

**MEET NAME**  
**HOST TEAM ... LOCATION**  
**DATE(S)**

**Held under the Approval of Adirondack Swimming, Inc. Approval #**

USA Swimming, Inc. Insurance applies to Only those attendees who are Currently Certified and Properly Registered with USA Swimming, Inc. Attendees who are Not USA Swimming, Inc. Registered are offered No Insurance Coverage at this event. All USA-S Registered Athletes must be under the direct supervision of a currently registered and certified USA-S Coach. Coaches must display current USA Swimming Membership Card showing current Certifications.

In granting this Approval it is understood and agreed that USA Swimming, Inc. and Adirondack Swimming, Inc. shall be free from any liabilities or claims from damages arising by reason of injuries to anyone during the conduct of the event.

**Host:** **HOST TEAM or ORGANIZATION NAME**

**Place:** **POOL NAME, NUMBER OF LANES, TIMING SYSTEM**

**Pool Depths:** Start End 1 meter= X ... 5 meters= X Turn End 1 meter= X ... 5 meters=X

**Time:** **WARM UP AND MEET START TIMES**

**Meet Director:**

**Meet Marshall:**

**Meet Referee:**

**Attending Teams:**

**LIST ATTENDING TEAMS HERE**

**Entry Rules:**

The eligibility of a swimmer will be determined by his or her age on **MEET START DATE, League Rules, etc.**

Rules from the current USA Swimming Technical Rules will be in effect.

Entries must be submitted electronically, using Hy-Tek or compatible Software.

Entries must be submitted via e-mail to: **YOUR EMAIL ADDRESS**

Team entries must be received by (entry deadline date)

Swimmers may enter (how many events and relays)

**USA Swimming Registration:**

Club athletes may obtain USA Swimming Registration from your Club Registrar

Unattached athletes may obtain forms and instructions from the Adirondack Swimming Web Site [www.adirondackswimming.org](http://www.adirondackswimming.org)

Direct registration questions to the Adirondack Registrar, Kathleen Furman, 518-384-0223 or [kfurman@adirondackswimming.org](mailto:kfurman@adirondackswimming.org)

**Warm-Ups:**

Because of the large number of injuries occurring across the country during warm-ups, USA Swimming allows no diving into the pool during the warm-up period except in the designated sprint lanes. We ask that you inform your swimmers of this rule and ask them to fully cooperate with the club officials and marshals in charge of the area.

**Timers:**

Clubs will be required to provide timers based upon their number of entries.

Swimmers have to provide their own timers and counters for the 500's and 400 IM's.

**Meet Policy:**

**Use of Audio or Visual Recording Devices, Including a Cell Phone, is not permitted in changing areas, rest rooms or locker rooms.**

**All USA Swimming Registered Officials and Coaches are Required to display USA Swimming Credentials (USA Swimming Membership Card) while on deck.**

**Services:**

Food concession will be available at the meet.

**Officials:**

There will be an official's meeting conducted promptly 30 minutes before each session. Attendance is MANDATORY to work the meet. Please sign up in official's room before the start of officials meeting.

**Awards:**

Ribbons will be given out to places 1 thru 3 for individual events and 1<sup>st</sup> place for relays

**Meet Notes:**

This meet is an Adirondack Swimming Approved Meet. When all conditions of Approval are met, all times achieved by USA Swimming, Inc. Registered Athletes may be loaded to the USA Swimming National Database, SWIMS. **For times to be used, the swims must be observed by a minimum of 2, USA Swimming Registered and Certified Stroke and Turn Officials, one located at each end of the pool, at all times during the meet.** As this is Not a Sanctioned Meet, it may Not be used to satisfy the Adirondack Swimming Minimum Meet Requirement for Championship Eligibility. However, All times achieved (those recorded to SWIMS) May be used for entry qualification purposes in any USA Swimming Sanctioned Meet.

**MEET NAME**  
**MEET DATE ... MEET LOCATION**

**SESSION ... DAY**  
**WARM-UPS ?:00AM/PM ... SESSION BEGINS ?:00AM/PM**

GIRLS EVENTS	QUALIFYING TIMES	AGE GROUP	EVENT DESCRIPTION	QUALIFYING TIMES	BOYS EVENTS
	optional			optional	
1					2
3					4
5					6
7					8
9					10
11					12
13					14
15					16
17					18
19					20

**Each Swimmer May Swim A Maximum of X Events Per Day Plus X Relays**

**LIST ANY OTHER DETAILS HERE ... ENTRY FEES, ETC.**

**USE THIS TABLE OR CREATE YOUR OWN TABLE FOR EVENTS**

**DO NOT;**

- 1. USE ANY ART OR IMAGES**
- 2. USE TABS AND/OR LOTS OF SPACES WHEN DOING YOUR EVENT LIST**

PROPER COLUMN ALLIGNMENT IS IMPORTANT AND TABLES ARE THE EASIEST TO ALLIGN AND ALLIGN THE SAME IN ALL VERSIONS OF WORD REGARDLESS OF YOUR DEFAULT SETTINGS.

**BE CERTAIN TO LIST YOUR EVENTS IN NUMERIC EVENT ORDER (1,2,3,4,ETC)  
WITH CLEAR DIVISIONS BY SESSION**

**Do not list events in groups by age**

**Events Must be Listed in the Order They Will be Swum**

This form is provided as a guideline in developing a Meet Announcement for Approved Meets in Adirondack. The MINIMUM REQUIRED INFORMATION is in BLACK and must be displayed AS IS. The items displayed in RED, must be edited to contain the specifics of the meet. The items in GREEN are common, but optional items, with common verbage included. Green items may be deleted if unnecessary. You may also add any items which pertain to the meet.

Although there is no USA Swimming requirement that all participants be USA Swimming Registered, some leagues do have specific registration requirements and these must be stated.

Be certain your Meet Manager file contains the Full LEGAL Name, Date of Birth and USA Swimming ID of each registered swimmer. Those who are not USA Swimming Registered must not have ID numbers listed.

A Table of the events is Required, in the announcement. Events must be listed in the order they will be swum and must match the Meet Manager file exactly.

Please be aware of USA Swimming Legal Events for Times to be Loaded to SWIMS. Basically... there are no 25 yard (or 25 meter) events which are legal for times to be loaded to SWIMS. Mixed Relays and all relays where all 4 members are not from the same USA Swimming Registered Club, may NOT be loaded to SWIMS. Only the leadoff split is legal. SWIMS uses the swimmers age as of the first day of the meet, to determine the age in which the time is recorded. The meet event age has no bearing on the SWIMS record.