

HOST TEAM LOGO (optional)

**MEET NAME**

**Hosted by HOST TEAM**

**DATES**

**Held at VENUE NAME, ADDRESS, CITY, STATE, ZIP**

***Held under the Sanction of USA Swimming, Inc., issued by North Carolina Swimming, Inc.  
Sanction #***

<b>MEET DIRECTOR</b>	<b>MEET ENTRY COORDINATOR</b>
NAME PHONE EMAIL	NAME STREET CITY, STATE, ZIP PHONE EMAIL
<b>MEET REFEREE</b>	<b>MEET MARSHAL</b>
NAME PHONE EMAIL	NAME PHONE EMAIL

**CONDITION OF SANCTION**

As a condition of this sanction, **HOST TEAM** agrees to comply and to enforce all COVID 19 health and safety mandates and guidelines (including face coverings, social distancing, and mass gatherings) of USA Swimming, North Carolina Swimming, the State of North Carolina, local jurisdictions, and the HOST TEAM Meet Plan detailed below. Meets conducted in violation of these requirements and safety plans are subject to having the sanction revoked and will not be issued sanctions for future meets during the COVID 19 sanctioning period.

**ASSUMPTION OF RISK DISCLAIMER**

The **HOST CLUB** has taken enhanced health and safety measures for athletes, coaches, officials, spectators, and others participating in this meet. You must follow all safety instructions in the following meet sanction. 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. Senior citizens and those with underlying medical conditions are especially vulnerable. By attending this meet, you assume all risks related to exposure to COVID-19.

**COVID-19 RELEASE**

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, NORTH CAROLINA 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 THEREWITH.

## HOST TEAM COVID-19 MEET PLAN

**FACE COVERINGS** As a condition of sanction, all meet participants – coaches, officials, administrators, vendors, and athletes (when not in the pool) – must wear fabric or paper face coverings/masks that fit snugly against the face and simultaneously cover the nose and mouth to minimize the spread of respiratory droplets. All participants must also comply with mandated social distancing and mass gathering rules. Participants wishing to remove their face coverings for periods longer than 5 minutes to eat or drink must move and stay 10 feet away from others or exit the facility until their face coverings are back in proper position.

**LOCAL PROTOCOLS** *This section should include facility specific procedures, restrictions, limitations, guidelines, capacity limits, etc. Please address the following (If hosting a “virtual” with multiple locations under one sanction, please include separate protocol/procedure sections for each facility.):*

- *Total Facility Capacity (athletes and others combined) allowed under Covid-19 Regulations/Current Phases. Who (which meet personnel) is responsible for ensuring these limits?*
- *Specify number of coaches, meet management, facility personnel (i.e. lifeguards, staff), etc. and any assigned duties related to Covid-19 protocols.*
- *Specify total number of officials, how many in each capacity (MR, AO, Starter, S&T, timing operator, etc.), special duties, etc.*
- *Number of timers (per lane, backup, etc.)*
- *Number of additional volunteers allowed on deck and/or assigned to spectator areas and their specific duties or areas of responsibility (marshals, athlete supervision, clerk of course, locker room monitors, parental access, etc.)*
- *What restroom facilities will be available and who will ensure proper usage? Please remember to follow MAAPP guidelines when planning.*
- *How will shared items (watches, clipboards, writing utensils, starting equipment, etc.) be handled? Sanitized between each use, placed in plastic coverings/bags, etc.? Will blocks, touch points and common areas be cleaned/sanitized before, during or between sessions? Who will be responsible for this (facility staff, meet personnel, etc.)?*

### Warm-Ups

- *Please indicate how warm-ups will be conducted including how teams or athletes will be divided/distanced for pre-session warm-up, who will monitor the warm-up area, whether there will be warm-up/down lanes available during the session, how many swimmers allowed per lane, etc.*
- *Specify warm-up pool max capacity allowed on-deck and in the water.*

**LOCKER ROOMS/  
CHANGING** *Athletes must arrive and depart in their suits. Locker rooms are for restroom use only and must not be used for changing or showering. Deck changing is prohibited. Restrooms will be monitored by [insert who will monitor these areas].*

*You may also include additional information about specific restroom locations, access, etc. here.*

**ENTRY & EXIT  
PROCEDURES and  
ATHLETE SEATING  
AREAS**

*This section should include the following:*

- *How will athletes and others enter and exit the facility (specific gates, doors, etc.)?*
- *Who will be allowed in the facility? Athletes, Coaches, Officials, Facility Personnel, Registered Volunteers, etc.? Where should they enter and exit? Is there a designated area where they should report?*

- Will there be seating/waiting areas inside the facility for athletes or should they remain outside, in another room, etc. when not in the pool. Will there be benches or chairs or should athletes bring their own?
- Will there be separate seating areas if there are multiple teams/groups attending the meet?
- If the waiting area is outside the pool/facility, detail how swimmers will be notified of upcoming events?

**SWIMMER  
LIMITATIONS and  
PROTOCOLS**

*This section should include the following:*

- Total number of athletes allowed per session.
- Will there be a staging area for athletes prior to events? If so, who will monitor staging area?
- When should swimmers plan to be in the staging area (if using) prior to an event (10 minutes prior, when called over loudspeaker, etc.) and how will they be notified of upcoming events?
- How will athletes get to the blocks (line up in certain area, directional guidelines, which side to enter from, etc.). Who will send/lead heats to starting area?
- Should swimmers be ready to swim (cap/goggles on) in the staging area or can they wait until they get to the blocks?
- Where will athletes put personal items (mask, towels, etc.) during competition?
- How will athletes exit the pool (will pool be cleared first, which direction to walk after exiting, etc.) and where should they go for warm-down, if available. Who will direct/monitor this process?
- Will there be an area/procedure for talking to coaches either before or after a race?
- If your meet includes relay events, please indicate what measures will be taken to ensure compliance with six foot social distancing and mass gathering rules when conducting relays.
- When should athletes plan to arrive at the facility, and will they be allowed to stay following their last event of the session or do they need leave at that?
- If your meet includes relay events, please indicate what measures will be taken to ensure compliance with six foot social distancing and mass gathering rules when conducting relays.

***When not in the water, athletes are expected to wear a mask at all times, including when walking to and from an event and/or warm-up lanes. They may remove masks for swimming but must don them again once they exit the water. Additionally, athletes are expected to maintain proper distancing at all times.***

**SPECTATOR  
LIMITATIONS and  
PROTOCOLS**

*If spectators are not allowed, you may consider providing a broadcast via some type of live-streaming. If this is the case, you might include the following sample statement:*

***There will be no “In-Person” spectator viewing. The meet will be live-streamed via [provide instructions for viewing here]. Spectators may not enter the facility except use the restrooms located [list available restrooms and any specific entry instructions here].***

*If the host team allows “In-Person” viewing or will be providing some type of technology in an outdoor adjacent viewing area (setting up a screen for group viewing outside the facility in a parking lot, park, etc.), this section should answer the following:*

- Will there be “In-Person” spectator (non-volunteers) or group viewing. If so, what is the maximum number of spectators allowed per state/local/facility mandate?
- What areas are designated for spectators and what guidelines will be in place for distancing?

- How will mandated gathering, mask and distancing requirements be enforced and who is responsible for monitoring spectator areas?
- What restroom facilities will be available for spectators?

The following statement is required for all types of viewing options:

**Spectators/Parents are required to wear a face covering at all times while attending, observing or meeting with their athletes at the meet whether inside the facility, in any adjacent viewing/gathering areas provided by the **HOST TEAM**, or meeting with their swimmer in a designated facility location and are expected to comply with all mandated state/local/facility COVID-19 guidelines.**

**PARENTAL ACCESS** Parents needing access to their athlete during the meet in a closed-deck environment can contact their children directly via cellphone and arrange to meet them **at [specify a designated area]**. Should parents be unable to contact their child directly, they should see the Meet Marshal located at **[specific location such as an entrance staffed with a door monitor/marshal or other designated meeting area – this area should be staffed with multiple personnel so that one may go find the athlete or provide radios to call to personnel on the deck to locate the athlete]**. In the case of an emergency, please call and/or text the **[Meet Director at XXX-XXX-XXXX or the Facility Director at XXX-XXX-XXXX]**.

**HEALTH SCREENING** Ingress to the facility requires health screening questions and/or a temperature check before entering in accordance with CDC and local health department recommendation.

Please include the following (as applicable to your club):

- Who will be responsible for conducting health screenings or will a waiver be distributed in advance?
- Which entrance will the health screenings take place?
- Who will monitor entry?

**FACILITY** Include description of pool and venue; starting platform type; 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.  
Any facility rules in regards to deck changing must be included.

**MEET FORMAT** EXAMPLE: This is a timed final-prelim/final Age Group/Senior, pre-seeded meet unless otherwise indicated.

Session	Day	Warm-up	Meet Start	Age Group
1	Friday	4:00 PM	5:00 PM	13 & Older
2	Saturday	8:00 AM	9:00 AM	11-12
3	Sunday	8:00 AM	9:00 AM	13-14

**DEADLINE AND MEETING SUMMARY:** (keep section in chronological order)

<b>Day, Date</b>	<b>Time</b>	<b>For:</b>
Day, Date	Time	Entry deadline
Day, Date	Time	Official Briefings
Day, Date	Time	Coaches/General Meeting
Day, Date	Time	Timer Briefing

## **RULES**

**This meet will be conducted in accordance with the current USA Swimming Rules and Regulations, except where rules therein are optional and exceptions are stated.** If following the NCS Scratch Rule: The NCS Scratch Rule is in effect for this meet. Include the scratch rule (on separate page) and any penalties that may be accessed.

## **TECHNICAL SUIT BAN for 12&Us**

**Per USA Swimming Rule 102.8.1F, 12 & Under athletes may not compete in Technical Suits at this meet.**

A Technical Suit is one that has the following components:

- Any male or female suit with bonded or taped seams regardless of fabric or silhouette; or
- Any male or female suit with woven fabric extending to the knee or mid-thigh regardless of the seam type.

## **MAAPP**

All applicable adults participating in or associated with the meet acknowledge that they are subject to the provisions of the USA Swimming Minor Athlete Abuse Protection Policy (“MAAPP”), and that they understand that compliance with the MAAPP policy is a condition of participation in the conduct of this competition.

## **SAFE SPORT**

The NCS Safety Program is in effect for this meet. Coaches are advised to closely supervise their swimmers at all times. Swimmers may be dropped off only in designated safe areas. Swimmers are not permitted in work out rooms, storage rooms, meeting rooms, or control rooms. No glass containers or bottles are allowed inside the facility at any time. Anyone failing to comply with a safety request may forfeit his or her privilege to participate. We strongly recommend each team assign a marshal to monitor warm-up sessions and locker rooms in addition to host team marshal.

Use of audio or visual recording devices, including a cell phone, is not permitted in changing areas, rest rooms, locker rooms, or behind the starting blocks. Flash photography of any kind is prohibited at the start of a race.

Deck changes are prohibited.

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 a 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. It is also the responsibility of the swimmer or the swimmer’s guardian to request assignment from the Meet Director to a USA Swimming member coach attending the meet if a coach from the swimmer’s team is unable to attend.

Unless approved in writing in advance of the competition by the Program and Events Committee Chair or designee, operation of a drone, or any other flying apparatus, is prohibited over the venue (pools, spectator areas, and open ceiling locker rooms) any time athletes, coaches, officials, and/or spectators are present.

Only swimmers, properly certified officials and coaches, and meet volunteers will be allowed on deck. No spectators will be allowed on deck at any time.

#### ELIGIBILITY

All swimmers must be registered with USA Swimming, Inc. and be members of **HOST TEAM or COHOST/INVITED TEAM**. All Adult Athletes must hold current APT certification to compete. Swimmers must be registered prior to entry deadline. Entries listed as "Registration Applied For" will not be accepted. **There will be no on deck registration available at this meet. Include any minimum/maximum time standards for qualification to enter the event, team affiliations, etc.**

#### MEMBERS WITH DISABILITIES OR MEDICAL CONDITIONS

**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. Members who are unable to wear face coverings because of a documented medical condition must notify the Meet Director in advance and may have limited deck access. Failure to provide advance notice may limit **HOST TEAM's** ability to accommodate all requests.

#### ENTRIES

Include how entries are to be submitted, a summary form if you wish one submitted. **EXAMPLE:** Entries submitted in Hy-Tek format require no hard copy entry forms. Email is preferred for electronic entries however; disks are also acceptable. A completed and signed Entry Summary Sheet (included in the announcement) and payment in full must be received by the Meet Entry Coordinator by the entry deadline (also may be within x hours of receipt of entries, etc.). A swimmer's age on the first day of the meet will determine their age for the entire meet. **HOST TEAM** entries will be entered first and then accept teams/entries in the order received, until the four/eight-hour rule is reached. Entries received thereafter will be returned immediately. **All relay only swimmers including alternates must be listed and pay the NCS Travel Fund surcharge.**

#### ENTRY LIMITATIONS

Swimmers may swim a maximum of **X** individual events plus **X** relays per day and a total of **X** individual events and **X** relays for the meet. Also include limitations on number of swimmers, event limitations, and team relay limitations, if applicable.

#### 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 Entry Coordinator 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). Also include: **No late entries will be accepted. There will be no on deck entries. OR Late entries may be accepted at the discretion of the Meet Referee. There will be no on deck entries.**

#### ENTRY FEES

<b>Make checks payable to: <b>HOST TEAM</b>; All fees are non-refundable</b>	
Individual Event	\$x.xx per event; see NCS rules for any restrictions

Relays	\$x.xx per relay; see NCS rules for any restrictions
NCS Travel Fund	\$3.00 per swimmer, including relay only swimmers
Facility Surcharge	See NCS rules for any restrictions
Late Entry Fee	\$x.xx; up to double the IE and relay fees listed

- SEEDING** The conforming time standard for this meet is short **OR** long course yards. Swimmers will be seeded and swim from slowest to fastest unless otherwise indicated. All non-conforming times will be seeded last in rank order
- CHECK-IN** All events will be pre-seeded and there will be no positive check-in.
- SCRATCHES** EXAMPLE: There will be no penalty for scratching pre-seeded events at the block. If following the NCS Scratch Rule: The NCS Scratch Rule is in effect for this meet. Include the scratch rule (on a separate page) and any penalties that may be accessed.
- 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: 20-17-16-15-14-13-12-11-9-7-6-5-4-3-2-1
  - 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.
- RESULTS** **EXAMPLE:** Results will be posted on **HOST TEAM's** website within 24 hours of the meets conclusion. At the conclusion of the meet, teams may obtain Hy-Tek backups either on a memory stick or via email attachment.
- COACHES** All coaches on deck must be registered and certified with USA Swimming. Meet Management will require all coaches to show proof of such by prominently displaying their registration card or be prepared to show their Deck Pass virtual membership card upon request. There will be a coach/general meeting at the date and time listed in the Deadline and Meeting Summary. 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.
- OFFICIALS/TIMERS/  
VOLUNTEERS** There will be a need for officials. **HOST TEAM** welcomes and encourages anyone willing to volunteer. Volunteering Officials **MUST** contact the Meet Referee by email **prior to the meet**. All officials on deck must be registered and certified with USA Swimming. Certification will be verified by Meet Referee the day before the meet / session. There will be no officials meeting at the meet, and assignments will be communicated electronically prior to each session. A virtual meeting may be held prior to the meet / session at the referee's discretion, and all assigned officials are strongly encouraged to complete and individual personal review of applicable USAS rules for their assigned position prior to the meet. Officials should report to their assigned position 10 minutes before session start, and bring a mask, your personal water bottle, a writing utensil, and a headset (if applicable).

**HOSPITALITY/  
CONCESSIONS**

There will be a hospitality area open to all coaches and officials. Refreshments will be available at the concession stand.

**WARM-UP**

In accordance with USA Swimming guidelines, there will be a published warm-up procedure for all swimmers and coaches attending the meet. The Marshall 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). **There is to be no diving or horseplay in this area.**

**WAIVER/RELEASE**

As a team entered in this meet, upon entry you are verifying that all of the swimmers and coaches listed on the enclosed entry are registered with USA Swimming. You acknowledge that you are familiar with the Safety Rules of USA Swimming, Inc. and North Carolina Swimming, Inc. regarding warm-up procedures and meet safety guidelines, and that you shall be responsible for the compliance of your swimmers with those rules during this meet. **TEAM HOST, FACILITY**, North Carolina 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. You acknowledge that by entering this meet, you are granting permission for the names of any or all of your 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.

**IMAGE RELEASE**

All participants agree to be filmed and photographed by the host club approved photographer(s) and videographers and to allow the right to use names and pictures before, during, or after the meet such as in public psych sheets, heat sheets, and results or featured on the host club or NCS website or social media or in public broadcast of the event via television or webcast. Parents and guardians of minor swimmers who do not wish their swimmers to participate in interviews or have individual pictures featured on any media should inform their team's head coach and the Meet Director prior to the meet.



**ORDER OF EVENTS**

**DAY, DATE**

**Warm-up: TIME; Meet Start: TIME**

<b>Girls/Women</b>	<b>Event</b>	<b>Boys/Men</b>

**DAY, DATE**

**Warm-up: TIME; Meet Start: TIME**

<b>Girls/Women</b>	<b>Event</b>	<b>Boys/Men</b>

**DAY, DATE**

**Warm-up: TIME; Meet Start: TIME**

<b>Girls/Women</b>	<b>Event</b>	<b>Boys/Men</b>

**Meet Name**  
**Summary of Fees/Release Form**

Complete and email or mail this form along with entry fees to (checks payable to HOST TEAM):

HOST TEAM  
 ATTN: ???  
 STREET ADDRESS  
 CITY, STATE ZIP  
 Email to: ???

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	
Swimmers (Travel Fund & Facility Surcharge)		\$x.xx per swimmer	
<b>Total Fees Due</b>			

**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. I acknowledge that I am familiar with the Safety Rules of USA Swimming, Inc. and North Carolina 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, North Carolina 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.

\_\_\_\_\_  
 SIGNATURE (Coach or Club Representative)

\_\_\_\_\_  
 CLUB

\_\_\_\_\_  
 TITLE

\_\_\_\_\_  
 DATE