

Protocol for bidding meets in the Adirondack District:

1. Reserve the necessary pool accommodations for the date desired
2. Complete the Meet Bid Form
3. Send the Meet Bid Form and Required Payment to the AD Admin Vice Chair

If there are any issues with the proposed meet, date(s), etc., your club's contact will be notified via email.

4. Prepare the Meet Announcement (use meet announcement template on AD web site)
5. Reserve the Meet Referee (you MUST contact the prospective referee in advance)
6. Complete the Sanction Request or Approval Request Form
7. **Set Up Meet File in Meet Manager***
8. Submit the following to the Administrative Vice Chair:
 - Completed Sanction or Approval Request Form (mail or scanned and Email)
 - Meet Announcement (Word File via Email)
 - Meet Manager File Backup (full backup of meet file via Email)

9. Upon approval, your Club Contact will receive a Meet Sanction 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. Allowing for any error resolution, the Announcement and Events file should be posted no less than 30 days in advance of your meet. Clubs should be given adequate time for entries so your meet is well subscribed.

10. Send any meet related files to the webmaster when completed. These include Meet Changes, Warm-up Schedules and Lane Timing Assignments. **Be certain to identify the meet information on Every Form, meet name, date(s), location.**

11. When you have received and imported all the entries, email the Meet Manager file (or complete backup) to the AD Webmaster 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. Unregistered swimmers will be removed from the meet and a fine levied.

12. After the completion of the meet, again email the Meet Manager file of the Completed meet to the AD Webmaster 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.

13. Within 45 days of the meet, mail your completed Meet Financial Statement and check made out to "Adirondack Swimming" to;
Bill Faucett, 4 Edwin Drive, Charlton, NY 12019

* Setting up your Meet Manager file....

Per May 2007 AD Meeting, upon recommendation of the AD Technical Planning Committee, the following recommendations were approved for running meets in AD.

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 events 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 drop entries in the session, as described in the meet announcement. The meet director may drop relays from the 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 timeline) that the meet runs.