

# Michigan Swimming Meet Scheduling Request

Send to:

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

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## **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 Rules and Procedures page 62. The meet schedule is considered tentative until approved by the Michigan Swimming Board of Directors**
  - 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 of 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 45 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 Michigan Swimming Board of Directors.**
    - i. Teams requesting meets outside of the **published** schedule should submit in writing the reason(s) for request.
4. Sanctions **and** Approvals
  - a. YMCA
    - i. **Cost is \$250, payable to Michigan Swimming prior to the meet.**
    - ii. Michigan Swimming will **issue an "Approval" of** YMCA meets at the state level and above.
    - iii. **Requests must be submitted no later than 45 days prior to the start of the meet.**
  - b. **USAS Club Intersquad Open and Closed Time Trial/Meet**
    - i. **Can be requested as "Sanctioned" or "Approved".**
    - ii. **Normal Michigan Swimming fees and procedures apply.**
    - iii. **Meets can be closed, such as a dual or tri meet. All swimmers must be attached to the invited clubs.**
    - iv. **Meets can be open to all clubs.**
  - c. **USAS Club Intrasquad Closed Time Trial**
    - i. **Can be requested as "Sanctioned" or "Approved".**
    - ii. **Cost is \$75, payable to Michigan Swimming prior to the meet.**

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**iii. Only swimmers attached to host club may participate.**

- d. High school, middle school and YMCA dual meets are not eligible for Approval or Sanction.
- e. In accordance with USA Swimming rule 202.4.10, for Approved meets, “In granting this approval it is understood and agreed that USA Swimming 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: \_\_\_\_\_**

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.

## Michigan Swimming Meet Scheduling Request

- 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 Swimming and Michigan Swimming rules.
- The Meet Director(s) and Meet Safety Marshall will be members of USA Swimming.
- Our Club will attend a meet director workshop if offered.

Print Name \_\_\_\_\_ Sign (or Initial) \_\_\_\_\_

Date \_\_\_\_\_

### **Program Operations Co-Chairs contact info:**

David Brace  
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Margaret Green  
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