

The following is a template to follow when preparing Meet Announcements in Adirondack. USA Swimming sets the policy for minimum information required in meet announcements.

All Information in BLACK is REQUIRED by USA SWIMMING, AS IS. Do not alter or omit required information as your announcement will not be accepted and you will not receive a sanction until the meet announcement meets USA Swimming standards.

All Information in RED is REQUIRED information pertinent to the meet. This must be filled in based on the specific information of the meet, team, etc.

All Information in GREEN is an example of how others have provided information and is provided as a guideline.

MEET NAME

MEET DATE, MEET LOCATION

Sanction: Held under the sanction of USA Swimming, Inc. and Adirondack Swimming Inc., Sanction # **ISSUED SANCTION**
Carolyn Manor, General Chairman

Host: **HOST TEAM**

Place: **POOL NAME AND LOCATION, POOL DESCRIPTION - SHORT COURSE, LONG COURSE, 25 YARDS, 50 METERS**
OTHER POOL FEATURES SUCH AS CONTINUOUS WARM UP POOL ... TYPE OF TIMING SYSTEM

Pool Depths: **Depth of Pool at One (1) Meter and Five (5) Meter Distances from Start End of Pool.**
Depth of Pool at One (1) Meter and Five (5) Meter Distances from Turn End of Pool.

Time: **LIST SESSIONS DAYS AND TIMES, WARM UP TIMES... A SMALL TABLE WORKS WELL HERE**

Meet Director: **NAME, (address opt.), PHONE, EMAIL**

Meet Marshall: **NAME**

Meet Referee: **NAME**

Entry Rules:

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

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

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

Entries should be submitted via e-mail (or may be sent on CD or floppy disk) to: **CONTACT EMAIL**

Team entries must be received by **ENTRY CUT OFF DATE**.

In the event the meet is oversubscribed, the meet director and meet referee will work together to determine the solution, in the best interest of the swimmers.

MEET ENTRY PERSON FROM YOUR TEAM, NAME, ADDRESS, PHONE, EMAIL

LIST ANY OTHER ENTRY TERMS HERE.

USA Swimming Registration:

All swimmers must be currently registered with USA Swimming, Inc. Registrations may be obtained from your club registrar.

ALL Swimmers MUST be Registered, with the AD Registrar, by the Meet Entry Deadline.

All Adirondack Meets are reconciled for current USA Swimming Registration.

Unregistered swimmers will be removed from the meet and a \$25.00 Fine Imposed. ([Click Here for More Information](#))

Unattached athletes may obtain forms and instructions from the Adirondack Swimming Web Site www.adirondackswimming.org

Direct registration questions to the Adirondack Registrar, Kathleen Furman, 518-384-0223 or kfurman@adirondackswimming.org

NOTE: ALL ATHLETES ATTENDING ANY SANCTIONED MEET, MUST BE UNDER THE DIRECT SUPERVISION OF A CURRENTLY REGISTERED AND CERTIFIED, USA SWIMMING COACH MEMBER. IF YOU ARE AN UNATTACHED ATHLETE, OR YOUR COACH WILL NOT BE ATTENDING THE MEET, YOU AND/OR YOUR COACH, MUST CONTACT THE MEET DIRECTOR OR AN ATTENDING COACH, IN ADVANCE, TO MAKE ARRANGEMENTS FOR AN ATTENDING COACH TO ASSUME RESPONSIBILITY FOR YOU.

This is a USA Swimming Rule, there are no exceptions.

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 unaccompanied by a member-coach, it is the responsibility of the swimmer or the swimmer's legal guardian to ensure compliance with this requirement.

Swimming Events:

LIST DETAILS OF EVENTS AND HOW THEY ARE TO BE SWUM. PRELIMS AND FINALS, TIMED FINALS, INDIVIDUAL ENTRY LIMIT, POSITIVE CHECK-IN, etc.

Relays:

LIST DETAILS OF HOW RELAYS ARE HANDLED

Finals and Consolations:

IF THERE ARE FINALS, LIST DETAILS HERE

Scratches:

INCLUDE A CLEAR AND SPECIFIC DESCRIPTION OF SCRATCH PROCEDURES AND PENALTIES

WHAT TO DO TO SCRATCH, WHERE IS SEEDING TABLE, ETC.

IF CHAMPIONSHIP MEET, LIST CONSEQUENCES OF FAILING TO SCRATCH ON TIME.

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. **Host club provides a schedule for posting to web.**

Swimmers have to provide their own timers for the 400 IM's, 500's and 1650's.

Deck Entries:

Adirondack Swimming has agreed to allow Deck Entries at AD Meets under the following conditions;

1. Deck Entries are NOT Allowed during Championship Meets
2. Athlete must be USA-S Registered and show Proof of Registration (those already in meet have been confirmed as registered). Acceptable forms of Proof of Registration are: USA-Swimming ID or USA-Swimming Club Portal Current Team Listing. **If athlete cannot prove USA-S Registration, Adirondack accepts Deck Registration, to UN-AD (unattached) at a fee of \$108. DECK REGISTRATIONS WILL NOT BE MADE WITH ANY TEAM ASSOCIATION, PLEASE DO NOT ASK.**
3. Coach makes the request for the entry.
4. All Deck Entries will be allowed at the discretion of a combined decision of the Meet Director and the Meet Referee.
5. Deck Entries are Subject to a \$1.00 Surcharge, Per Entry, which applies to All Entries, Individual or Relays.

Meet Policy:

Use of Audio or Visual Recording Devices, Including a Cell Phone, is not permitted in changing areas, rest rooms or locker rooms. Any swimmer found in an unauthorized area will be asked to immediately leave the premises. No exceptions. Each team is responsible for supervising its members. **No one will be allowed on the deck except USA-S Registered Officials, USA-S Registered Coaches with Current Certifications, USA-S Registered Swimmers and Meet Marshalls and Timers on Shift. All Officials and Coaches are Required to display USA Swimming Credentials (USA Swimming Membership Card) while on deck.** If, at an AD Sanctioned Meet, an individual is found on deck, acting in any coaching capacity and is determined to be out of compliance with USA Swimming requirements for coaches, that individual will be removed from the deck and the represented club will be fined \$250.

Services:

DESCRIBE ANY FOOD SERVICES, EQUIPMENT SALES, ETC. HERE

National Certification: (IF APPLICABLE)

National certification will be offered for officials at this meet.

Disabled Athletes:

Adirondack Swimming welcomes athletes with disabilities. Athletes with disabilities are required to contact the Meet Director at least 2 weeks in advance of the meet so that provisions can be made for any special accommodations.

Entry Fees:

An entry summary sheet is included to compute your team entry fees. The entry fees are **\$.00** per individual event, which includes the \$.50 AD travel fund surcharge, \$6.00 per relay, which includes the \$1.00 AD travel fund surcharge and a \$1 per swimmer surcharge **ALL MANUAL ENTRIES, INCLUDING DECK ENTRIES (NON-ELECTRONIC) ARE SUBJECT TO A SURCHARGE OF \$1.00 PER ENTRY, WHICH APPLIES TO INDIVIDUAL OR RELAY ENTRIES.**

Make your entry check payable to **HOST TEAM NAME** and mail your check and entry summary sheet to:
ENTER YOUR CLUB MEET CONTACT NAME, ADDRESS PHONE AND EMAIL HERE
Entries will be entered to the meet upon receipt of your check.

Photographers:

Any photographer or videographer, who intends to take pictures at an Adirondack Swimming sanctioned meet, must complete and submit a Photographer Registration Form to the Meet Director before commencing activity. Forms are available on the Adirondack Swimming website as well as from the Meet Director. [Click here for a direct link to the registration form.](#) Swimmer's families, taking photos of their children from the spectator area, are not subject to this policy.

Awards:

DETAIL OF AWARDS (EXAMPLE BELOW)

For individual events medals will be awarded for 1st - 8th place, ribbons for 9 - 16th place. For relays, medals will be awarded to the 1st - 3rd place teams. Team trophies will be awarded to the top 3 boys and girls teams. Individual high point will be given to the top 3 swimmers in each age group.

Scoring:

Finals and consolations will be scored according to USA Swimming rules.
DESCRIBE ANY SPECIAL SCORING, SUCH AS PENTATHALON

Time Trials:

ENTER DETAILS IF APPLICABLE (EXAMPLE BELOW)

Time trials will be held for swimmers trying to qualify for Senior Cut Times or Faster. Each time trial is \$5.00. Coaches must request a time trial from the meet director and the meet director will determine when the time trial will be conducted. Time trials will only be conducted for swimmers who have exceeded the Current AAAA National Time Standard for the events in which they are requesting time trials. The meet director reserves the right to refuse time trials longer than 200 yards.
TIME TRIALS MAY ONLY BE DONE IF INCLUDED IN THE ORIGINAL MEET ANNOUNCEMENT OR SEPARATELY SANCTIONED

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.

Hotel Accommodations: (Suggestions)

LIST ANY APPLICABLE LOCAL ACCOMMODATION SUGGESTIONS

If you have any questions please contact **TEAM MEET CONTACT NAME, PHONE AND EMAIL**

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

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**

THE EVENT LIST MUST BE IN TABLE FORMAT AND EDITABLE

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

BE CERTAIN TO LIST YOUR EVENTS IN EVENT ORDER (1,2,3,4,ETC).

Do not list events in groups by age.

LIST ANY OTHER DETAILS HERE (EXAMPLE BELOW)

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

\$3.50 (see allowable fees) Per Individual Event Per Athlete for ALL Athletes

\$1.00 Per Athlete Surcharge

\$6.00 Per Each Relay

For Manual Entries, Add \$1.00 Per Entry (individual or relay)

“HOST TEAM NAME”

ENTRY FEE CALCULATION SHEET **“MEET NAME, MEET LOCATION, MEET DATE(S)”**
*******USE THIS FORM FOR CHAMPIONSHIP MEETS ONLY*******

TEAM NAME _____
CONTACT PERSON _____
PHONE NUMBER _____
E-Mail ADDRESS _____

Number of Individual Entries 11 & Over	_____	X \$4.50 = \$	_____
Number of Individual Entries 10 & Under	_____	X \$4.00 = \$	_____
Number of Swimmers	_____	X \$1.00 = \$	_____
Number of Relays	_____	X \$6.00 = \$	_____
Number of Manual (non-electronic) Entries	_____	X \$1.00 = \$	_____

Total Entry Fee Due\$ _____

Total Amount Due and Enclosed\$ _____

MAKE CHECKS PAYABLE TO “HOST TEAM NAME”

This form Must be returned with Entry Report and Check
(and Hy-Tek Disk if unable to email entry file)

**Entries will be posted to the meet program
upon RECEIPT OF CHECK ONLY**
**“HOST TEAM NAME” assumes no responsibility
for meet close-out due to late entries**

ENTRY DEADLINE.. ”DAY/DATE”

Mail Entries, Entry Report, This Form and Check to: **“MEET CONTACT PERSON ADDRESS”**
*Entries May be sent E-mail to: **“MEET ENTRY PERSON EMAIL”**
*Your Team Check Must be received to have entries added to the meet.

"HOST TEAM NAME"

ENTRY FEE CALCULATION SHEET "MEET NAME, MEET LOCATION, MEET DATE(S)"
*****USE THIS FORM FOR NON CHAMPIONSHIP MEETS*****

TEAM NAME _____
CONTACT PERSON _____
PHONE NUMBER _____
E-Mail ADDRESS _____

REMINDER – IF THE ENTIRE MEET IS POSITIVE CHECK IN, YOU MAY CHARGE \$3.75 PER IND EVENT

Number of Individual Entries	_____	X \$3.50 = \$	_____
Number of Swimmers	_____	X \$1.00 = \$	_____
Number of Relays	_____	X \$6.00 = \$	_____
Number of Manual (non-electronic) Entries	_____	X \$1.00 = \$	_____

Total Entry Fee Due\$ _____

Total Amount Due and Enclosed\$ _____

MAKE CHECKS PAYABLE TO "HOST TEAM NAME"

This form Must be returned with Entry Report and Check
(and Hy-Tek Disk if unable to email entry file)

**Entries will be posted to the meet program
upon RECEIPT OF CHECK ONLY**
**"HOST TEAM NAME" assumes no responsibility
for meet close-out due to late entries**

ENTRY DEADLINE.. "DAY/DATE"

Mail Entries, Entry Report, This Form and Check to: **"MEET CONTACT PERSON ADDRESS"**
*Entry File May be sent E-mail to: **"MEET ENTRY PERSON EMAIL"**
*Your Team Check Must be received to have entries added to the meet.