

Indiana Swimming Meet Scheduling Request

This completed form **MUST** be completed and submitted by appropriate deadlines.

Send To: Indiana Swimming, Inc.
201 S. Capitol, Suite 410
Indianapolis, IN 46225-1026
317.237.5780 M-F 8:30 am-5:00 pm
317.237.5783 FAX
tony@inswimming.org

Deadline for Upcoming Long Course Requests: December 1
Deadline for Upcoming Short Course Requests: May 1
Next LC Season Requests will be accepted: Dec 2 -- Dec 1
Next SC Season Requests will be accepted: May 2 -- May 1

Scheduling Guidelines (MAKE SURE YOU ADHERE TO THESE!!)

- All requests must be submitted in writing to the Indiana Swimming Office using the "Meet Scheduling Request" form published by Indiana Swimming, Inc. A postcard or an e-mail will be sent within two (2) weeks to confirm receipt of the request.
- No more than a total of eight (8) open invitational meets and/or conference championship meets with two or three day formats will be held in the state of Indiana on a given weekend. The addition of more than eight meets per weekend of this format must be approved by members of the Scheduling Committee. On a given weekend, a minimum distance of fifty (50) miles between the locations of these meets will be observed. The only exceptions to this distance guideline are if one of the meets in question is being held at the IU Natatorium in Indianapolis or if the two teams whose facilities are less than fifty (50) miles apart are both in agreement that their meets be held on the same weekend. Additional one (1) day specialty meets will be allowed per weekend. (i.e. 8 & Under, "C", relay meets, etc.)
- Meet requests are generally granted on a first come, first serve basis. However, past meet dates may be taken into consideration if the request forms are submitted in a timely fashion. The following date restrictions apply to all requested meets:
 - All meet requests for the upcoming short course season must be submitted to the Scheduling Chairman no later than May 1. Likewise, meet requests for the upcoming long course season must be submitted to the Scheduling Chairman no later than December 1. The postmark will determine if the request deadlines have been met. Requests postmarked after the deadlines will be not be honored. Only closed competitions or dual meets can be scheduled after the deadline dates.
 - The policy is NOT to accept meet requests more than one (1) year prior to the request deadlines. (i.e. Requests for an upcoming short course season will only be accepted from May 2 of the prior year through May 1 of the current year. Similarly, requests for an upcoming long course season will only be accepted from Dec. 2 of the prior year through Dec. 1 of the year preceding the start of that season.)
- Conference championship meets **MUST** be on the schedule. Closed meets cannot and do not apply to conference championships regardless of the number of clubs competing. All of the scheduling guidelines listed above apply to conference championship meets.
- A **CLOSED** competition or closed invitational is a meet limited to no more than five (5) teams including the host team. Names of clubs invited must accompany the sanction request. However, closed meets do NOT have to be on the schedule and are not subject to the meet guidelines outlined above (#1-3)
- All decisions of the Indiana Swimming Office are final.
- Those clubs submitting a request for a sanction/approved meet after the deadline that do not wish to host a closed invite, may apply for a late scheduling request.
 - Late scheduling requests may be made until 1 month prior to the Host's desired meet date.
 - Late scheduling requests will not be included on the published schedule, nor be able to post their meet information on the Indiana Swimming website.
 - Late scheduling requests are subject to approval from all other clubs duly scheduled and hosting meets on the same weekend
 - Late scheduling requests must be accompanied by a \$100 late fee. These late hosts will be required to pay 15% of entry fee in addition to the \$10 sanction application fee.

Host Team: _____ Club Code: _____

Requested Date(s) for Meet: _____ Alternate Meet Date(s): _____

Facility & CITY: _____ 25 Y___ 25 M___ 50 M___

Water depth at start end _____ Turn end _____

MEET TITLE: _____

Type of Meet: _____ (Prelims/Finals, SYOA, Developmental; Invitational; Conference Chmps; etc)

8 & U Events? _____ Minimum Time Stds? _____ Minimum Used _____
(A-BB, A, AA, etc)

Is this meet traditionally full /do you have to send teams away? _____

Club Contact for Meet Info: Include work & home phones, and e-mail address (if applicable).

(If possible, list Meet Director or Entry Chairman's name/phone numbers e-mail address)

Contact: _____ Meet Director/Entry Chair: _____

Phone #'s: _____ Phone #'s: _____

E-mail Address: _____ E-mail Address: _____

You will receive an e-mail confirmation within 2 weeks of this receipt.