

August 29, 2009

MICHIGAN SWIMMING MEET SCHEDULE REQUEST

This completed form must be completed and submitted by appropriate deadlines

Send to:

Program Operations Chair
See MS website for name,
Address, phone numbers and
e-mail address.

Deadline for upcoming LCM Season: December 1
Skeleton schedule available no later than Nov. 1
Deadline for upcoming SCY Season: June 1
Skeleton schedule available no later than May 1

Scheduling Process

1. All requests must be submitted in writing to Program Operations using this form. A confirmation e-mail will be sent within one week.
2. Awarding of meets
 - a. The meet scheduling committee determines the meet schedule using the guidelines published in the Michigan Swimming (MS) Rules and Procedures, page 62. The meet schedule is considered tentative until approved by the MS Board of Directors (BoD).
 - b. Awarded clubs will be notified by Program Operations via e-mail.
 - i. Meet contracts will be sent to clubs hosting State Championship Meets and must be returned within 14 days.
3. Meets outside the published schedule
 - a. Every effort should be made to request meets according to the guidelines above. Meets requested outside of the normal process place an undue administrative burden on many people.
 - b. Requests must be submitted no later than 30 days prior to the start of the meet.
 - c. After the meet schedule has been determined, all other clubs requesting a sanction or approval must be approved by program operations, the meet committee, and the MS BoD.
 - i. Teams requesting meets outside the published schedule should submit in writing the reason(s) for the request.
4. Sanctions and Approvals
 - a. YMCA
 - i. Cost is \$250, payable to MS prior to the meet.
 - ii. MS will consider issuing "Approvals" for YMCA meets pursuant to the rules and guidelines contained in the current USA Swimming (USA-S) SWIMS Times Policy Manual and as expressed by USA-S in their written directives.
 - iii. Requests must be submitted no later than 45 days prior to the start of the meet.
 - b. USA-S Club Inter-squad Open and Closed Meets and Time Trials
 - i. Can be requested as "Sanctioned" or "Approved". "Approved" meets should only be used where non-USA-S swimmers will be participating.
 - ii. Normal MS fees and procedures apply for "Open" competitions.
 - iii. Meets can be "Closed", such as a dual or a tri-meet. All swimmers must be members of the invited clubs. Cost is \$100, payable to MS prior to the meet.
 - iv. Meets can be "Open" to all clubs.
 - c. USA-S Club Intra-squad Closed Time Trial
 - i. MS will not issue a "Sanction" or "Approval" for this type of meet.

- d. High school, middle school and YMCA dual meets are not eligible for Approval or Sanction.
- e. In accordance with USA-S rule 202.4.10, for Approved Meets, "In granting this approval it is understood and agreed that USA-S shall be free and held harmless from any liabilities or claims for damages arising by reason of injuries to anyone during the conduct of the event."

Contact information to be listed in published meet schedule:

Club: _____ Club Code: _____

Contact Person: _____

Address: _____

City/State/Zip Code: _____

Phone Number: _____

E-mail Address: _____

Meet Classification

Sanctioned Approved

Dates: _____ Format: _____ Location: _____

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Dates: _____ Format: _____ Location: _____

Please describe the swimming pool facility you will use for this meet:

Name of facility _____ City _____

Length of pool: _____ yards/meters Number of lanes: _____

Depth: At start end: _____ feet _____ inches At turn end: _____ feet _____ inches

Does the facility have a separate warm-up/warm-down area? Yes No

Describe warm-up/down area: _____

Seating Capacity _____ Bather Capacity _____ Deck Capacity _____

_____ Emergency Action Plan must be submitted with this request.

Please sign (or initial if filing electronically) and return this request indicating your acceptance of the following conditions:

By returning this request you understand and agree that failure to satisfy these conditions may result in loss of privilege in the next year's bidding process, fines, and/or penalties determined by the Board of Review.

- Our club will host the meet format described above on the specified dates.

- Our club will host the meet in the swimming pool facility described above. If, for any reason, this facility becomes unavailable, we understand our obligation to contact Program Operations for approval of alternate facility.
- Our club agrees to observe all applicable USA-S and MS rules.
- The Meet Director(s) and Meet Safety Marshal will be members of USA-S.
- First time meet hosts must attend a Meet Director's workshop, if one is offered.

Print Name _____ Sign (or Initial) _____

Date _____

Program Operations Co-Chairs contact info:

--select ADMINISTRATION>BOARD OF DIRECTORS>MEMBERS on the MS website (<http://uss-michigan.com>) for contact information for all Officers and Directors of Michigan Swimming to find the name(s) and contact information for the people serving in this capacity.