

FGC Swim Meet Sponsor - Information & Work Sheet

This work sheet is designed as a checklist to assist FGC teams hosting swimming meets by following the correct procedures set forth by the FGC Board of Directors. Please follow each of the steps in the listed categories below, (before, during & after meet) as they were designed for a specific purpose. Also, adhere to the different deadlines in each of the categories. If you need an explanation of any item, please ask the General Chairman or any of the current Board Members.

~~~~~ BEFORE MEET PROCEDURES ~~~~~

BID MEETING

- _____ Meet Application.
- _____ Meet approved by AG or SR Chairman.
- _____ Sanction Fee (\$25 for each day of the meet, \$75 maximum).
- _____ Make checks payable to: Florida Gold Coast Swimming.

*There is a \$5.00 Sanction Fee if there is no entry fee charged (dual meets, time trials, Etc...).

MEET INFORMATION

1. **Entry Deadline:** _____.

2. **Maximum Entry Fees (for electronic entries in acceptable SDIF or its equivalent format):**

- | | | |
|---------------------------|-------|---|
| County Sizzlers | _____ | \$9.00 - Total entry fee |
| Individual Events: | _____ | \$2.50 - "Sub-JO" timed finals. |
| | _____ | \$3.25 - "FGC Inv.", Open Inv. & "County Inv."- Timed Final Inv. |
| | _____ | \$4.00 - Age Group Meets with prelims and finals. |
| | _____ | \$4.00 - Senior Meets. |
| | _____ | Deviation from above fees must have prior FGC Bd. of Dir. Approval. |
| Relay Events: | _____ | \$5.00 - "Sub-JO" timed finals. |
| | _____ | \$6.50 - "A", "A-B" and "A-B-C" Timed Final Invitationals. |
| | _____ | \$8.00 - Age Group meets w/ prelims/finals & All Senior meets. |

****All other forms other than the standard above (SDIF or its equivalent) will be doubled the stated entry fee. Entries that are not conforming to USA Swimming SDIF include: fax entries, free text emails, voice entries, etc...**

3. **Maximum Pool Surcharge:** **\$2/day (max \$4)** – Sub-JO; **\$5/meet** – FGC Inv, Open Invit. & County Invit.;
 \$7.50/meet – Age Group meets w/ prelims/finals & All Senior meets.

4. **Awards**

- _____ **"Sub-JO" and 8 & Under** -Ind. events: Ribbons for as many places as there are lane used in competition, Relays: Ribbons for the top three teams.
- _____ **"County Invitationals" (Timed Finals)** -Minimum: Ind. events: Medals (or equivalent) for places 1-3, and ribbons for 4th-12th. Relays: Ribbons for the top three teams.
- _____ **"Division II Championships" & "FGC Invitationals"** -Minimum: Ind. events: Medals (or equivalent) for places 1-3, and ribbons through the place equal to the number of lanes used for competition. Relays: Ribbons for the top three teams.
- _____ **Junior Olympics & Winter Championships**- Minimum - Ind. events: Custom Medals (or equivalent) equal to the number of lanes used for competition. Relays: Medals for 1st place.
- _____ **Senior** -Minimum, Ind. events: Medals (or equivalent) for places 1-3. There shall be no awards for senior qualifying meets (timed trials).

Note: For all meets, 13 & Over swimmers achieving ribbons must indicate with the awards desk their desire to receive their ribbons, otherwise, meet management will not be required to issue these ribbons.

5. Officials

_____ Referee is: _____
It is the responsibility of the host club to provide certified officials at all sessions of the meet.
Each club should have a current list of FGC certified officials. If you do not, contact the FGC Officials' Chairman.

6. Event Limit in accordance with USA Swimming Rules:

_____ Timed Final meet: Maximum of five (5) events per day, not including relays.
_____ Prelim and Final meet: Maximum of three (3) events per day, not including relays.

7. Entries

_____ An entry file submitted electronically in SDIF or its equivalent is considered the official master entry.

8. Items to be included with information sheet and/or entry blanks.

_____ Name of Meet and Date of Meet
_____ Sanction Number.
_____ Date and Time (warm-up and start times for all sessions).
_____ Location (include directions and/or map to pool).
_____ Pool specifications (course distance, # of lanes to be used, warm-up availability).
_____ Timing equipment to be used (ie. Colorado, Omega or Watches).
_____ Eligibility (age if restricted and qualifying times if applicable and if the meet is open or .
_____ Entry Deadline
_____ Scoring (if applicable).
_____ Address where entries are to be mailed or phone number to be faxed.
_____ Name/Organization to which the entry fees are to be made payable.
_____ Vendors (if applicable).
_____ Name of Meet Referee
_____ Meet manager and phone number.
_____ Penalties for failing to make qualifying times (if applicable).
_____ Scratch procedures and penalties in Prelim and Final meets.
_____ Order of events (to be approved by the Age Group/Senior Chairman or their designee).
_____ Financial Recap Sheet.

8A. Also, to be included in the information sheet.

_____ Statement whether the pool is USA-S certified or not.
_____ **If certified** – “The competition course has been certified in accordance with section 104.2.2C(4) of the USA Swimming Rule Book. A copy of this certification is on file with USA Swimming.
_____ **If not certified** – “The competition course has not been certified in accordance with section 104.2.2C(4) of the USA Swimming Rule Book.
_____ Statement concerning Swimmers with a disability must be included – **“Swimmers with a disability are welcome to enter this meet. The coach or entry chairperson must alert the meet director, as to the need for any special accommodations or seeding arrangements at the time the entry is submitted.”**

9. 45 Days prior to the meet

_____ For all meets- send complete meet information sheet, meet application, and appropriate sanction fees to AG or Senior Chairman for their approval. Sanction number will then be issued.
_____ For information on non-USA-S meet approvals- contact the Registration Chairman

10. 30 Days prior to the meet

_____ Email the webmaster and participating teams the meet information for him to put on the FGC website.
_____ Email the webmaster and participating teams a “meet events file” complete with appropriate time standards. If meet event changes, please email the webmaster and all participating teams the correct information.

11. 7 Days prior to the meet

_____ The **registration file** from the Meet Manager program must be sent to the Registration Chairman or the Times Tabulator to check for any registration issues. The exception report will be relayed back from the person checking on registrations and meet host must contacts entered teams of any problems to be solved prior to the meet.

~~~~~**DURING MEET PROCEDURES**~~~~~

1. Event results are to be posted as soon as they are compiled.
2. Event results should indicate achieved time standards as appropriate for the meet.
3. Awards are to be made available to the swimmers as soon as they are processed.
4. Coaches shall have access to the Meet Director during the course of the meet.
5. Positive check in shall close no more than 30 minutes prior to the scheduled start of an event unless stated otherwise in the meet information.
6. Deadline for submission of relays' names will be determined by the Meet Referee.
7. Finals of a prelim/final meet may not begin less than two (2) hours after the last heat of the prelims.

~~~~~**AFTER MEET PROCEDURES**~~~~~

MEET RESULTS

1. **Title Page-Please send this page to the Officials Chairman and it must include:**
 - a. Name of the meet. (This must appear on all pages of the results).
 - b. Meet site.
 - c. Meet date(s). (This must appear on all pages of the results).
 - d. Meet course. (25 yard, 25 meter or 50 meter)
 - e. Sanction number (must appear on all pages of the results).
 - f. Participating teams and team abbreviations.
 - g. Name of Officials (referee, starters, stroke and turn).
 - h. Other: Team scores if kept, high point individuals if kept.
2. **The following items must appear on all pages of the results:**
 - a. Name of the meet – One that is unique to this particular meet.
 - b. Meet date(s)
 - c. Sanction Number
3. **Within 3 Days** of the meet conclusion:
 - a. **Electronic Results-A complete electronic Meet Manager backup must be forwarded to the LSC NTV Chairman immediately after the meet results are final. It should not be later than 3 days after the meet. jayfthomas@comcast.net**
 - b. Meets that are run with other software must provide complete results in **USA Swimming SDIF**.
4. **Within 15 Days** of the meet conclusion:
 - a. Send the Title Page of the results to the FGC Officials Chairman.
5. **Within 30 Days** of the meet conclusion:
 - a. Send to the Registration Chairman/Treasurer:
 - An FGC Financial Report along with the post -meet Team entry fee summary report from Meet Manager.
 - A check for 20% of the total entry fees (do not include meet surcharge in your figure).
 - Make check payable to: **FGC Swimming, Inc.**

Failure to comply with any of the items listed under Before, During and After Meet Procedure sections may result in a fine and/or other sanctions by the FGC Board of Directors or its designee.

