Meet Form Guidelines (rev C) – Delete this page

You may add team logo/graphics to the header/top of the meet form.

You may not delete any sections of the meet form. Doing so will cause your sanction request to be rejected. All of these sections are requirements of USA Swimming Rules and Regulations.

Please append your events to the end of this meet form.

The meet form has been updated to use fillable text boxes highlighted in red.

For the pool depth, the information on the depth will be measured for a distance of 3 feet 3-1/2 inches (1.0 meter) to 16 feet 5 inches (5.0 meters) from both end walls (Article 202.6.6.B)

For the awards section, if you are not handing out any awards, please type in “Not Applicable or No awards will be given for this meet” (Article 202.6.6.A)

Under Eligibility, there is a fillable text box at the end of this statement “**Open to athletes who hold 2025 USA Swimming Registration”** were you can add verbiage about who is eligible to attend the meet, for example “and members of the [GeoGommittee]” If this is an free weekend/open meet, then you can add “and member of Southern California Swimming”.

Medical Supervision: For this, please add the description of medical coverage (e.g., Lifeguards, EMT, AED device, etc.) that will be available at this meet. (Article 202.4.11.N)

Per Article 202.5.5, All meet directors for meets sanctioned by USA Swimming must be members of USA Swimming.

**MEET NAME:** Click or tap here to enter text.

**SPONSORED BY: Sanction Number: [S25-XXX]**

 **Southern California Swimming**

**Team:** Click or tap here to enter text. **Committee:** Choose an item.

**Held under the sanction of USA Swimming.**

**MEET DATES:** Click or tap to enter a date. **Through** Click or tap to enter a date.

**Warmup Time:** Click or tap here to enter text. **Meet Start Time:** Click or tap here to enter text.

**Pool Address:** Click or tap here to enter text.

**Directions:** Click or tap here to enter text.

**Pool Dimensions:** Click or tap here to enter text.

**Number of Competition Lanes:** Click or tap here to enter text. **Number of Warm-up Lanes:** Click or tap here to enter text.

**Pool depth Start End:** Click or tap here to enter text. **Turn End:** Click or tap here to enter text.

**Medical Supervision:** Click or tap here to enter text.

**WARM-UP PROCEDURES: All lanes will be open for USA Swimming Member Coach supervised warm-up between** Click or tap here to enter text. **and** Click or tap here to enter text.**. Diving will be allowed in designated dive lanes only under the supervision of the coaches and marshals. Dive lanes may be assigned. Dive lanes will open** Click or tap here to enter text. **minutes before the start of the meet. The pool will close** Click or tap here to enter text. **minutes before the start of each session. All swimmers must use 3-point, slide-in entries into the pool during warmup, no jumping or diving.**

**RULES: USA Swimming rules will govern this meet. Current SCS meet procedures will be enforced and take precedence over any errors or omissions on this form. This meet will limit entries to meet the "4 hour rule" for 12-Under swimmers, unless a Championship meet.**

**Swimmers must check in with the Clerk of Course minutes** Click or tap here to enter text. **prior to the start of each session for the first** Click or tap here to enter text. **events of that session. After the event has been officially closed, SWIMMERS MAY NOT CHECK IN OR SCRATCH. Swimmers must swim in their actual Age Group as determined by their age on the first day of the meet.**

**Swimmers must be at least** Click or tap here to enter text. **years old on the Start Date of the meet to enter. Timers are required to be provided by each team. Swimmers competing in the following events** Click or tap here to enter text. **are requested to furnish their own timers for three heats, and provide lap counters.**

**Events will be swum** Choose an item.

**Swimmers may swim a maximum of** Click or tap here to enter text. **individual events and** Click or tap here to enter text. **relays per day.**

**All coaches and officials on deck must complete the CDC or NFHS Concussion course and must complete the CANRA Mandatory Reporting course prior to the start of the meet. All persons acting in any coaching capacity in a sanctioned event must be coach member of USA Swimming.**

**RECORDING DEVICES AND MEDIA NOTICE: The use of audio-visual recording devices, including cell phones, are not permitted in locker rooms, changing areas or restrooms. Recording devices are not permitted behind the starting blocks during the starting sequence throughout the meet. This meet may be covered by the media, including photographs, video, web casting and other forms or obtaining images of athletes participating in the meet. Entry into the meet is acknowledgement and consent to this fact.**

**DRONES: Operation of a drone, or any other flying apparatus, 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.**

**SWIMWEAR: Swimwear must conform to USA Swimming Rule 102.8. Only swimsuits complying with AQUA swimsuit specifications may be worn in any USA Swimming sanctioned or approved competition. Tech suits are NOT permitted at this meet for 12-Under swimmers. Please see the Tech Suit Policy on the SCS website:** [**www.socalswim.org**](file:///D%3A%5CSCS%20Stuff%5CSanction%20Docs%5Cwww.socalswim.org)

**DECK CHANGES: Deck Changes are prohibited.**

**RACING START CERTIFICATION: 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.**

**DISABILITY: Coaches entering swimmers with disabilities that require any reasonable accommodations or modifications, including the need for personal assistants, and/or registered service animals, must provide advance notice in writing (email), accompanying their meet entry file, to the meet referee by the entry deadline. Failure to provide advance notice may limit the host's ability to accommodate all requests.**

**ELIGIBILITY: Open to athletes who hold 2025 USA Swimming Registration** Click or tap here to enter text.**. Online registration in SWIMS 3.0 must be completed prior to the meet entry deadline. No late or deck registration will be accepted. Out-of-LSC entries will be accepted, space available; please submit a copy of registration with entry. All athletes 18 years or older must complete the free online ATHLETE PROTECTION TRAINING (APT) prior to the start of the meet in order to compete. No swimmer will be permitted to compete unless the swimmer is a member as provided in Article 302 of the USA Swimming Rules and Regulations.**

**CHANGE OF AFFILIATION: Club Transfers (unattach or attach) can only be completed online in SWIMS 3.0. At a meet, a swimmer may compete as Unattached, but is responsible to complete the Club Transfer process online in SWIMS 3.0.**

**SUBMITTED TIMES: Times submitted must be the best recorded times short course or long course from this or preceding swim season (NO WORK OUT TIMES). For seeding purposes only, after entries close, Meet Administration may convert non-conforming times. Coaches and swimmers should be prepared to verify all submitted times. Swimmers must have achieved time standards listed for an event. Discrepancies in submitted times could lead to disciplinary action.**

**AWARDS:** Click or tap here to enter text.

**ENTRY FEES:** Click or tap here to enter text. **per individual event,** Click or tap here to enter text. **per relay, and** Click or tap here to enter text. **surcharge per swimmer. Outreach athletes are $15.00 flat fee for the meet. Teams must provide proof of outreach athlete status by including a copy of their team roster when submitting entries.**

**ENTRY SUBMISSIONS: Entries must be received by the meet processor no later than** Click or tap here to enter text.**. IF THE MEET FILLS PRIOR TO THE DEADLINE, ENTRIES WILL BE REJECTED (LAST RECEIVED, FIRST REJECTED). To avoid concern regarding receipt of entry at the designated address, enclose a self-addressed, stamped envelope or postcard. Receipt of entries will NOT be verified by phone, email or text message.**

**E-mailed team entry (entry .zip file) will be accepted ONLY when received together with an attached PDF file, including electronic signature of coach, and will be dated as official at that time. (5 PM postmark would queue before a 10 PM electronic entry, etc.). Full payment (SINGLE TEAM CHECK) for an e-mailed zip file entry must be postmarked within 48 hours of the e-mailed zip file entry. Failure to comply will be referred to the Board of Review. Team entry updates (added events) will be processed when received by the meet processor by the entry deadline. Added events (entered swimmers) may be submitted by hard copy (including e-mail) ONLY. Prior to entry deadline new swimmers are accepted SPACE PERMITTING. Deletions will not be refunded.**

**If entering individually, emailed or texted entries are not accepted. Please enter using the SCS Individual Meet Entry Form. Entries are accepted, SPACE PERMITTING, when the entry is received TOGETHER with a check, money order or cash, by the meet processor.**

**E-MAIL ENTRIES TO:** Click or tap here to enter text.

**OR HAND DELIVER TO:** Click or tap here to enter text.

**MAKE CHECKS PAYABLE TO:** Click or tap here to enter text.

**The Meet Referee will be in charge of this meet, any questions regarding the conduct of the meet should be directed to the Meet Referee.**

**Meet Director (Name and Tel Number:)** Click or tap here to enter text.

**Meet Referee (Name and Tel Number:)** Click or tap here to enter text.

**Meet Processor (Name and Tel Number:)** Click or tap here to enter text.

**USA SWIMMING MEET 360:**

**Permanently suspended or ineligible individuals cannot be present on deck, coach, or perform any function at a meet requiring USA Swimming membership**

**During registration, ensure all coaches, officials, trainers, massage therapists, LSC or host club staff, and medical professionals show proof of current USA Swimming memberhsip (e.g., require them to show their Membership Card via the USA Swimming app) at registration. If such an individual cannot demonstrate proof of membership in good standing, deck access will not be granted.**

**Individuals permanently suspended or ineligible can be spectators at a meet and may be in the stands.**

**Violators shall be reported to the Meet Director or Meet Referee, who can then direct that individual to the spectator area. A subsequent report should also be made to USA Swimming.**

**A quality control system has been implemented to ensure that individuals who are ineligible for participation are unable to participate in this competition. Additionally, all adult members of USA Swimming who have not completed their Athlete Protection Training will not be able to participate in this competition.**

**Pursuant to USA Swimming Rules and Regulations and federal law, it is every member's responsibility to immediately (i.e., within 24 hours) report any incident of child abuse, including physical or sexual abuse, to law enforcement and the U.S. Center for SafeSport. Reporting must occur when an individual has firsthand knowledge of misconduct or where specific and credible information has been received from a victim or knowledgeable third party. A report to the U.S. Center for SafeSport may be made via telephone at 833-5US-SAFE (833-587-7233) or online at** [**www.uscenterforsafesport.org/report-a-concern**](http://www.uscenterforsafesport.org/report-a-concern)**. Various state laws may also require reporting to law enforcement or to a designated child protection agency.**

**For information on how to report other alleged violations, including without limitation, the USA Swimming Code of Conduct, and the Minor Athlete Abuse Prevention policy, please visit** [**www.usaswimming.org/report**](http://www.usaswimming.org/report)**.**

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

**It is understood and agreed that USA Swimming shall be free from any liabilities or claims for damages arising by reason of injuries to anyone during the conduct of the event.**

**Current USA Swimming rules, including the current Minor Athlete Abuse Prevention Policy govern this meet.**