

Protocol for bidding meets in the Adirondack District:

Sanctioned or Approved Meets (see last page for Observed Meets)

1. Your club MUST Have at least 2 Registered and Current, Stroke & Turn Officials
2. Reserve the necessary pool accommodations for the date desired
3. Complete the Meet Bid Form
4. Send the Meet Bid Form and Required Payment to the AD Sanction/Times Chair

If there are any issues with proposed meet date(s), etc., your club's contact will be notified via email. Be certain to use the correct forms, for the type of meet you are having, Sanctioned or [Approved](#).

**Approved meets are those where all swimmers may Not be USA-S Registered, such as YMCA or Closed League meets. You may NOT request an Approved meet if all members are USA-S Registered and entry is open to all USA-S Clubs.*

5. Prepare the Meet Announcement (use Sanctioned or [*Approved](#) meet announcement template)
6. Reserve the Meet Referee (if your club has no Referee, contact the AD Officials Chair for help)
7. Complete the Sanction Request Form or [*Approval Request Form](#)

8. Set Up Meet File in Meet Manager*

9. Submit the following to the AD Sanction/Times Chair:
 - Completed Sanction Request Form or [*Approval Request Form](#) (mail or Email)
 - Meet Announcement (Word File via Email)
 - Meet Manager File Backup (full backup of meet file via Email)

10. Upon approval, your Club Contact will receive a Sanction or [*Approval](#) and The Meet Announcement and the Events File will be posted to the AD Web Site on the AD Meet Schedule and teams will be notified via web site.

Meet Announcements and Meet Files should be received at least 5 to 6 weeks in advance of your meet (8 weeks is recommended). Allowing for any error resolution, the Announcement and Events file should be posted no less than 30 days in advance of your meet (7 weeks is recommended). Clubs should be given adequate time for entries so your meet is well subscribed.

11. Send any meet related files to the AD Sanction/Times Chair when completed. These include Meet Changes, Warm-up Schedules and Lane Timing Assignments. [Be certain to identify the meet information \(meet name, date\(s\), location\) on Every Form \(Changes, Timing Assignments, etc.\).](#)

12. When you have received and imported all the entries, email the Meet Manager file (or complete backup) to the AD Sanction/Times Chair so the Meet File can be checked for proper USA Swimming Registration data and so the Psyche Sheets can be posted to the web site. This must be done at least 5 days before the meet start day, 7 to 8 days is recommended. Unregistered swimmers will be removed from Sanctioned meets and a fine levied.

13. After the completion of the meet, again email the Meet Manager file of the Completed meet to the AD Sanction/Times Chair for posting results to the web site and the national SWIMS Database. This must be done within 5 days of the end of the meet.

14. Within 30 days of a Sanctioned meet, mail your "Athlete/Entry Count " Report and Fees Due, to the AD Sanction/Times Chair (team check payable to Adirondack Swimming).

15. Within 45 days of a Sanctioned meet, send the completed Meet Financial Statement to the AD Sanction/Times Chair (USA Swimming Rule).

* Keep in Mind when Setting up and using your Meet Manager file....

USA Swimming Rules require the following time limitations:

With the exception of Championship Meets, the program in all other age group competition shall be planned to allow the events for swimmers 12 years of age or younger to be completed in 4 hours or less for timed finals sessions or in a total of 8 hours or less for preliminaries and finals meets.

1. The meet director shall be responsible for controlling the size and length of the meet. The sessions will be set up to run at no less than 20 seconds between events and positive check in meets set at no more than a 5% scratch setting.
2. After receipt of all entries, the meet director will run a Session Report on Meet Manager to determine the estimated length of the sessions. If a session is determined to run more than 15 minutes beyond the 4 hour limit per session, the meet director must contact the meet referee and drop entries or events in the session, as described in the meet announcement. Relays may be dropped from the meet to achieve the desired timeline. Events may not be changed or sessions may not be added to a published meet, to achieve the desired timeline.
3. There will be a fine of \$250 for every 15 minutes over the time limit (as judged by the actual meet timeline) that the meet runs.

In the event your meet is oversubscribed, you MUST handle excess entries in the manner stated on your meet announcement. AD strongly suggests that you use the following statement on meet announcements, with regard to the handling of oversubscribed meets ... If the meet is oversubscribed, the meet director will work with the meet referee to determine a resolution in the best interest of the swimmers. This enables you to make decisions based on the actual entries.

Please remember, Per USA Swimming Technical Rule 102.7.1, once the announcement is published, you may NOT change events, change the order of events or add sessions to a published meet. The only option available to meet the 4 hour session limit rule is to remove entries or the referee may combine events per USA Swimming Rules. Decide on the events and sessions before the announcement is published.

4. Upon approval by vote of the AD House of Delegates, a fine, consisting of Five Percent (5%), with a minimum fine of \$50, of the total meet fees due, will be levied for all meet fees not received within the 30 day period following the meet. An additional fine of Five Percent (5%), with a minimum of \$50, of the total meets fees due will be levied for every 30 day period in which meet fees arrive late (after 30 days) ...31 to 59 days, 5%...60 to 89 days, 10%... 90 to 119 days, 15%...etc.

Adirondack Swimming Meet Directors Guide and FAQ's-Sanctioned Meets

PLAN AND SET UP YOUR MEET

1. Host Team MUST have at least 2 Registered and Current Stroke & Turn Officials, who will work the meet.
2. Secure Pool Location and Meet Referee.
3. Complete Adirondack Meet Bid Form and send form, along with Bid Fee to the AD Sanction Chair.
This step gets your meet date on the AD Meet Schedule, No Information can be distributed without a Sanction.
4. Complete your Meet Announcement using the "Meet Announcement Template".
5. Set up your Meet File in Meet Manager, being certain all events match the announcement.
6. Complete a "Sanction Request Form".
7. Email Meet Announcement (DOC), FULL Meet Manager File (or backup) and Sanction Request Form to the AD Sanction Chair (*you may mail the Sanction Request Form if you choose*).
8. Once these items are verified for accuracy and are in compliance with AD and USA Swimming Policies, your Sanction will be issued. Once a Sanction is issued, information can be distributed and posted to the AD Web Site.
9. Once posted, the Meet Announcement cannot be changed. If a change to the meet is required, both the Meet Director and Meet Referee must decide on the change and an Official Change Notice must be drafted and supplied to the AD Sanction Chair for posting to the AD Web Site and notifying All AD Team Contacts.

FINALIZE YOUR PRE MEET DETAILS

1. Once your entry deadline has passed, send the FULL and Populated Meet Manager file (or backup) to the AD Sanction Chair. The file will be reconciled against USA Swimming's SWIMS for registration errors. The Sanction Chair will repair data errors and remove Unregistered Swimmers. *AD charges a \$25 fine for entering an unregistered swimmer to a meet.* The Psyche Sheets will be Posted to the AD Web Site.
Note: All Swimmers Must be currently Registered as ATHLETES. A Non-Athlete, Coach, Official or Other, is NOT allowed to swim with Athletes. If a Non-Athlete wants to swim in meets, he/she must also register as an Athlete, this is 2 complete registrations to complete and pay for.
2. Check the file, using the "Sessions" report for compliance with the USA Swimming 4 hour rule. If a Session is noticeably over 4 hours, you must handle the excess entries in the manner stated on your announcement. It is preferred to state that the Meet Director and Meet Referee will determine the best solution. Events may not be changed and Sessions may NOT be added to a meet after publication of the announcement.
3. If there are any changes made to the Meet File, which involve adding new swimmers, Step 1 must be repeated.
4. Once you are satisfied with your meet file, you can prepare programs. No changes are to be made to the Meet File afterwards, until the day of the meet.

RUNNING YOUR MEET

1. USA Swimming Rules and Insurance regulations prohibit anyone who is not USA Swimming Registered, *with exception of Timers and Meet Marshalls ON SHIFT*, from being On Deck at any Sanctioned Meet. All Coaches allowed on deck must be Registered and Currently Certified. If ANY of a coaches' certifications or background screen are out of date, that coach is Not Allowed to Act in Any Coaching Capacity, including being on deck.
2. All swimmers at a meet must be under the direct supervision of a currently registered and certified coach. If swimmers have come without a coach or their coach is out of compliance, another attending coach must assume responsibility for those swimmers. This policy includes Unattached Swimmers.
3. If your meet is a Non-Championship meet, Deck Entries can be accepted according to AD Policy. Both the Meet Director and Meet Referee must agree to the deck entries.
4. If a deck entry is taken from a Swimmer who is NOT already in the meet, the swimmer MUST have his/her USA Swimming registration card IN HAND. If it is found after a meet that an Unregistered Swimmer was allowed to deck enter, the Host Team will be liable for a \$100 fine, per unregistered swimmer and the unregistered swimmer(s) will be disqualified from all events swam.
5. Refer to your Meet Referee for any issues arising during your meet.

AFTER YOUR MEET

1. Check your results, all relays are populated (have all 4 names) and all events are listed as "Done" or "Scored".
2. Send a FULL Meet Manager file (or backup) to the AD Sanction Chair. A post meet recon will be run, any errors corrected and results will be posted to the AD Web Site and loaded to SWIMS.
3. Within 30 days of your meet, from your Meet Manager file, print a "Teams" report with the "Athlete/Entry Count" option checked. Use this report to calculate the AD Fees for your meet. \$1.00 per swimmer + \$1.00 per relay + \$.50 per individual entry = total AD Fee. If fee is not received in 30 days, a fine of 5% of your total fee will be levied (\$50 minimum) and an additional 5% (\$50 minimum) will be levied for every 30 days the AD Fees are late. Fees are payable to "Adirondack Swimming" and sent to the AD Sanction Chair.
4. Within 45 days of your meet, complete a Meet Financial Statement and send to the AD Sanction Chair.

THAT'S IT IN A NUTSHELL

FREQUENTLY ASKED QUESTIONS AND COMMON ISSUES

When do I have to get my information in to provide adequate time for entries?

The earlier the better, because the more time teams have to plan, the more likely you are to get better participation. Meet Bids for our Short Course Season are Due in June. Questions from teams regarding our short course meets and meet dates begin to arrive via email in early June. If your bid does not arrive until late August, some teams may have planned to attend another meet, possibly in another LSC, on the date(s) you selected for your meet(s) and you have lost entries and income. Face facts, meets are fund raisers for your team. Get your bids in early to ensure good participation.

Please note, Bids are Not Requests for Sanctions. Bids are basically reservations so your dates can be put on the Meet Schedule. To obtain a Sanction, you must also complete a Sanction Request Form, a Meet Announcement and set up your meet file in Meet Manager.

Sanction Materials should be in no later than 8 weeks ahead of your meet date. If there are issues with your meet file or announcement, you should allow at least a week to get these issues corrected and your sanction issued. Once again, the earlier you get your information posted, the better chance you have of increased attendance and income.

Common Information mismatches...

One of the most frequent issues we have is Meet Manager files not matching Meet Announcements. When setting up your meet, be certain to check EVERY EVENT to be sure the Events listed in the Announcement match EXACTLY to the Meet Manager file. Also be certain that events are in the proper Sessions.

Another common mismatch error is the meet announcement listing events as 15 & over and the meet file set up as Senior/Open. Not the same.... ANY Age can swim Senior or Open events.

Another common error is the setting of entry limits for Relays. All meet announcements must state the entry limits for Individual Events and Relay Events. For example, an Announcement states a Swimmer May Swim 5 Individual Events plus Relays. When reading the Meet Manager set up, the entry limit is set to a total of 6 events per swimmer, no more than 5 Individual and 1 Relay. Looks OK, however, there is a "Senior" relay available along with specific age relays for all age groups 13-14 and under. ANYONE CAN SWIM IN THE SENIOR RELAYS and the announcements does not state the number of relays a swimmer can swim, it just says "Relays". Everyone Can Swim 2 Relays in the meet, as described in the announcement. If you want the limit of relay swims per swimmer set to 1, you Must State 1 Relay.

What do I do with No Time Entries?

Adirondack voted, at the Fall 2009 HOD Meeting, to allow teams to accept No Time (NT) entries in any Sanctioned meet, where Proof of Time is Not Required.

It is up to the meet host to determine if they will Not accept NT entries and it must be stated in the announcement.

When seeding a meet, Meet Manager places all NT entries at the end of each event and does allow for some estimate of time for these events. USA Swimming rules do not allow any Session which includes 12 & under swimmers, to be longer than 4 hours, in non-championship meets. Be certain to remember, to properly enforce the 4 hour session limit rule, AD charges a fine of \$250 for EACH 15 Minutes where a Session goes over the 4 hour limit.

If your team chooses to Not Accept NT Entries, please follow the following procedures;

When importing meet entries, be certain to Uncheck the box indicating "Include entries with No Time (NT)".

If a team has included NT entries, they will not be imported to the meet and an "Exceptions" report will be generated, showing which entries were not imported. Send this report to the team Immediately. When they have corrected their entries and sent you a new entry file, delete all of the team's original entries and re-import the new entry file.

Our coach cannot attend a meet and we have swimmers who want to go, what do we do?

USA Swimming requires ALL Athletes, attending any Sanctioned or Approved meet, to be under the direct supervision of a currently registered and properly certified coach member of USA Swimming. If your coach cannot attend a meet or if you are an Unattached Athlete, who does not have a regular coach, arrangements must be made, in advance, for an attending coach to assume responsibility for those swimmers. If you cannot find an attending coach on your own, contact the meet director for assistance. Be certain to obtain written (or email) confirmation, which includes the names of the athletes and the coach assuming responsibility, in advance of the meet. Keep this confirmation for your records, in case of injury or any other insurance issue which may arise.

Our meet appears to be oversubscribed, what do we do?

If a Session report shows your meet over the 4 hour limit, look for common errors first. The most common error is an erroneous entry time. Run Psyche sheets and look at the Last entry in each event. Meet Manager sorts entries from fastest to slowest, so the slowest entry will be last on the list in each event. If a swimmer does not yet have a recorded time in an event, his/her coach may manually key in an estimated entry time. If the coach adds one too many key strokes, an entry which should be 2:15.00 can be entered as 21:50.00. This single entry adds 18 minutes to a session. If there are 3 or 4 of these mistyped entries, a session can appear to be an hour or more, longer than it really is.

If all of your entries appear to have valid times included and you are still over the 4 hour limit, you **MUST DECREASE ENTRIES USING THE CONDITIONS SET IN YOUR ANNOUNCEMENT**. If your announcement states that entries will be removed based on Last in – First out, that's what you **HAVE TO DO**. It is Strongly suggested you state that your meet director will contact the meet referee to determine a solution which is in the best interest of the swimmers, to keep the meet within the 4 hour limit.

YOU MAY NOT CHANGE, REARRRANGE or ADD EVENTS, or ADD SESSIONS TO A MEET AFTER THE SANCTION IS ISSUED, WHICH MEANS YOU CAN NOT REARRANGE EVENTS OR ADD SESSIONS TO RESOLVE AN OVERSUBSCRIPTION ISSUE. The **ONLY** Changes Allowed to a Sanctioned Meet are Changing the Start Times of Sessions or the Removal of Swimming (entries) to accommodate over/under subscription issues.

We have to make a change to our meet, what do we do?

Once we have posted your Meet Announcement, we cannot change it. **The guidelines stated in the announcement must be followed when addressing an oversubscribed meet, If you require a change to the meet, the Meet Director MUST Contact the Meet Referee to discuss the change.** Once made, you, the meet host, must provide a Change Notice to the meet, to the AD Sanction/Times Chair, for Web Site posting and the notification of all AD Team Contacts. Be certain that ALL Notices have your Meet Name, Date(s) and Location, listed at the top of the first page.

Note: Once your announcement is posted, you may not add sessions or change the order of events to address oversubscription. The only changes which can be made to events are the removal of entries or combining events, by the referee, at the meet.

Additional Meet Information...

Typically, meet directors provide additional information to participants after entries are received. Lane Timing Assignments, Specific Warm-up Schedules, etc. This information can be provided directly by the meet director, to those persons who sent team entries, however, all additional information must also be posted to the AD Web Site on the Meet Schedule. When preparing these notices, be certain that all the information which identifies your meet is placed at the beginning of each notice. A good policy is to cut the title information from your meet announcement and paste it on the top of all additional forms and notices, being certain to include Meet Name, Date(s) and Location.

Common after meet issues and questions...

Have your computer person check the meet file to be certain all Relays are Populated (have all 4 swimmers names listed) and that all events are marked "Done" or "Scored". Relays with no names are not recorded to SWIMS. Events which are not Done or Scored are not exported to the results file and therefore not loaded to SWIMS (*CL2 results files are used to load SWIMS*).

Currently, SWIMS uses only CL2 files for uploading results. Unfortunately, Legal Splits are NOT automatically loaded from CL2 files. If you have a swimmer who has a Legal Split, which is a Best Time, be certain to notify the Sanction/Times Chair. These times will require verification from the meet file and the times must be loaded to SWIMS manually. Please ask for splits which are best times only as manual loads are time consuming.

USA Swimming does not recognize "Mixed Gender" Relays and 25 yard events as legal events, therefore those times are not included in SWIMS. In Mixed Gender Relays, the Leadoff Split **ONLY** can be a Legal Time.

There are no Time Standards for 8&Unders. The youngest age for USA Swimming Time Standards is 10&Under.

Open Water Meets...

In the fall of 2011, USA Swimming passed legislation which requires pre-approval by USA Swimming of ALL Open Water Events. Be sure to make requests for these meets well in advance.

Adirondack Swimming/USA Swimming After Meet Procedures

After your Sanctioned or Approved Meet is over;

1. Check over the Meet Manager file for completeness and accuracy.
Do Not Rush to send the file the evening of the meet. Take a day or two to look it over carefully and then send an accurate and final file.
DO NOT SEND RESULT FILES TO INDIVIDUAL TEAMS!
 - A. Make certain all populated events are "Done" or "Scored"
 - B. Be sure all relays include all 4 swimmer's names.
 - C. If any events were scratched, because of the 4 hour session rule, be certain all of the entries from these events are removed.
 - D. If a team notified you, before a meet, to remove any swimmers, be certain to do so or you will be charged for their entries.
 - E. If you created any "Dummy" events for combining events, be sure they are removed, or the extra entries removed, before sending the completed meet file.
2. Make a Backup of the Meet Manager file and send to the AD Sanction/Times Chair.
This is the Official Meet File. It will be checked and used to generate All reports, Results, SWIMS Load of Times and used to calculate the AD Fees Due.

Items 3 and 4 apply to Sanctioned Meets Only

3. Within 30 days of the last day of the meet (AD Policy);
 - A. Generate a Meet Manager Report to use to calculate the AD Fees Due.
use ... Reports -> Teams and check the "Athlete/Entry Count" option
Fees due are as follows;
\$1.00 per Athlete + \$1.00 per Relay + \$ 0.50 per Individual Entry
 - B. Send the Athlete/Entry Count Report and the fee to the AD Sanction/Times Chair. TEAM Check made out to "Adirondack Swimming"

Please be certain to remember, meet fees received late, past 30 days, are subject to a fine of 5% of the total due with a \$50 minimum fine. The fine applies for every 30 day period payments are late. Fine at 60 days is 10%, min \$100, at 90 days, 15%, min \$150, etc.

4. Within 45 days of the last day of the meet (USA Swimming Policy);
 - A. Complete the "Meet Financial Statement" and mail or email to the AD Sanction/Times Chair. If you choose to send the Meet Financial Statement, along with the meet fees, be sure to do so within 30 days of the meet and remember to include the Athlete/Entry Count report.

Observed Meets

An Observed Meet is one where another organizations rules apply, such as High School or College Meets.

In general, Observed Meets fall in to two categories, Season Culminating (HS Sectionals, States or other Championship Meets) and Non Season Culminating (Invitationals, etc.).

Please refer to the USA Swimming SWIMS Times Module Policy Manual for complete explanations and copies of the forms listed below.

All Observed Meets must have at least two (2) current USA Swimming Stroke & Turn Officials **On Deck**, one at each end of the pool, **At All Times** when observation for times has been requested.

For Season Culminating Meets, USA Swimming REQUIRES the completion and submittal of Form B (in Times Policy Manual) to the AD Sanction/Times Chair, at least 10 days in advance of the meet, for approval. The meet director will provide such forms where attending swimmers may request times loaded to SWIMS, from the meet, in Times Policy Manual, form C for High School or form D for College or AD has provided forms where either an individual swimmer can fill out and submit or a list style form where a team can submit multiple swimmers. All forms must be turned in to the meet director, who will forward them to the AD Sanction/Times Chair.

For Non Season Culminating Meets, USA Swimming REQUIRES the completion and submittal of Form A (in Times Policy Manual) AND a Statement as to the Purpose of the meet along with any published meet information, to the AD Sanction/Times Chair, at least 10 days in advance of the meet. The AD Sanction/Times Chair MUST approve the meet and forward the information to USA Swimming for final approval. The meet director will provide such forms where attending swimmers may request times loaded to SWIMS, from the meet in Times Policy Manual, form C for High School or form D for College or AD has provided forms where either an individual swimmer can fill out and submit or a list style form where a team can submit multiple swimmers. All forms must be turned in to the meet director, who will forward them to the AD Sanction/Times Chair.