

TEMPLATE FOR MEET INFORMATION PACKET

To assist you in organizing your meet information packet we have assembled the following template. Be advised that statements noted, as "Mandatory" must appear in your meet information. These statements are printed in **BOLD TYPE** in the template. At the end of the template you will see three examples of meet packets from area clubs. This will show you different layout styles, event schedules, and other options that may suit your particular needs. Should you still have questions regarding your packet please contact the Illinois Swimming Office at (630) 844-0476 or e-mail at office@ilswim.org

Mandatory attachments to your meet information are:

- Warm Up Procedure Information
- Summary of Fees / Release Statement Page
- Event Schedule
- Entry sheets

Optional attachments to your meet information are:

- Current Time Standards and Qualifying Times for State Championships
- Timer and Official Volunteer Sheets
- Hotel information

No advertisements or club recruitment information may be included in your meet information.

You are **required** to send the meet information packets to the following:

- Any club that hosted a meet on the schedule for the current and immediate past season, i.e. if you were to host a short course meet you are required to send your information to clubs on the schedule for the immediate past long course season and the previous season's short course season. If you were to host a long course season meet you would send your information to the hosts on the immediate past short course season schedule and the previous long course season's schedule.
- Any unattached individual that calls and requests the meet information.
- It is only courteous to send your information to clubs that attended your meet in the past.

When mailing the meet information do one mass initial mailing all at the same time on a Saturday no later than seven weeks prior to the first day of the meet. Making sure that the assigned sanction number appears on the packet.

IT IS IMPORTANT TO REMEMBER THAT YOUR MEET INFORMATION SETS FORTH THE TERMS UNDER WHICH YOUR MEET WILL BE RUN. ONCE THE SANCTION IS ISSUED NO CHANGES OR ALTERATIONS MAY BE MADE. AT THE COMMENCEMENT OF YOUR MEET THE JURISDICTION OVER MEET OPERATIONS IS TRANSFERRED FROM THE MEET DIRECTOR TO THE MEET REFEREE. THE MEET REFEREE MUST HAVE A COPY OF YOUR MEET INFORMATION TO PROPERLY OVERSEE YOUR MEET IN A FAIR AND RESPONSIBLE MANNER.

Name of Hosting Club
Name of Meet
Dates of Meet

Sanctioned by USA Swimming, Inc. and Illinois Swimming, Inc.
Sanction Number _____

MEET DIRECTOR
Name
Address
Phone

ENTRY CHAIRPERSON
Name
Address
Phone

SAFETY CHAIRPERSON
Name
MEET REFEREE
Name

FORMAT *Type of meet, i.e. Timed Final, Prelim / Final*
Note if Positive Check-In will be used during entire meet or
just selected events.

Friday P.M. **Warm Ups** *Times*
Meet Start *Time*
(If using Positive Check-In) **Positive check in will close at** *Time*

Saturday and Sunday A.M. **Warm Ups** *Times*
Meet Start *Time*
(If using Positive Check-In) **Positive check in will close at** *Time*

Saturday and Sunday P.M. **Warm Ups** *Times*
Meet Start *Time*
(If using Positive Check-In) **Positive check in will close at** *Time*

LOCATION *Address of pool*

FACILITY *Description of pool:*
Number of lanes, type of lane lines, note depth of water at starting
end and turn end of pool. Describe the electronic read out board
timing system. Seating capacity for spectators.

RULES AND SAFETY **All current USA Swimming and ISI Rules and Regulations apply.**
ISI and USA Swimming safety rules will be strictly enforced.

ELIGIBILITY **All USA Swimming registered swimmers are eligible. All**
swimmers must be registered prior to entry deadline. Entries
listed as "Registration applied for" will not be accepted.
Registration forms can be obtained from the Illinois Swimming
Office, PO Box 877, Aurora, IL 60507, Phone 630.844.0476
Fax 630.844.2289. A swimmer's age as of date of the first day of
competition will determine their age for the meet.

- USA SWIMMING, INC MEMBERSHIP** Insurance regulations require that all swimmers, judges, starters, and referees be a current member of USA Swimming. It is each club's responsibility to register their swimmers, coaches, and officials. Swimmers, coaches and officials who are not current members of USA Swimming may not participate in the meet or be on deck.
- COACHES** All coaches must be currently registered with USA Swimming and must continuously display their current USA Coach Member registration card at all times while on deck.
- ENTRY DEADLINE** Entries will not be accepted by the Entry Chairperson before fill in time, day, and date. (In accordance with ISI Rules and Regulations.
State location where entries will be accepted. If you do not wish teams personally dropping entries off state that "No hand delivered entries will be accepted". Also make note if you will accept Fax and/or E-Mail entries.
- ENTRIES** All entries will comply with current USA Swimming and ISI Rules and Regulations. Current registration number, age, first name, middle initial, and last name must appear on all entry blanks.
- or
- Individuals are limited to four entry events per day, not including relays. Relay swimmers must be entered in at least one individual event. Current registration number, age, first name, middle initial, and last name must appear on all entry blanks.**
- State computer program and version number, i.e. Hy-Tek Meet Manager Version #. Give specifics of how entries need to be submitted, i.e. entries may be submitted on data disk (3.5" only) generated using Hy-Tek. All entries must be accompanied by a hard copy print out of your entry data file or your information filled out on the entry forms provided by the host club within this packet.*
- A signed Summary Fee / Release Form provided in this packet and payment in full must accompany all entries. Checks are to be made payable to: name of hosting club**
- If you will be accepting fax or e-mail entries state here fax phone number and/ or e-mail address. In bold type state time limitation of when Summary Fee / Release Form and check is to be received.*
- Example: You may e-mail (fax) your entry to (enter e-mail address) or (fax phone number). Signed Summary Fee / Release*

Form and entry check must be received within 72 hours of the receipt of the-mail (fax). In bold restate your entry deadline.

Meet host will accept no responsibility for transmission errors of faxed or emailed entries. It will remain up to the sender to verify receipt of entries. (Optionsl)

ENTRY FEES

State your amounts for individual entries and relays. Under current ISI Rules and Regulations use the following table to determine your fee schedule.

<u>TYPE OF MEET</u>	<u>INDIVIDUAL EVENT</u>	<u>RELAY EVENT</u>
Championship Meet	\$4.00	\$10.00
"A" Plus Prelim / Final Meet	\$4.00	\$10.00
Timed Final Meets	\$2.50	\$ 7.00

ENTRY LIMITATIONS

Deck Entries will not be permitted.

State any event where you will limit the number of heats. Example below:

The following events have additional limitation that only four (4) fastest heats based on times submitted for entry will swim:

Friday Evening	Saturday Afternoon
400 IM Senior	1650 Free Senior Girls
200 Free 9-10	
200 Fly Senior	Sunday Afternoon
200 Free 11-12	1650 Free Senior Boys
500 Free 13-14	
500 Free Senior	

State the procedure to be used to notify coaches of who will qualify to swim the limited events. Example below:

A copy of the heat sheet will be sent to each team so that affected swimmers may be notified or A listing of the psych sheet showing eligible swimmers will be posted on our website at website address.

If you would like to swim additional heats of limited events you need to state it here. Example below:

The host team reserves the right to swim additional heats if time allows.

ENTRY VERIFICATION

If you desire verification of entries received, include a stamped self-addressed postal card with your entries.

- EVENTS** **In accordance with USA Swimming Rules; Articles 105 and 202.1.13, the Meet Referee has the authority to accommodate swimmers with disabilities. It is the responsibility of the coaches or swimmers to contact the Meet Referee, prior to competition, with specific requests.**
- POSITIVE CHECK IN** *If you will use the "Positive Check In" procedure state it here along with any type of penalty the swimmer may encounter for failure to check in during the specified time limit. If late check-ins will be able to swim only if there are open lanes available in the slower heats, state that here. Also stipulate any bull pen instructions and instructions to swimmers about timers cards.*
- SCORING** *You may indicate the points awarded for individual events and relay events. (This is not mandatory, but a nice option to use if you are giving out any high point awards.)*
- SCRATCHES** *If you have scratch deadlines for swimmers state it here.*
- SEEDING** *State the seeding of swimmers. Example below:*
- All events will be time finals form slowest to fastest. With the exception of the 1650 Free events. These events will be swum fastest to slowest.**
- State what times will be used to insure proper seeding. Example below:*
- Short course yard times should be submitted for entry purposes.**
- State what times will be considered non-conforming and where they will be seeded. Example below.*
- Long course meter and short course meter times will be considered non-conforming times and will be seeded in the slowest heats.**
- RELAY EVENTS** *If you are supplying preprinted relay cards in the Coach's packet or from the Clerk of Course fill in this section. Give the deadline for turning in the cards, i.e. cards will be due no later than 30 minutes prior to the start of the relay events.*
- AWARDS** *Give a brief description of awards to be distributed, and the number of places that will earn awards. Separate individual awards from relay awards.*

Other items to mention here would be:

- *High point awards*
- *Team awards*
- *Heat winner awards*

**ADMISSIONS &
HEAT /PSYCH SHEETS**

State cost of admissions and any other pertinent information under that topic. State cost of Heat Sheet or Psych Sheet depending on what you will be selling, list sessions that will be included in it.

CONCESSIONS

If you will be selling concessions state where in the venue it will be located. If a restaurant is donating food you may wish to state, "Bagels from Jakes will be on sale." Denote the building code on areas where food may be eaten and if smoking is prohibited. If you will be setting up a "Lost and Found" area at concessions state that information as well.

MEET RESULTS

One copy of printed meet results in required format will be sent (or emailed or posted to a website to download) to each team represented by 5 (five) or more swimmers. Individual copies may be ordered at the time of the meet at a cost of fill in amount. at location where orders will be taken. In this area you may optionally state how teams may receive results on computer disk.

ATTACHMENTS THAT MUST ACCOMPANY YOUR MEET ENTRY PACKET ARE:

- SCHEDULE OF EVENTS
- WARM - UP PROCEEDURE
- SUMMARY FEE / RELEASE FORM
- ENTRY FORMS

ATTACHMENTS THAT ARE OPTIONAL ARE:

- VOLUNTEER SIGN UP SHEET
- MAPS
- HOTEL INFORMATION
- ISI COMPLETE TIME STANDARDS

**REMINDER: MAILING LABELS ARE AVAILABLE FROM THE ISI OFFICE
CONTACT THE OFFICE FOR THESE LABELS.**