

Example 1

Practice Time Meet Announcement

Location:	[Name & address of facility]		
Session Dates and Times:	Session	Warm Up	Meet Starts
	Wednesday [Date]	4:00PM	4:30PM
Facility:	<p>Pool Specifications: 25 yards pool with eight (8) lanes Start End Water Depth: 7.0 feet @ 1 meter from wall; 7.0 feet @ 5 meters from wall Turn End Water Depth: 4.0 feet @ 1 meter from wall; 6.0 feet @ 5 meters from the wall</p> <p>Timing: Colorado Timing System with a horn start</p> <p>Pool Certification: The competition course has not been certified in accordance with 104.2.2C(4).</p>		
Meet Director:	[Name, phone & email]		
Meet Referee:	[Name, phone & email]		
Meet Starter:	[Name, phone & email]		
Meet Admin. Official:	[Name, phone & email]		
Eligibility:	<p>This meet is open to all [team/club name] and affiliated [team/club name] members who are [year] registered USA Swimming athletes. No swimmer will be permitted to compete unless the swimmer is a member as provided in Article 302. This meet will be run according to current USA Swimming rules and regulations. Swimmer's age on the first day of the meet determines age group for the entire competition.</p>		
Deck Registration:	No deck registration will be accepted; swimmers must be registered at time of entry.		
Entry Limits, Fees and Deadlines:	<p>This meet will be limited to 250 swimmers or number required to comply with the 4 hour rule. Teams will not be split. Individual swimmers may enter up to TWO (2) individual events. No Times (NT's) are accepted.</p> <p>Surcharge per participating swimmer: \$7.00</p> <p>All fees must accompany entries and are nonrefundable. One team check is recommended. Make checks payable to [club/team name] All entries must be received (in the hands of the below designated person) by [Entry deadline time and date].</p> <p>E-mail entries to: [Entry contact email address]</p> <ul style="list-style-type: none"> Please submit all entries using electronic meet entry software (Hytek, TeamUnify, etc.), including proof of time verification. Individuals/Teams mailing the USI Official Entry form found on 		

	<p>the sanctions page of the Utah Swimming website (www.swimutah.com) must make sure that each form is signed and provide time verification for each entry. Entries are not accepted without said verification.</p> <ul style="list-style-type: none"> • Entries are not considered confirmed until the team entry representative receives official confirmation from the meet entry contact. If the team entry representative does not receive an email confirmation regarding your entries within 24 hours of the entry deadline, please contact the meet entry contact immediately. Coaches should bring a hard copy of electronic entries to the meet to address any entry issues. • The person submitting a team's entries is the team entry representative and the received email implies the official signature of the team entry representative. Said person will be the only person to make changes and will be responsible for all fines and penalties resulting from inaccurate times and unregistered swimmers. <p><i>*Whether entries are submitted electronically or on paper, by the action of entering the swimmer in the meet the submitter, whether the swimmer, coach, parent or team representative, certifies that the swimmer is a registered member of USA Swimming and that all times stated in the entry are true and correct.</i></p> <p><i>*The submitter further assumes responsibility for any false or incorrect times, and understands that all listed entry times are subject to Utah Swimming Time Verification Procedures, and that a fine of \$20.00 shall be paid to Utah Swimming, Inc. for each incorrect time, unless corrected before the entry deadline. It is understood that an automatic call before the review section shall be the result for a third entry time that cannot be verified. The submitter further agrees that a penalty of \$100.00 shall be assessed to anyone entering a swimmer in a meet sanctioned by Utah Swimming, Inc. who is not registered with USA Swimming at the time of entry, upon it being proven that the swimmer was not so registered.</i></p>
Entry Rules:	<p>Entries must be submitted in short course yards. Converted times may be used. All times submitted must be the swimmer's best time.</p> <p>Swimmers without a valid USA Swimming time in an event must be submitted as a "NT" in that event.</p> <p>A mandatory scratch down may apply to this meet if the time line exceeds 4 hours for 12-Under swimmers, subject to the provisions of USA Swimming Rules and Regulations 205.3.1F. If a scratch down is necessary, teams will be reimbursed for said scratched events.</p>
Meet Format, Check-in and Scratches	<p>This meet will be run as timed finals. This meet is negative check-in. Time trials will not be offered.</p>
Warm-up:	<p>USA Swimming and Utah Swimming safety procedures will be enforced throughout the meet. Warm-ups are subject to the following procedures:</p> <ul style="list-style-type: none"> • Warm-up: Coaches have the responsibility of insuring that all their swimmers are instructed in warm-up procedures and that the swimmers follow all Utah Swimming safety procedures. All

	<p>swimmers will enter the pool from a sitting or 3 point position. No pushing, splashing, running or any other general horseplay. Swimmers engaging in such activities will be asked to leave the pool.</p> <ul style="list-style-type: none"> All USA Swimming athletes must be under the supervision of a USA Swimming member coach during warm-up, competition, and warm-down. The Meet Director or Meet Referee may assist <i>unaccompanied swimmers</i> in making arrangements for such supervision, but it is the swimmer's responsibility to make such arrangements prior to the start of the meet. 202.5.2 <p>Warm up will start at 4:00 PM. At 4:20 lanes 2 and 6 will be open for one-way dive starts.</p>
Dive 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." 202.4.9D
Deck Changing:	Changing into or out of swimsuits other than in locker rooms or other designated areas is prohibited. 202.4.9I
Recording Ban:	Use of audio or visual recording devices, including a cell phone, is not permitted in changing areas, rest rooms, locker rooms, or behind the starting blocks. 202.4.9H
Adaptive Swimming	Adaptive swimming: In accordance with USA Swimming rule 202.2.13 & Article 105.1, the Meet Referee has the authority to accommodate swimmers with disabilities in accordance with USI P&P 1.17. The coach or person in charge of team entries must notify the meet referee and meet entry contact of accommodations requests at the time of entry submission.
Scoring:	No scoring of events
Awards:	No awards will be given at this meet.
Results:	Final Results will be available on the [team website] in a (HTML) printable format and in a downloadable Team Manager (Cfile.zip) format. Results will not be mailed.
Deck access:	Deck access is limited to swimmers, coaches, officials & meet workers. Officials and coaches must wear their USA Swimming ID cards to be allowed on deck.
Officials:	Officials will be reimbursed for their swimmer's entrance fee. Please let us know who will be available to officiate so the entrance fees can be deducted.
Hospitality:	Hospitality will not be offered.
Timers:	Teams with more than 10 swimmers will be asked to provide timers. Lane assignments will be sent out prior to the meet.
Parking:	Free parking is available next to the building
Web Site:	For meet info, please visit the [team website]

SESSION #1

Wednesday Afternoon – Sept 21st, 2016
(Warm-up 4:00PM - Start 4:30PM)

Women's		Event Description		Men's
1		**Senior Mixed 400 IM		1
2		*Senior Mixed 200 Fly		2
3		12 & Un 50 Fly		4
5		Senior 100 Fly		6
7		*Senior Mixed 200 Free		7
8		Senior 50 Free		9
10		Senior 100 Free		11
12		*Senior Mixed 200 Breast		12
13		12 & Un 50 Breast		14
15		Senior 100 Breast		16
17		12 & Un 100 IM		18
19		*Senior Mixed 200 Back		19
20		12 & Un 50 Back		21
22		Senior 100 Back		23
24		*Senior Mixed 200 IM		24
25		**Senior Mixed 500 Free		25

*Mixed events refer to mixed gender.

**Events may be limited to a certain number of heats to stay within the timeline and events may be swum fastest to slowest.