

	POLICY & PROCEDURE	POLICY NUMBER: 201F
	Subject: ADMINISTRATION – MEET INFORMATION & ENTRIES FEES	REVISED DATE: 6-23-2021

A. MEET INFORMATION SHEET (the “Flyer”)

- a. All meets will be conducted under rules and regulations of USA Swimming and those promulgated in the Arizona Swimming Policy & Procedures
- b. All clubs may familiarize themselves with the Sanction Request form/forms, available in the Document Library or from the Sanction Chair, which contains a Sanction Application/s and/or other relative information
- c. Meets are typically calendared through the bid process through the Technical Committee/Chair in coordination with the Sanctions Chair. Intrasquads may be planned at any time through the Sanctions Chair.
- d. Once submitted, changes to the meet format must be approved by the Technical Chair/Committee as well as the Sanction Chair. Scrivener corrections do not need approval of Technical Chair/Committee. Revisions other than scrivener revisions shall require a revision fee unless waived.
- e. A copy of the sanctioned meet information sheet (commonly referred to as the ‘flyer’) should be delivered electronically or mailed to all Arizona Teams by the host club
- f. Once the sanction is granted there may be no change in the content of the meet information/flyer without the approval of the Technical Chair/Committee and Sanction Chair, his designee or the Arizona Swimming Board of Directors.
- g. In cases where change of location is necessary after granting of the sanction, the host club must immediately notify in writing the Sanctions Chair and all clubs to which information has already been sent regarding the new location.
- h. 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. This applies to all meets, Sanctioned, Approved and Observed meets. These required statements will, from time to time,

change.

B. ENTRY FEES

- a. The current maximum entry fees for individual and relay events may be found on the entitled “Annual Statement of Fees” for Current Year” listed on the AZSI website under Policy and Procedures.
- b. 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 entitled “Annual Statement of Fees” listed on the AZSI website under Policy and Procedures.. Such LSC surcharges are due and payable to Arizona Swimming with the filing of the Meet Report.

C. EVENTS

- a. 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

- a. 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.

UPDATES

Date	By whom	Abstract	Section	Control #
7-31-2017	GC	housekeeping	A.g	16-051
5-16-2021	BOD	housekeeping	All	21-05