



**[Meet Name]**  
**[Meet Date(s)]**  
**Sanction # PV\_-XX-XX**

Hosted by:

<p style="text-align: center;"><b>MEET DIRECTOR</b></p> <p>[include name, email address, phone number]</p>	<p style="text-align: center;"><b>MEET REFEREE</b></p> <p>[include name, email address]</p>	<p style="text-align: center;"><b>CLUB OFFICIALS CHAIR</b></p> <p>[include name, email address, online signup link if being used]</p>
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<b>SANCTION</b>	<ul style="list-style-type: none"> <li>Held under the sanction of USA Swimming through Potomac Valley Swimming: <b>PV_-XX-XX</b>.</li> <li>In granting this sanction it is understood and agreed that USA Swimming, Potomac Valley Swimming, [host team/organization, facility] shall be held free and harmless from any and all liabilities or claims for damages arising by reason of injuries to anyone during the conduct of this event.</li> </ul>
<b>FACILITY</b>	<p style="text-align: center;"><b>[name of facility]</b>          [address]          [address]          [phone number]</p> <ul style="list-style-type: none"> <li>8 lanes, 25 yards</li> <li>Water depth range of 4.5' – 4.7' at the starting end and 3.5' – 5' at the turning end.</li> <li>The competition course has not been certified in accordance with current <i>USA Swimming Rules and Regulations</i>, Article 104.2.2(C).</li> </ul>
<b>ENTRY DEADLINE</b>	<p style="text-align: center;"><b>[date], [time]</b></p> <p>IMPORTANT: The above date is the deadline for clubs to submit their entries to the Meet Director. Therefore, clubs usually set an earlier deadline to receive entries from their swimmers. Check with your club for this information.</p>
<b>SCHEDULE</b>	<p style="text-align: center;"><b>[days]</b>          [sessions, warm up times, event start times]</p> <ul style="list-style-type: none"> <li>Meet Director reserves the right to adjust times/sessions after entries are received.</li> </ul>
<b>ELIGIBILITY</b>	<ul style="list-style-type: none"> <li>Open to all registered Potomac Valley Swimmers. No swimmer will be permitted to compete in the meet unless the swimmer is registered as an athlete member of USA Swimming as provided in <i>USA Swimming Rules &amp; Regulations</i> Article 302.</li> </ul>
<b>DISABILITY SWIMMERS</b>	<ul style="list-style-type: none"> <li>PVS and host clubs along with their meet directors are committed to the <a href="#">Inclusion Policy</a> as adopted by the PVS BOD. Athletes with a disability are welcomed and are asked to provide advance notice of desired accommodations to the Meet Director. The athlete (or athlete's coach) is also responsible for notifying the session referee of any disability prior to competition.</li> </ul>
<b>TIMING SYSTEM</b>	<ul style="list-style-type: none"> <li>Automatic timing (touchpads primary) will be used.</li> </ul>

<p><b>COVID-19 CONSIDERATIONS</b></p>	<ul style="list-style-type: none"> <li>• An inherent risk of exposure to COVID-19 exists in any public place where people are present. COVID-19 is a contagious disease that can lead to severe illness and death. According to the Centers for Disease Control and Prevention, senior citizens and individuals with underlying medical conditions are especially vulnerable.</li> <li>• USA Swimming, Inc., cannot prevent you (or your child(ren)) from becoming exposed to, contracting, or spreading COVID-19 while participating in USA Swimming sanctioned events. It is not possible to prevent against the presence of the disease. Therefore, if you choose to participate in a USA Swimming sanctioned event, you may be exposing yourself to and/or increasing your risk of contracting or spreading COVID-19.</li> <li>• BY ATTENDING OR PARTICIPATING IN THIS COMPETITION, YOU VOLUNTARILY ASSUME ALL RISKS ASSOCIATED WITH EXPOSURE TO COVID-19 AND FOREVER RELEASE AND HOLD HARMLESS USA SWIMMING, POTOMAC VALLEY SWIMMING, [host club], AND [facility] AND EACH OF THEIR OFFICERS, DIRECTORS, AGENTS, EMPLOYEES OR OTHER REPRESENTATIVES FROM ANY LIABILITY OR CLAIMS INCLUDING FOR PERSONAL INJURIES, DEATH, DISEASE OR PROPERTY LOSSES, OR ANY OTHER LOSS, INCLUDING BUT NOT LIMITED TO CLAIMS OF NEGLIGENCE AND GIVE UP ANY CLAIMS YOU MAY HAVE TO SEEK DAMAGES, WHETHER KNOWN OR UNKNOWN, FORESEEN OR UNFORESEEN, IN CONNECTION WITH EXPOSURE, INFECTION, AND/OR SPREAD OF COVID-19 RELATED TO PARTICIPATION IN THIS COMPETITION.</li> <li>• We have taken enhanced health and safety measures for all attending this meet, however we cannot guarantee that you will not become infected with COVID-19. All attending this meet must follow all posted instructions while in attendance. An inherent risk of exposure to COVID-19 exists in any public place where people are present. By attending this meet, you acknowledge the contagious nature of COVID-19 and voluntarily assume all risks related to exposure to COVID-19.</li> <li>• By choosing to attend this meet you agree to comply with all health and safety mandates and guidelines of USA Swimming, Potomac Valley Swimming, the [District of Columbia or State of Maryland or Commonwealth of Virginia] and [county name] County.</li> </ul>
<p><b>COVID-19 PROTOCOLS</b></p>	<p>[list specific protocols being used for the meet. Bullets below are minimum requirements suggested by USA Swimming. Consider replacing “should” with “must”. Must be in compliance with local guidelines]</p> <ul style="list-style-type: none"> <li>• Athletes should arrive and depart in their suits if possible. Locker room use should be minimized.</li> <li>• Coaches, officials, volunteers, and spectators should wear masks.</li> <li>• We request that all attendees notify the meet director as soon as possible if they have tested positive for COVID-19, shown symptoms or have been in contact with anyone exposed to COVID19 after attending the meet.</li> </ul>
<p><b>RULES</b></p>	<ul style="list-style-type: none"> <li>• Current USA Swimming rules, including the <a href="#">Minor Athlete Abuse Prevention Policy</a> (“MAAPP”), shall govern this meet.</li> <li>• No on-deck USA-S registration is permitted.</li> <li>• In compliance with USA Swimming Rules and Regulations, the use of audio or visual recording devices, including a cell phone is not permitted in the changing areas, rest rooms, or locker rooms. Per PVS policy, the use of equipment capable of taking pictures (e.g., cell phones, cameras, etc.) is banned from behind the starting blocks during the entire meet, including warm up, competition and cool down periods.</li> <li>• Deck changes are prohibited.</li> <li>• 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</li> </ul>

	<p>unaccompanied by a member-coach, it is the responsibility of the swimmer or the swimmer's legal guardian to ensure compliance with this requirement.</p> <ul style="list-style-type: none"> <li>• Operation of a drone or any other flying devices 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.</li> <li>• Dive-over starts will not be used at this meet.</li> <li>• The Meet Director and the PVS Technical Committee reserve the right to limit events, heats, swimmers or adjust the format to conform with the 4-hour provision for sessions that include 12 &amp; U events per Rule 205.3.1F.</li> <li>• No deck entries will be accepted.</li> </ul>
<b>EVENT RULES</b>	<ul style="list-style-type: none"> <li>• All events are timed finals.</li> <li>•</li> </ul>
<b>POSITIVE CHECK IN</b>	<ul style="list-style-type: none"> <li>• All events will be pre-seeded.</li> </ul>
<b>WARM-UP</b>	<ul style="list-style-type: none"> <li>• The prescribed PVS warm-up procedures and safety policies will be followed. The Meet Director may determine the structure of warm-up, including times/lane assignments.</li> <li>•</li> </ul>
<b>SUPERVISION</b>	<ul style="list-style-type: none"> <li>• Coaches are responsible for the conduct of their swimmers and cleaning up for their team areas.</li> <li>•</li> </ul>
<b>SEEDING</b>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>SCORING</b>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>AWARDS</b>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>PROGRAMS</b>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>CREDENTIALS</b>	<ul style="list-style-type: none"> <li>• Parents not working the meet as a deck official, volunteer timer or other position are not permitted on deck. Only athletes, USA Swimming certified coaches, and deck officials will be permitted on the deck. Coaches and Officials should have proof of active USA Swimming membership with them at all times.</li> </ul>
<b>OFFICIALS</b>	<ul style="list-style-type: none"> <li>• Officials will be identified in advance and coordinated by the [Meet Referee, Club Officials Chair, etc.] [XXXXXX]. Officials interested in volunteering should contact the [Meet Referee, Club Officials Chair, etc.].</li> <li>• Officials who have volunteered for this meet should check in at the recording table prior to the start of warm-ups. Certified officials working this meet will need to wear a mask for the duration of the meet. A comprehensive official's briefing will be conducted the night prior to the meet via Zoom.</li> <li>• Officials interested in volunteering should contact [include contact for officials].</li> <li>• Walk-on officials cannot be accommodated.</li> </ul>
<b>TIMERS</b>	<ul style="list-style-type: none"> <li>• One timer per lane. Each participating club will be responsible for providing its share of timers. Lane assignments will be made in advance.</li> </ul>



