

Potomac Valley Meet Announcement Guidelines

The [PVS Meet Announcement template](#) available on the PVS Website already includes the required information.

USA Swimming Sanction Requirements:

The following statements must be included:

1. The following clause: "In granting this sanction 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." (Rule 202.4.10)
2. The following statement: ""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." (Rule 202.4.11D)
3. A statement that no swimmer will be permitted to compete unless the swimmer is a member as provided in Article 302. (Rule 202.4.11E) The following is suggested language:
"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 USA Swimming Rules & Regulations Article 302."
4. Must include 1 (one) of the following statements:
 - a. "The competition course has not been certified in accordance with current USA Swimming Rules and Regulations, Article 104.2.2C(4)." Or
 - b. "The competition course has been certified in accordance with current USA Swimming Rules and Regulations, Article 104.2.2C(4). The copy of such certification is on file with USA Swimming."
5. The following statement: "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." (202.4.11H)
6. "Deck changes are prohibited." (202.4.11I)
7. The following statement: ""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." (202.4.11J)
8. The following statement: "Held under the sanction of USA Swimming." (202.4.11K)
9. The following statement: "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." (202.4.11L)
10. The following statement: "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 the MAAPP policy is a condition of participation in the conduct of this competition." (Rule 202.4.11M)
11. A description of the medical supervision (e.g., lifeguards, EMT, AED device, etc.) available to athletes participating in the meet. (Rule 202.4.11N)
12. A statement of the nature of prizes to be awarded (Rule 202.4.11A)
13. A complete schedule of lanes and times for all warm-up procedures which must be adhered to by all participants. (Rule 202.4.11B)
14. Information about water depth from both end walls. (Rule 202.4.11C)

15. A statement indicating whether onDeck registration will be permitted and under what conditions. (Rule 202.4.11F). Per PVS Policy, no deck registration of athletes is permitted at PVS sanctioned meets. Use this statement: "No on deck USA Swimming registration is permitted."

PVS Policy and Procedure Requirements:

The following must be included:

1. The statement: "Current USA Swimming rules shall govern this meet." (Rule 202.5.9)
2. The statement: "No on deck USA Swimming registration is permitted."
3. The statement: "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."
4. The statement: "PVS and host clubs along with their Meet Directors are committed to the [Inclusion Policy](#) as adopted by the BOD. Athletes with a disability are welcomed and are asked to provide advance notice of desired accommodations to the Meet Director. The athlete (or the athlete's coach) is also responsible for notifying the session referee of any disability prior to the competition."
5. The "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&U events per Rule 205.3.1F."
6. "Each participating club is requested to provide at least one table worker or official (Referee, Starter, Chief Judge or Stroke & Turn Judge) per session if entering 25 or more splashes."
7. "Any club that enters an unregistered or improperly registered athlete, falsifies an entry in any way, or permits an unregistered coach to represent them will be fined the sum of \$100 by PVS and no further entries will be accepted from that club until the said fine is paid."
8. The meet announcement must include the type of timing equipment being used. Please use the wording below:
 - a. Automatic timing (touch pads primary) will be used.
 - b. Semi-Automatic timing (buttons primary) will be used.
 - c. Manual timing (stopwatches only) will be used.
9. Meet announcements for club-sponsored meets run in preliminary-finals format shall specify scratch procedures and penalties for violation of these procedures.
10. Name and contact information of the Meet Director.
11. Name and contact information of the Meet Referee.
12. Entry procedures must be outlined.
13. Statement of when positive check-in closes, if used. Consequences of not swimming in an event that a swimmer checked in.

The following statements are not required but are almost always included:

1. "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.
2. "The Meet Director reserves the right to adjust times/sessions after entries are received."

