

	POLICY & PROCEDURE	POLICY NUMBER: 201F
	Subject: ADMINISTRATION – MEET INFORMATION & ENTRIES	EFFECTIVE DATE: 12/01/04 Approved: 11/17/2004

A. MEET INFORMATION SHEET

1. All meets will be conducted under rules and regulations of USA Swimming and those promulgated in the Arizona Swimming Policy & Procedures
2. All clubs should familiarize themselves with the Meet Packet, available on the web or from the Sanction Chair, which contains a Sanction Application.
3. Changes to the meet format must be approved by the Arizona Sanction Chairman. Changes to the dates, class, or location of a meet will require approval by the Sanction Chair, his designee or the Arizona Swimming Board of Directors.
4. A copy of the sanctioned meet information sheet must be delivered electronically or mailed to the Arizona meet flyer mailing list available on line or provided by the Sanctions Chairman no later than 7 days prior to the closing date for entries.
5. Once the sanction is granted there may be no change in the schedule of events or meet information without the approval of the Sanction Chairman, his designee or the Arizona Swimming Board of Directors.
6. In cases where change of location is necessary after granting of the sanction, the host club must immediately notify in writing the Sanctions Chairman and all clubs to which information has already been sent in the new location.
7. The meet information sheet shall contain the following statement: All coaches and deck officials must wear their USA Swimming membership cards in a visible manner.

B. ENTRY FEES

1. The current maximum entry fees for individual and relay events may be found on the appendix entitled “Entry Fee(s) & LSC Surcharge(s) for Current Year”.
2. The current Arizona Swimming (the “LSC”) surcharge assessed to each athlete, whether or not athlete actually competes at a meet, may be found in the appendix entitled “Entry Fee(s) & LSC Surcharges for Current Year. Such LSC surcharges are due and payable to Arizona Swimming with the filing of the Meet Report

C. EVENTS

1. The events offered at meets sanctioned or approved by Arizona Swimming must conform to the current list(s) in the USA Swimming Rules and Regulations. Exceptions may be made by application to and approval of the Sanctions Chair, his designee or the Arizona Swimming Board of Directors.

D. RELAY ENTRY INFORMATION

1. At the discretion of the Meet Director, relay team entries may be made on the day of the meet at such time as deemed reasonable to allow for payment of entry fee, preparation of heat sheets, and seeding of teams. Clubs desiring to do so may submit entry cards before the meet including only the team name. Meet Directors may require pre-entry of relay teams if preferred. Entry must contain the Club Name, Athletes Name (as registered), Age, and Time. The final listing of entrants and order of swim must be declared to the lane timer prior to the swim.