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|  | **[Meet Name]**  **[Meet Date(s)]**  **Sanction # PV\_-XX-XX** | **Hosted by:** |

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| MEET DIRECTOR  [include name, email address, phone number] | MEET REFEREE  [include name, email address] | CLUB OFFICIALS CHAIR  [include name, email address, online signup link if being used] |

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| **SANCTION** | * Held under the sanction of USA Swimming through Potomac Valley Swimming: **PV\_-XX-XX.** * In granting this sanction it is understood and agreed that USA Swimming, Potomac Valley Swimming, [host team/organization, facility] 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. |
| **FACILITY** | **[name of facility]**  [address]  [address]  [phone number]   * 8 lanes, 25 yards * Water depth range of 4.5’ – 4.7’ at the starting end and 3.5’ – 5’ at the turning end. * The competition course has not been certified in accordance with current USA Swimming Rules and Regulations, Article 104.2.2(C). |
| **ENTRY DEADLINE** | **[date], [time]**  IMPORTANT: The above date is the deadline for clubs to submit their entries to the Meet Director. Therefore, clubs usually set an earlier deadline to receive entries from their swimmers. Check with your club for this information. |
| **SCHEDULE** | **[days]**  [sessions, warm up times, event start times]   * Meet Director reserves the right to adjust times/sessions after entries are received. |
| **ELIGIBILITY** | * Open to all registered Potomac Valley Swimmers. Also open to USA Swimming registered swimmers from Out of Town Teams. No swimmer will be permitted to compete in the meet unless the swimmer is registered as an athlete member of USA Swimming as provided in USA Swimming Rules & Regulations Article 302. |
| **DISABILITY SWIMMERS** | * PVS and host clubs along with their meet directors are committed to the [Inclusion Policy](http://www.pvswim.org/disability/inclusion_policy.html) as adopted by the PVS BOD. Athletes with a disability are welcomed and are asked to provide advance notice of desired accommodations to the Meet Director. The athlete (or athlete’s coach) is also responsible for notifying the session referee of any disability prior to competition. |
| **TIMING SYSTEM** | * [specify timing system to be used for the meet (automatic, semi-automatic, manual)] |
| **RULES** | * Current USA Swimming rules, including the [Minor Athlete Abuse Prevention Policy](https://www.usaswimming.org/utility/landing-pages/minor-athlete-abuse-prevention-policy) (“MAAPP”), shall govern this meet. * No on-deck USA-S registration is permitted. * In compliance with USA Swimming Rules and Regulations, the use of audio or visual recording devices, including a cell phone is not permitted in the changing areas, rest rooms, or locker rooms. Per PVS policy, the use of equipment capable of taking pictures (e.g., cell phones, cameras, etc.) is banned from behind the starting blocks during the entire meet, including warm up, competition and cool down periods. * 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. 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. * Operation of a drone or any other flying devices is prohibited over the venue (pools, athlete/coach areas, spectator areas and open ceiling locker rooms) any time athletes, coaches, officials and/or spectators are present. * Dive-over starts will be used at this meet. * The Meet Director and the PVS Technical Committee reserve the right to limit events, heats, swimmers or adjust the format to conform with the 4-hour provision for sessions that include 12 & U events per Rule 205.3.1F. |
| **EVENT RULES** | * All events are timed finals. |
| **POSITIVE CHECK IN** |  |
| **WARM-UP** | * The prescribed PVS warm-up procedures and safety policies will be followed. The Meet Director may determine the structure of warm-up, including times/lane assignments. |
| **SUPERVISION** | * Coaches are responsible for the conduct of their swimmers and cleaning up for their team areas. |
| **SEEDING** |  |
| **SCORING** |  |
| **AWARDS** |  |
| **PROGRAMS** |  |
| **CREDENTIALS** | * Parents not working the meet as a deck official, volunteer timer or other position are not permitted on deck. Only athletes, USA Swimming certified coaches, and deck officials will be permitted on the deck. Coaches and Officials should have proof of active USA Swimming membership with them at all times. |
| **SPECTATOR ENTRY FEE** |  |
| **OFFICIALS** | * Each participating club is requested to provide at least one table worker or official (Referee Starter, Chief Judge or Stroke & Turn Judge) per session if entering 25 or more splashes. * Officials interested in volunteering should contact [include contact for officials; link to online signup if being used] * Officials volunteering for this meet should sign in at the recording table prior to the start of warm-ups. Certified officials who have not previously volunteered should contact the referee upon arrival to make their services available. A comprehensive officials briefing will precede each session during warm-ups. |
| **TIMERS** | * Participating clubs are requested to provide timers in proportion to their entries. One timer is requested for each 25 entries. * [include online timers signup if being used] |
| **ENTRY PROCEDURES** | * Entries should be submitted by email to the Meet Director. * Include in the subject of the email, “[meet name] - \*\*\*\*” with the club’s initials in place of the asterisks. If your club submits multiple entry files include training site in the subject of the email. * Include in entry email: entry file, report of entries by name, report of entries by event. * In the body of your email provide entry numbers (girls, boys, totals), contact information (email, phone, officials contact). * Entries directly from individual team members will not be accepted. * Entries by phone or fax will not be accepted. * The Meet Director will acknowledge receipt by return email within 24 hours. If acknowledgement is not received in a timely manner, please contact the Meet Director. * Any club that enters an unregistered or improperly registered athlete, falsifies an entry in any way, or permits an unregistered coach to represent them will be fined the sum of $100 by PVS and no further entries will be accepted from that club until the said fine is paid. |
| **ENTRY FEES** | |  |  | | --- | --- | | Per Swimmer Surcharge:  Individual event fee: | Relay event fee:  Deck entries: |  * Make checks payable to [xxx]. Checks may be mailed to: * Entry fees are due with meet entry. Unpaid fees will be reported to the PVS Administrative Office at the conclusion of the meet. |

**[Meet Name]**

**[date(s)]**

[sessions, schedule]

**[DAY] [DAY]**

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| **GIRLS** | **EVENT** | **BOYS** |  | **GIRLS** | **EVENT** | **BOYS** |
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