

SANCTIONING CHECKLIST

Indiana Swimming looks for the following statements when issuing a sanction number. These **must** be included VERBATIM/or very similar.

Please ensure that all references are to USA Swimming and not USS or United States Swimming.

1. This meet is sanctioned by USA Swimming and Indiana Swimming. Sanction number _____
2. Current USA Swimming and Indiana Swimming rules will govern this meet.
USA Swimming Rules 202.3.2 - At a sanctioned competitive event, USA Swimming athlete members must be under the supervision of a USA Swimming member coach during warm-up, competition, and warm-down. The Meet Director or Meet Referee shall assist the athlete in making arrangements for such supervision.
3. Swimmer(s) must be registered with USA Swimming to be accepted into this meet. Age as of (Host to insert date) shall determine the swimmer's age for the entire meet. *First day of meet*
4. Coaches MUST constantly display their current USA Swimming coach credential to gain deck access. The meet referee reserves the right to ask for coach credential display and/or deny deck access if coach does not comply or card is no longer valid/current.
5. **ENTRY DEADLINE:**
Entries will be accepted starting: (Host to insert date). Entry deadline will be: (Host to insert date)*.
Deadline will be extended if the meet is not full. **Deadline is to be no later than 2 weeks before the event*
6. **ENTRY FEES ON PAGE 2 OF THIS CHECKLIST DOCUMENT ARE CORRECT IN ENTRY LETTER**
7. **REFUNDS:** In any meet sanctioned by Indiana Swimming other than Championship Meets, the host team shall limit the number of swimmers in any one or more events to maintain a reasonable length of the meet. In the event that entries are limited, **the host club must return the entry fees to the club(s) whose swimmers are not allowed to compete in the specific event(s)**. Clubs cannot change this refund rule in their meet information.
8. **SUMMARY OF ENTRIES PAGE** - Include a checklist/statement about how entering clubs would like their results
Hard Copy (snail mailed OR .htm/.pdf file emailed)
Meet Manager Backup (Emailed)
Team Manager .cl2 file (Emailed)
ALL of the above
Email address to send above to: _____
9. **SURCHARGES:** All sanctioned and approved meet hosts must include a **\$1.50** surcharge per athlete. All meets include: Intrasquads, time trials, duals, tris, invitationals, etc. The **\$1.50** surcharge per athlete is due to Indiana Swimming. Be sure to include this on your Meet Summary of Entries page and in your event setup in Meet Manager.
10. **EFFECTIVE (OCTOBER 1, 2009) USA Swimming Swim Suit Rule (102.9.1 B) wording shall be added to all meet letters**
In swimming competitions, the competitor must wear only one swimsuit in one or two pieces except as provided in USA Swimming Rule 205.10.1. All swimsuits shall be made from textile materials. For men, the swimsuit shall not extend above the navel nor below the knees, and for women, shall not cover the neck, extend past the shoulder, nor extend below the knee.

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ADDITIONAL ITEMS YOU'LL WANT / NEED TO INCLUDE

- Order of Events
Please be aware that once you set and publish the Order of Events, you cannot change. This is a USA Swimming Rule - 102.8.1. Even after entries are in, you cannot switch events around to fit within 4-hour planning guideline or combine sessions.

Be receptive to all swimmers' needs and set up events accordingly (ie: Open events instead of 13 & O. 10 & U instead of 9-10; Friday night order; etc). Entry Limits (be sure to be familiar with USA Swimming Rule 102.2)

- Facility name and address
- Meet Director's Name, Phone & E-mail (if available)
- Seeding Procedures (if applicable, include any heat limits and refund policies for those swimmers not making the heat limit)
- Entry Procedures
- Entry Chair's Name, Address, Phone, E-mail
- Warm-Up Times
- Extra Costs (Admissions, Heat Sheets, Final Results, Parking) – Indiana Swimming does not dictate/limit.
 - (Host is permitted to use a general statement that fees will be charged)
- Missed Cut Information & Verification – if applicable
- Awards / Scoring (if applicable)
- Additional Facility information (restricted areas, no smoking, etc)
- If you will need to recruit volunteer timers and/or officials, be sure to include it in your entry information. It is not desirable to announce over the sound system that the meet won't start until timers are behind the lanes.

Please use the guidelines below when determining entry fees:.

ENTRY FEES (effective April 1, 2005)

	IE maximum allowed
Invites / Timed Finals	\$4.00
Prelims / Finals	\$5.00
Relays	\$6.00
Time Trials	\$5.00 / event
Long Distance Meets (ONLY 400 yards/meters or longer)	\$5.00 / event
OPEN WATER	\$20
Deck Entries (if host club chooses)	Double the applicable fee
Surcharge (EVERY sanctioned meet) – EFFECTIVE October 6, 2007	\$1.50 / swimmer surcharge payable back to Indiana Swimming
STATE MEETS (Divisional, Age Group & Senior)	\$5.00 / IE
	\$6.00 / Relay
	\$5.00 surcharge