

Approval Request Form

Instructions

Below is the AD Approval Request Form. Use this form for applying for an "Approval" for your swim meet. Do not use this form for Sanctioned meets.

You have 2 options for use;

1. The form may be printed, as is, filled out by hand and mailed to the AD Sanction Chair.
2. You may fill the form in using your computer, save it and email it to the AD Sanction Chair.

To fill in using your computer, click on the first field in the form (top left) and type your information. "Tab" advances to the next field.

We will accept the typed in Signature.

When you have finished filling in the required information, use the option boxes to "PRINT" a copy for your records and then the "SAVE AS" option to save a copy for emailing. **When you use the "SAVE AS" option, Please, Name the file using the year of and name of the meet.**

Examples:

Name the file for the 2010 Trick or Treat Invitational

"2010 Trick or Treat"

Name the file for the 2011 Starfish Trophy Invitational -

"2011 Trophy Invitational"

ADIRONDACK SWIMMING, INC. APPLICATION FOR SWIM MEET APPROVAL

Name of Applicant: _____

Organization: _____

Meet Date (s) Requested: _____

Type of Meet: ___Dual ___Developmental ___Invitational ___Championship ___Other (specify): _____

Meet Name _____

Pool facility and location: _____

Meet Director: _____

Full Mailing Address: _____

E-mail: _____ Phone: _____

Hy-Tek Meet Manager Operator: _____

E-Mail: _____ Phone: _____

Meet Referee: _____

E-mail: _____ Phone: _____

Head Coach: _____

E-mail: _____ Phone: _____

Certified Officials from Host Team:

Name: _____ Type of Certification: _____

Name: _____ Type of Certification: _____

Name: _____ Type of Certification: _____

Name: _____ Type of Certification: _____

CONDITIONS AND REQUIREMENTS:

This application is used to gain Approval of Adirondack Swimming, Inc. to Host a Swim Meet where all Attendees may not be USA Swimming Registered. It is also used when the meet is not a Sanctioned USA Swimming, Inc. meet and the USA Swimming, Inc. Athlete Attendees, currently registered as of the date of the meet, want their results to be recorded on the Official USA Swimming, Inc., SWIMS file.

Results from meets without Prior Approval of the LSC will Not be uploaded to SWIMS.

The designated representative agrees, on behalf of the swimming organization applying for this approval, to abide by and govern this event under the Rules and Regulations of USA Swimming, Inc., Adirondack Swimming, Inc., and all other terms and conditions upon which this Approval may be granted. Please refer to the USA Swimming Publication, "USA Swimming Observed Meet Regulations" for complete information regarding the terms and conditions of the meet approval and the "USA Swimming Rules" for additional guidance.

Approvals issued to one organization cannot be transferred to another organization.

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.

As this is an "Approved" event, not all participants are required to be USA Swimming, Inc. Registered. Certain restrictions to Insurance coverage will apply as follows;

Entry blanks, advertising and the program must bear conspicuously the statement:

**Held under the Approval of Adirondack Swimming, Inc.
USA Swimming, Inc. Insurance applies to Only those attendees who are Currently and Properly Registered and Certified 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.**

E-mail the Meet Manager file or a backup of the Meet Manager file of the meet to the AD Sanction Chair;

- 1. When the meet file is properly set up for posting of the Events (HYV) File (include with Approval Request).
- 2. After entries are received, no less than 5 days in advance of the meet for Reconciling USA-S Registered Athletes.
- 3. Within 5 days of the completion of the meet for submitting USA-S Registered Athletes results to SWIMS.

Adirondack Swimming web site www.adirondackswimming.org see "Officers" link for current Officers.

Approval may be withheld or withdrawn by Adirondack Swimming if the competition was not conducted in accordance with the above requirements.

I hereby certify, that I have been delegated authority to act on behalf of the organization to request a swim meet Approval from Adirondack Swimming, Inc.

NAME: _____

SIGNATURE _____ **DATE:** _____

E-MAIL: _____ **PHONE:** _____

**Send this form via mail or email to the AD Sanction Chair.
A copy of your meet announcement (Word DOC file) must be included, via email.
If meet approval fee has not been paid with a Bid, enclose payment as follows;
Approval Fee \$30.00 for 1 day meet, \$45.00 for 2 day meets, \$55.00 for 3 day meets.**