	
Swimmer Surcharge		$x.xx per swimmer	
Total Fees Due			

Waiver, Acknowledgement and Liability Release:

I, the undersigned coach or team representative, verify that all of the swimmers and coaches listed on the enclosed entry are registered with USA Swimming. Swimmer and coach registration will be verified. I acknowledge that I am familiar with the Safety Rules of USA Swimming, Inc. and Montana Swimming, Inc. regarding warm-up procedures and meet safety guidelines, and that I shall be responsible for the compliance of my swimmers with those rules during this meet. TEAM HOST, FACILITY, Montana Swimming, Inc., and USA Swimming, Inc., their agents, employees, and coaches shall be held free and harmless from any and all liabilities or claims for damages arising by reason of illness or injury to anyone during the conduct of this meet. I also acknowledge that by entering this meet, I am granting permission for the names of any or all of my team's swimmers to be published on the internet in the form of Psych Sheets, Meet Results, or any other documents associated with the running of this meet. This meet may be covered by the media, including photographs, video, web casting and other forms of obtaining images of athletes participating in the meet. Entry into the meet is acknowledgement and consent to this fact.

We hereby submit our team's entry sheets and fees for your upcoming meet and verify that the above named coaches will be in attendance. These coaches are current in all the requirements set forth by USA Swimming; Red Cross Safety Training for Swim Coaches or Lifeguard Training, First Aid and CPR.

_____

SIGNATURE (Coach or Club Representative) **CLUB**

_____

TITLE **DATE**