WSI Guide to Required Meet Packet Language

The following are required elements of a meet packet. This is not a model meet packet, just an informational document to help make sure your meet packet complies with the minimum rules.

HIGHLIGHTED CATEGORIES REFLECT INFORMATION THAT THE USA SWIMMING SANCTION DOCUMENT WILL PROVIDE. IT IS NOT REQUIRED TO DUPLICATE THIS LANGUAGE IN YOUR MEET PACKET. Any required language is in RED regardless of highlights.

MEET HOST	Name of WSI registered club hosting event.
SANCTION INFORMATION	Your sanction number, provided by USA Swimming after your application is submitted. You may add this to your meet announcement title page for ease of identification. The Sanction Document issued by USA Swimming must be attached to your meet packet. *Held under the sanction of USA Swimming*
LIABILITY STATEMENT	*In granting this sanction (approval), it is understood and agreed that USA Swimming and Wisconsin Swimming, Inc. shall be free from any liabilities or claims for damages arising by reason of injuries to anyone during the conduct of the event.*
LOCATION	Name and address of competition site.
POOL INFORMATION	Include pool description, including information about water depth measured from 3 feet 3-1/2 inches (1.0 meter) to 16 feet 5 inches (5.0 meters) from both end walls. *The meet host will ensure the required course dimensions.*
MEET STAFF	Packet must list Name, phone number and email address for the Meet Director. Include the name and email for Meet Referee, Entry Chair, and Administrative Official. Meet Directors, Meet Referees and Administrative Officials must be current USA Swimming Non-Athlete Members in good standing
MEET FORMAT AND SCHEDULE	Define your meet (timed final, prelim-final, closed dual, intrasquad, time trial, etc.) and provide a schedule for the meet including warmup times.

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	A generic statement about warm-up schedule/assignment statements are fine (ie *Schedule will be emailed once all entries are received, Warm ups begin not before 9:00, etc*) A statement about breaks can be added in the schedule.
WARM UP PROCEDURES	Below is an example of **procedure** information (you may use any text that is similar in nature or addresses items that are specific for your meet/location): Circle swimming only, except in designated lanes and times. All entry to pools during open warm-up cool down periods shall be feet first entry from the start end. No snorkels, kickboards or other training devices are allowed during warm-ups. Teams should plan to do starts, sprint and pace work within their assigned warm-up time. *Swimmer(s) without a coach present are to report to the Meet Director prior to warm-ups for lane assignment.*
ELIGIBILITY	What athletes are eligible to swim in this event and the date (or statement) that determines the athlete age for the meet. Note: for a sanctioned event all athletes must be USA Swimming Members in good standing for the appropriate competition year.
PARA/DISABILITY SWIMMERS	Include a statement to address any special requirements and/or requests for a swimmer with disability. Use of the WSI Para Accommodation Form is required for all accommodation and/or modification requests
STATEMENT OF RULES	At a minimum: *This meet is sanctioned by USA Swimming. USA Swimming Rules and Regulations will govern the conduct of this meet and will serve as the official guide for technical and procedural rules, except where otherwise noted.*

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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 without the use of the backstroke ledge. 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.*
REQUIRED CONDUCT LANGUAGE	*All coaches are responsible for the conduct of their swimmers and will see that their club has proper supervision at all times.* *Meet Marshals have the authority to remove any swimmer and/or spectator from the meet for any violation such as improper behavior, damage to property, etc. No smoking on the premises. Please encourage your parents and swimmers to clean up after themselves.* *Use of audio or visual recording devices, including cell phones, is not permitted in the changing areas, restrooms, or locker rooms.* *Changing into or out of swimsuits other than in locker rooms or other designated areas is not appropriate and is prohibited. Deck changes are prohibited.* *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.*
IMAGE AUTHORIZATION	All participants agree to be filmed and photographed by the official photographer(s) and network(s) of Wisconsin Swimming and the meet host under the conditions authored by Wisconsin and USA Swimming, and allow event organizers the right to use names, pictures, likenesses, and biographical information before, during or

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	after the period of participation in this Wisconsin Swimming competition to promote such competitions.
MAAPP	*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.* Times achieved by an athlete member at a sanctioned/approved meet who is over 18 years of age who had not completed the Athlete Protection Training (or whose APT training had expired) by the date of the swim, will not be able to be uploaded to SWIMS. This includes participation as a member of a relay.
MEDICAL SUPERVISION	Provide a description of the medical supervision (e.g., lifeguards, EMT, AED device, etc.) available to athletes participating in the meet
ON DECK REGISTRATIONS	A statement indicating whether on-deck USAS registrations will be completed and under what conditions. (This is not a statement about deck entering an event)
LIABILITY WAIVER (for the WAIVER PAGE, which must be in the packet)	In consideration of the acceptance of this entry, intending to be legally bound, I/we hereby waive, and release any and all rights and claims for damages which may accrue against USA Swimming, Inc., Wisconsin Swimming, Inc., (HOST CLUB), (FACILITY), and their representatives, employees, or successors, for any and all injuries suffered by me or any contestant or representative in said meet as a representative of my club. In granting this sanction (approval) 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.

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SAFE SPORT 360 (page 3 info in USAS document)	Include the following statements in the meet information distributed to all participating clubs, coaches, and athletes: The USA Swimming Safe Sport program is USA Swimming's comprehensive abuse prevention program dedicated to creating a healthy and positive environment free from abuse for all its members. Components of the program include, but are not limited to, providing education and training, enforcing policies (such as the Minor Athlete Abuse Prevention Policy), rules and best practice guidelines, promoting healthy boundaries and mandatory reporting of violations. The Minor Athlete Abuse Prevention Policy prohibits Adult Participants (as defined) from having one-on-one interactions with minor athletes which are not within an observable and interruptible distance from another adult. Adult Participants are required to abide by this policy in full during this meet. 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. 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

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	Minor Athlete Abuse Prevention Policy, please visit www.usaswimming.org/report. All athletes age 18 and older must complete Athlete Protection Training in order to be a USA Swimming registered member in good standing. Any athlete who turns 18 on or after [insert date that is 30 days prior to the last date of the actual competition], who has not completed Athlete Protection Training by the first day of competition, will be prohibited from participating in the competition until such time as all membership requirements are completed. Times achieved by an athlete who turns age 18 on or after [insert same date], who competes in this USA Swimming sanctioned event without completing this membership requirement, will NOT count for qualification or recognition. This includes participation as a member of a relay.