

	<b>POLICY &amp; PROCEDURE</b>	<b>POLICY NUMBER:</b> 201F
	<b>Subject:</b> <b>ADMINISTRATION –</b> <b>MEET INFORMATION &amp;</b> <b>ENTRIES FEES</b>	<b>EFFECTIVE DATE:</b> <b>12/01/11</b>  <b>Revised</b> <b>7-31-2017</b>

**A. MEET INFORMATION SHEET (the “Flyer”)**

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 and other relative information.
3. Once submitted, changes to the meet format must be approved by the Technical Committee as well as the Arizona Sanction Chairman. Scrivener corrections do not need approval of Technical Committee. There is a charge for changes to flyers.
4. A copy of the sanctioned meet information sheet (commonly referred to as the ‘flyer’) must be delivered electronically or mailed to all Arizona Teams no later than 7 days prior to the closing date for entries. Notice of posting of such meet flyer may be delivered via email through the AzSI ‘blast email system’. This constitutes delivery.
5. Once the sanction is granted there may be no change in the schedule of events or meet information without the approval of the Technical Committee and 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 regarding the new location. Notice of change in venue of such meet may be delivered via email through the AzSI ‘blast email system’. This constitutes delivery.
7. The meet information sheet (‘flyer’) shall contain, among other items, certain statements and facts as required by USA Swimming Rule Book. Additional information is contained in Sanction policy and current USA Swimming Rule Book Part Two, Article 202 et seq. This applies to all meets, Sanctioned, Approved and Observed meets. These required statements will, from time to time, change.

## **B. ENTRY FEES**

1. The current maximum entry fees for individual and relay events may be found on the appendix entitled “Annual Statement of Fees” 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 “Annual Statement of Fees” 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 Technical Committee and 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.

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## **UPDATES**

<b><u>Date:</u></b>	<b><u>By Whom</u></b>	<b><u>Abstract of Change</u></b>	<b><u>Section</u></b>	<b><u>Control #</u></b>
7/31/2017	GC	HSKG/Scrivener	A.6	16-051