Adirondack Swimming Guide to Setting Up and Running Meets

This document provides information to answer questions regarding:

Pre-Meet Procedures … Running Your Meet … Post Meet Procedures
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>> Differences between Sanctioned and Approved Meets
>> AD Policies, Procedures and Requirements

> USA-S Rules Pertaining to Meets

> Tips for a successful meet

> How to handle over or under subscriptions
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Adirondack Swimming/USA Swimming
Pre Meet Procedures

PLEASE REMEMBER … SANCTIONED OR APPROVED MEETS MAY NOT IN ANY WAY BE ADVERTISED OR INFORMATION POSTED (other than meet name and dates) UNTIL A SANCTION OR APPROVAL IS ISSUED. AFTER A SANCTION OR APPROVAL IS ISSUED, OFFICIAL INFORMATION MAY NOT BE ALTERED IN ANY WAY

Setting up Sanctioned or Approved Meets *(Observed Meets Below)*

1. Send the Meet Bid Form and Bid Fee to the AD Sanction/Times Chair, to reserve date(s)
     Note: Meet Bids MUST be submitted early to assure proper subscription … see Bid Form for more information.
2. Reserve the necessary pool accommodations for the date(s) desired
     Note: Meet location and date(s) may be changed prior to your Sanction Request based on venue availability.
3. Reserve the Meet Referee (Sanctioned) (if your club has no Referee, contact the AD Officials Chair for help)
4. Complete the Sanction Request Form or *Approval Request Form
5. Your club MUST Have at least 2 Registered/Current, Stroke & Turn Officials (Sanctioned meets)
6. Your club MUST Have at least 1 Registered/Current Non-Athlete Meet Director (Sanctioned meets)

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 governed by USA Swimming Technical Rules and where all swimmers may Not be USA-S Registered, such as YMCAor 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.

7. Prepare the Meet Announcement (use Sanctioned or *Approved meet announcement template)
     Note: Always use the most current announcement template, as rules and requirements change periodically.
8. Set Up the Meet File in Meet Manager
9. Submit the following to the AD Sanction/Times Chair
     Completed Sanction Request Form or *Approval Request Form (PDF fill-in via Email)
     Meet Announcement (Word File via Email)
     Meet Manager File Backup (full backup of meet file via Email)

     Note: The Sanction or Approval request package (see 9 above) MUST be received no later than 4 weeks in advance of a meet. Requests received after that time will not be accepted. The AD Sanction Times Chair will notify clubs of denial of Sanction or Approval within 10 days of receipt of package. An appeal may be made to the Zone Sanction Appeal Panel within 5 days of notification of denial.

10. Upon approval, your Club Contact will receive a Sanction or *Approval, a Final Meet Announcement File and a Final Meet Manager File. BE CERTAIN TO USE THE NEW FILES AND DISCARD ANY OLD VERSIONS OF THE ANNOUNCEMENT AND MEET FILE. The Meet Announcement and the Events File will be posted to the AD Web Site on the AD Meet Schedule. You may then post meet information and advertise the meet.

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 within 1 day of the entry deadline. Unregistered swimmers will be removed from Sanctioned meets and a fine levied. **Swimmers removed for non-registration MUST follow AD Deck Entry Procedures to be able to swim in meet they were removed from.**

13. 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.).

14. Run your meet.

* Keep in Mind when Setting up and Running your Meet ….

If swimmers are removed from your meet for non-registration, you are NOT to re-enter those swimmers before the meet. AD Policy requires those swimmers to follow AD Deck Entry Procedures. Their coach must request the entry, at the meet and have proof of registration in hand. The meet will NOT be re-seeded to accommodate Deck Entries.

It is up to the host team to choose to accept entries received after the advertised entry deadline. If you do decide to accept late entries or if a team resubmits their entries, the meet file will have to be reconciled by the AD Sanction/Times Chair again and updated psyche sheets posted. **Once you have finalized your meet file and prepared your program, NO ADDITIONS OR CHANGES ARE TO BE MADE**. The only additions allowed after the final psyche sheets are posted and the meet program prepared are from deck entries, accepted by a joint decision of the referee and director.

USA Swimming Rules state the following time limitations:
<u>With the exception of Championship Meets</u>, the program in all other <u>age group competition</u> 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.

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.

After receipt of all entries in, 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 (which includes 12 & under swimmers), the meet director must contact the meet referee and together determine the solution based on the oversubscription policy described in the meet announcement.

Adirondack Swimming has approved by HOD vote, fines as follows; (updated fall 2014 HOD meeting)
For all SCY meets, $250 fine for every 15 minutes a session runs over the 4 hour time limit.
For all Meter meets, $100 fine for each session which runs over the 4 hour time limit.

In the event your meet is oversubscribed, you MUST handle excess entries in the manner stated on your meet announcement. <u>If no statement is included, the Meet Director must contact the Referee to decide on the solution and notify all participating clubs and coaches by the Meet Entry Deadline.</u>

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 or remove sessions to a published meet. The only options available to meet the 4 hour session limit rule are to remove or stop taking entries or the referee may combine events per USA Swimming Rules. Be sure to properly plan the events and sessions before the announcement is published… Be Proactive, not Reactive…

If your meet has been oversubscribed in the past, be sure to consult with the AD Tech Planning Committee for advice, in advance of preparing your meet.

 AD Policy Requires the payment of all Sanction Fees within 30 days of the end of the meet. If fees are not received on time, 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/USA Swimming
Post 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 to look it over carefully and then send an accurate and <u>final</u> 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 entries 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;
   $2.00 per Athlete LSC Surcharge + $1.00 per Relay + $ 0.50 per Individual Entry
   AD LSC Championship meets have a $5.00 per Athlete surcharge.
   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 organization's rules apply, High School.

Reminder to YMCA Clubs…In September of 2006, the YMCA adopted the use of USA Swimming Technical Rules for ALL YMCA Meets. YMCA Clubs may NOT host an Observed Meet. Y meets must either be Sanctioned (all USA-S participants) or Approved (mixture of USA-S Registered and other swimmers or closed meets).
College/NCAA uses USA Swimming Technical Rules and all College meets can be either Sanctioned or Approved.

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

Note: Per USA Swimming Rules, High School Dual Meets may NOT be Observed.

Please refer to the USA Swimming SWIMS Times Module Policy Manual for complete explanations and copies of the forms listed below (main "MEETS" page, AD Web Site).

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 RFO Form B, to the AD Sanction/Times Chair for final approval.

For Non Season Culminating Meets, USA Swimming REQUIRES the completion and submittal of RFO Form A AND a Statement as to the Purpose of the meet along with any published meet information, to the AD Sanction/Times Chair for approval.

The Sanction/Times Chair must notify USA Swimming of Observed meets at least 10 days in advance of the meet.

For ALL Observed Meets, the meet director will provide the athlete request form (Form C), which attending and USA Swimming Registered for the Date(s) of the meet swimmers MUST complete and submit, to have their times loaded to SWIMS. All forms Must be submitted Before The End of The Meet. The Form C can be found on the AD web site, on either the "MEETS", "FORMS", "Coaches" or "Athletes" pages. **The swimmers must provide their Full Legal Name, Date of Birth and USA Swimming ID Number.** All forms must be turned in to the meet director, by the end of the meet, who will forward them to the AD Sanction/Times Chair.

Swimmers and Coaches Take Note: ONLY THOSE SWIMMERS WHO SUBMIT REQUESTS BEFORE THE END OF THE MEET, WILL HAVE THEIR TIMES LOADED TO SWIMS. NO AFTER-THE-FACT REQUESTS FOR TIMES WILL BE HONORED.

Note: History has shown that virtually all observed meets we have in AD contain bad or missing swimmer data. Use of nicknames instead of Legal names, misspelled names, no birthdates included in the entry are among a few reasons why a typical registration recon will not find all of the swimmers who are included in SWIMS. AD therefore requires that all swimmers who want their times loaded to SWIMS make a written request by using the Form C, indicated above. This procedure assures that everyone wanting or needing those times will get them properly loaded to SWIMS. USA Swimming also wants us to be sure times are loaded in a "reasonable" time period after the meet or within 2 weeks of the meet … AD is a little more flexible and tries to get all times in within 30 days of the meet. Be sure to remember that Legal Splits DO NOT LOAD AUTOMATICALLY. Swimmers or their coaches must request the loading of Legal Splits and only if the split is a Best Time in the current season for that swimmer.

AD MEETS and the NATIONAL TIMES DATABASE (SWIMS)

Sanctioned Meets

Results from all AD Swimming sanctioned meets will be electronically loaded into SWIMS, the National Times Database for USA Swimming. Meet Directors should send the Meet Manager file to the AD Sanction/Times Chair within 3 days of the completion of the meet. Before submitting the electronic file, please insure that the results contained are credible. Please note the following:

1. Insure that all times submitted for loading into SWIMS comply with minimum standards from the USA Swimming Rule Book Article 102.16 and requirements for official time.
2. Meet Recon Must be completed prior to and after the meet and corrections made before submitting the results to SWIMS (this is done by the Sanction/Times Chair).
3. Check all timing exceptions to insure that the official times reported are valid.
4. Relays without all four names will not be loaded into SWIMS.
Relay lead-off times should be checked for integrity. If a long course meet is not using far end pads, relay lead-off times for 200 meter relay events should not be included in results.
5. Intermediate times (legal splits) will not be automatically loaded from meet results and must be individually requested from the Sanction/Times Chair. Legal Splits will only be loaded if they are the athlete's best times in the current season.

Meet results will be loaded into the system and should be available for public viewing on the USA Swimming web site within 5 to 7 days of the last day of the meet. If a time is missing from the database, please contact the Sanction/Times Chair. Failure to comply with the above instructions will result in a delay of times posting to SWIMS.

Approved Meets

Before a meet can be authorized as an Approved Meet, criteria established by USA Swimming and the LSC must be met. An approved meet is one where not all the athletes are required to be members of USA Swimming, but USA Swimming technical rules will govern the meet. Procedures outlined for sanctioned meets (above) should also be followed for approved meets. Result times for those athletes who are Registered USA Swimming Members at the time of the meet, will be loaded into the USA Swimming SWIMS database and be available for public viewing. The AD Sanction/Times Chair will reconcile the meet file for accurate registration data for all swimmers. Please note the procedures above to obtain Approval of a meet. Be certain to comply with the conditions set forth on the Approval.

NOTE: As of September 2006, the YMCA, nationally, uses USA Swimming Technical Rules to govern their meets. All YMCA meets can be Approved Meets, if requested.

Observed Meets

Before a meet can be authorized for observation, certain criteria must be met. Policy and forms for requesting approval of observation and submission of results are included in the SWIMS Times Module Policies booklet, published on the AD Web Site. Form A, B or F, depending on the meet type, must be received by the Sanction/Times Chair at least ten days in advance of the meet (email to the Sanction/Times Chair or send via snail mail). All requests require approval of the LSC Sanction/Times Chair Only. A meet is observed when not all of the swimmers are members of USA Swimming and when another association's technical rules are governing the meet (NCHSAA).
High school dual meets may not be observed.
A Complete Meet Manager File or Backup of the File of the meet must be sent electronically to the Sanction/Times Chair to use for uploading times into SWIMS. Times must be loaded to SWIMS within 2 weeks of the meet. Times for those athletes, who are USA Swimming Registered for the date(s) of the meet and who make requests for their times to be loaded to SWIMS, using the Form C, will be electronically loaded into the database (once reconciled against SWIMS). This applies to special requests for relays, relay lead off splits and other legal splits as well.

There will be NO After-The-Fact requests honored. All requests must be submitted before the end of the meet.

Coaches or Swimmers must submit a Form C (from SWIMS Times Module Policy Manual) or the customized AD Form C (from the AD Web Site), to the Meet Director, who will forward all requests to the AD Sanction/Times Chair.
Relay team times must be requested from HS meets as it is not often that all four members of a relay are members of the same USA Swimming club team.

Relay Lead Off Split times, as well as other Legal Split times, MUST be specifically requested for loading to SWIMS and MUST be the athlete's best time in the current season. Be sure to email the AD Sanction/Times Chair to make these special requests. Legal Splits will only be loaded for those swimmers who submitted a Form C before the end of the meet.

**The following information is provided by Suzanne Heath of the USA-S National Times Verification Sub Committee
Information was distributed to LSC Times Contacts October 14, 2015
Sanctioned and Approved Meet hosts, take notice of the statements regarding Administrative Officials (AO)**

NTV Process for Meets

- Whether you are the LSC Office Staff, a volunteer Times Officer who loads meets, a LSC Sanction or Admin Vice Chair, or an LSC Officials Chair, it is very important that all the individuals in these roles in your LSC work together to insure that meets are properly authorized, observed if applicable, and the loading protocols are followed.
- Sanctioned meets – each LSC is now required to provide an AO or referee acting in that position. If it is determined at the beginning of the meet that there is no official in that position, the referee must declare that the times will not be loaded from the meet into SWIMS as the times are not official.
- Approved meets – the policy manual has been changed to reflect the necessity for an AO at an approved meet. For a Y meet, the AO may be a Level II Y certified official who works only in that role. The Y has now developed its own AO Training Manual so we can expect to see Y Certified AOs on deck; a Level II official is sufficient if devoted to that job. For other approved meets such as a State Games or any other approved meet, a USA-S certified AO or additional referee acting in that role is required for the times to be official.
- For Observed meets, there is no requirement for an AO to be used. That being said, you as the LSC NTV Officer or your designee, should decide before authorizing a meet for observation whether the meet is going to be run to USA-S standards. If it is not, then the meet should not be authorized for observation. <u>At this time, it is not certain how the new rule to drop the adjustment of times for a lane malfunction will affect meet observation and data loading; however, the new rule does not take effect until 5/1/16 which is outside the date range for NCAA meets and would affect only California/Nevada high school meets.</u>
    - As a refresher, observed meets require at least two dually certified USA-S and association officials, one at each end of the course, or two separate observers, one at each end of the course, to observe the events in which the stroke rules are different (see below). The number of association officials must meet the criteria listed in 102.10.3 and .4.
    - Swimmers' times are entered in the database as LSC UN since they are not representing their clubs at the time of the swim (relay manual data entry exception as below). Legal lead off times in the relays may be checked off for loading.
    - The NCAA is now certifying officials for its championship meets through the USA Swimming website; an <u>NCAA only</u> official is not permitted to act as an observer for USA Swimming purposes.
        - NFHS – rules are different in backstroke, breaststroke and butterfly, therefore IM and the individual stroke events must be observed. We load these meets at the LSC level and we do not load relays unless all four swimmers on a high school team are from the same club and the time is specifically requested for manual data entry.
            - In backstroke, NFHS swimmers may kick or glide outside of the turning action and they may scull backward (on the back) if a wall is missed on a turn.
            - In breaststroke, for the NFHS rules, there is no stipulation on "stacked" hands at the touch on the turn or finish.
            - In butterfly, NFHS swimmers are not required to have hands separated (not stacked) at the touch on the turn or finish.
            - The interpretation of the "Lochte" rule for the freestyle leg of the IM and the medley relay is <u>the same</u> for high school rules. (See NFHS Rule 8, Play Rulings, 8.2.5 Situation B on page 65.)
            - Your observers should mark a heat sheet with any USA-S DQs and give this to you so that you will not load any of those swim times. You set the protocols for this reporting within your LSC.
        - NCAA – meet results are sent directly from the host school to <u>ncaa@usaswimming.org</u> (Anthony or Larry receive these files.).
            - The rules that are different are in the backstroke where the swimmer is permitted to be submerged during the last stroke at the finish, and kicking and gliding outside the turning action is still permitted.
            - In addition, the <u>NCAA rules do not comply</u> with the "Lochte" rule for the freestyle leg of the IM and medley relay.
            - Your observers should again mark a heat sheet with any   USA-S DQs in backstroke, medley relay and IM and submit this information to you. You should send that list   to me and I will take any USA-S illegal swim times out of   the db at the conclusion of the NCAA Championship meets.
        - One more reminder – USA Swimming does not permit the use of Kinesio tape; any use of that, if determined legal for NFHS or the NCAA, would be a disqualification of the swimmer for USA Swimming purposes.

Suzanne Heath - NTV Sub-committee

FREQUENTLY ASKED QUESTIONS AND COMMON ISSUES

USA Swimming Registration and Sanctioned Meets…

USA Swimming has several rules pertaining to registration for Sanctioned Meets, see Article 302 in USA-S Rules.

Athletes and Clubs – ALL athletes and clubs entered to a Sanctioned Meet MUST be properly Registered. This means that the athletes and clubs must be USA Swimming Registered for the period covered by the date(s) of the meet, prior to the submittal of entries.

302.4 FALSE REGISTRATION — A host LSC may impose a fine of up to $100.00 per event against a member coach or a member club submitting a meet entry which indicates a swimmer is registered with USA Swimming when that swimmer or the listed club is not properly registered. The host LSC will be entitled to any fines imposed.

What this rules states is that if an unregistered swimmers entries are submitted to the hosting club and/or if entries are submitted for an expired club, the rule has been broken and the LSC may charge a fine of up to $100 per entry (not per swimmer, but per splash) for all entries of that swimmer and/or club.

Unregistered swimmers may not swim in Sanctioned Meets and must be removed from the meet file.
Athletes 18 years old or older MUST have completed and current APT or they will not be allowed to swim.

AD policy states that the consequence for entering an unregistered swimmer will be;
1. The swimmer will be removed from the meet.
2. A $25 fine (per swimmer) will be levied on the entering club.
3. The swimmer removed for non-registration may not be re-entered to the meet, prior to the day of the meet and only then by Deck Entry, following AD Deck Entry Procedures.

In order for a swimmer who has been removed from a meet for non-registration to be deck entered, his/her coach must make the request, he/she must be able to prove registration (SWIMS Dashboard – Member Card) and a joint decision of the Meet Director and Meet Referee will determine if deck entries can be accepted based on the current conditions of the meet. All deck entries will swim in open lanes in the slowest heat … the meet will not be reseeded to accommodate deck entries.

Non-Athletes – ALL Non-Athletes involved with a Sanctioned Meet (Coaches, Officials, Meet Directors) must be USA Swimming Registered AND Current in all USA Swimming Requirements and Certifications. The only exceptions being Timers and Marshalls and only then while they are on shift.

Who can be on deck at a USA Swimming Sanctioned Meet?

No one other than those Registered Athletes, Coaches, Officials, Meet Directors and Timers/Marshalls on shift will be allowed on the pool deck during a Sanctioned Meet.
This means No Parents on Deck for any reason.

How much should we charge for entries to our meet?

Adirondack Swimming no longer sets entry fee limits for general meets.
Entry fees are set based on overall meet costs … facility rental, labor, etc.
Be sure to keep entry fees as reasonable as possible to get the best attendance.

Should we Charge Spectator Admission?

Adirondack used to have a policy of no spectator admission charges at our meets. This policy has been discontinued and it is up to the host club to determine if they will charge spectator admission. If your club chooses to charge spectator admission, it must be plainly stated in your meet announcement.

Note: It is advisable to try to get your required income from entry fees instead of an admission fee. The Sanction and Times Chair can help you with this by using past meet financial statements and projecting attendance.

When do I have to get my meet 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 by July 31st and Long Course Season by February 28th. If your bid does not arrive on time, 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 or Approvals. Bids are basically reservations so your dates can be put on the Meet Schedule. To obtain a Sanction or Approval, you must also complete a Sanction or Approval Request Form, a Meet Announcement and set up your meet file in Meet Manager. Requests for Sanctions or Approvals must be received by the AD Sanction/Times Chair at least 4 weeks before the meet. Requests received late will be denied.

Reminder: You may NOT publish any information regarding your meet until a Sanction or Approval is issued

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 up to 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.

NOTE: AD Sanction or Approval requests MUST be received no later than 4 weeks in advance of the meet. Requests received after that time will be denied.

Why is it taking so long to get my meet sanctioned?

The most common problems preventing the issuance of a Sanction are when a team does not have the minimum required 2, Stroke & Turn Officials, who are registered and Current or when a person is listed as Meet Director and is not USA Swimming Registered. Be sure you have verified those persons included on your Sanction request before submitting.

Another issue arises when old announcements are used to create new ones, instead of using the most current "Meet Announcement Templates" provided on the AD Web Site. Rules change often regarding the required contents of announcements and using a 2 year old announcement as your template will result in a lot of errors.

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.

Other than Meet Name and Meet Date(s), No information can be posted, distributed or otherwise advertised in any manner, until a Sanction or Approval is issued by the LSC Sanction/Times Chair.

Once posted, meet information may not be changed or altered in any way.

Be certain you do not distribute any information prior to obtaining your Sanction or Approval and also be certain that all information and advertising contains the required statements from USA Swimming.

What do I do with No Time Entries?

Adirondack allows teams to accept No Time (NT) entries in any Non-Championship, 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, however, each time the meet is seeded, those NT entries are randomly seeded. 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 meet appears to be oversubscribed, what do we do?

If a Session report shows your session containing 12&U swimmers to be 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 slowest entry 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 follow USA Swimming rules and any related AD Policies to address the issue.

If you do not include a statement in your announcement which addresses how over or under subscriptions will be handled with regard to the removal of entries and start time changes to the meet or sessions, ALL teams and coaches MUST be notified of such changes you plan to make BY THE MEET ENTRY DEADLINE.

AD REQUIRES that all announcements include a clear statement as to how the issues of over or under subscription will be handled. This practice officially notifies all teams in advance of their entry (satisfying the "by the meet entry deadline" condition), of your meet policy, terms and conditions.

USA SWIMMING RULES STATE THAT YOU MAY NOT CHANGE THE ORDER OF EVENTS AS PUBLISHED IN YOUR MEET ANNOUNCEMENT. THIS MEANS THAT YOU MAY NOT ADD, DELETE or REARRANGE EVENTS or ADD OR DELETE SESSIONS TO A MEET AFTER THE SANCTION IS ISSUED AND ANNOUNCEMENT IS POSTED.

In General, the ONLY Changes Allowed to a Sanctioned Meet After the Information is published are;
1. Changing the Start Times of the Meet and/or Sessions to accommodate over or under subscription.
2. Removal of entries by the Meet Director and/or Meet Referee to accommodate over subscription.
3. Combining of events by the Meet Referee to assist in keeping to the timeline.

There are several ways that oversubscriptions can legally be addressed;
1. Run the meet as populated and pay the AD fine.
2. Stop taking entries when the meet and/or session is full.
3. Remove entries based on Last Team in – First Team out.
4. Remove Relays
5. Remove Entries selectively by a decision of the meet director and referee.

If you have a meet, which is run annually and oversubscription is a continuing issue, you must take a close look at the meet format and address possible solutions. It is in the best interest of the swimmers if meets remain intact, with no entries or teams being removed. The Sanction/Times Chair, Officials Chair and Tech Planning Chair/Committee can assist and/or advise you of possible solutions. Do not wait until the last minute to address a recurring oversubscription issue with your meet. The best time to act is soon after your oversubscribed meet.

We have decided we must make a CHANGE to our meet, what do we do next?

Once we have posted your Meet Announcement, it cannot be changed, this includes the order of events as stared and sessions. 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 a change is decided on, the meet host must provide a Change Notice to the AD Sanction/Times Chair for Web Site posting. Be certain that ALL Notices include Meet Name, Date(s) and Location, listed at the top of the first page. There is no set template for a CHANGE NOTICE. As a guideline, always include the same heading as on the meet announcement and then explain the changes being made, start times changed, etc. A Word DOC is preferred and must be sent to the Sanction/Times Chair for AD web site posting. It is also necessary that all teams who sent in entries be made aware of the changes … email the persons who sent in entries.

Our Meet sometimes or always is poorly subscribed, what do we do?

There are a number of issues which can affect meet subscription, timely posting of information, location and meet format. Some teams always seem to wait until the last minute to get their meets sanctioned or approved. Keep in mind, most teams try to plan their meet attendance schedules at the beginning of each season. If your meet information is not posted until 4 weeks before your meet, your chances of having a well subscribed meet are not good. Meet bids for the short course season must be received by July 31st and by February 28th for long course. To have the best chance of well attended meets, Sanctioned meet information should be available at least 2 months before the meet. Pool location can also be a factor teams use to determine meet attendance. Smaller pools or pools in outlying areas always seem to have less attendance. If you are in this situation, you need to look closely at your meet format and design a desirable or unique

meet. Developmental, Odd Age, Trophies, etc., something that attracts the attention of the swimmers and coaches. Lastly, coaches must make every effort to get their teams to support our AD hosted meets. Meets are basically fund raisers for teams and good attendance always makes for better meets. If teams were to better distribute their meet attendance, we would have less oversubscription issues as well.

What other information should we make available to attending teams?

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.

Our coach cannot attend a meet and we have swimmers who want to go … or, I am an unattached swimmer who has no regular coach, what do we do?

USA Swimming requires ALL Athletes, attending any Sanctioned meet, to be under the direct supervision of a currently registered and properly certified coach member of USA Swimming, at all times during warm-up, competing and warm-down. 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.

Here are the applicable statements regarding coaches and swimmers at meets, from USA-S Rules … these statements are required to be included in all Sanctioned Meet Announcements.

202.3.2 At a sanctioned competitive event, USA Swimming athlete members must be under the supervision of a USA Swimming member coach during warm-up, competition, and warm-down. The Meet Director or Meet Referee may assist the swimmer in making arrangements for such supervision, but it is the swimmer's responsibility to make such arrangements prior to the start of the meet.

202.3.4A 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

My child swam several 25yard events and his/her times are not in SWIMS, why?

USA Swimming does not recognize 25 yard events as legal events, therefore those times are not included in SWIMS.

For informational purposes only, AD includes 25 yard events in the LSC Best Times report.

The youngest age group USA Swimming recognizes for Motivational Time Standards is 10&Under.

Mixed Gender Relays are Legal for loading result times in to SWIMS. A Mixed Gender Relay MUST Consist of 2 male and 2 female athletes, who conform to the age parameters listed for the event in the meet announcement. Mixed Relays which do not conform to the USA-S requirements are automatically rejected by SWIMS when loading times from the meet.

There seems to be some results missing from our meet in SWIMS, why?

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 missing 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.

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.

Who issues Sanctions, Approvals and Observations?

Each LSC (Local Swimming Committee) has someone in charge of Sanctions and Times, who is the issuing officer for meets held within the geographical boundaries of the LSC. It's the geographical boundaries in which the pool the meet is to be hosted in, which dictate the LSC who must issue Sanctions, Approvals or Observations and load those times to SWIMS. If your swimmers are going to swim in a meet in another LSC, be sure you are aware of that LSC's policies.

Times are loaded to the National Database, SWIMS, by the LSC Times Chair who is responsible for the geographical boundaries where the meet is held.

If an AD club hosts a meet within the geographical boundaries of the Niagara LSC, the Niagara Times Chair is responsible for issuing the Sanction, Approval or Observation for that meet, as well as loading the times from that meet to SWIMS. Conversely, if a Niagara club hosts a meet in the geographical boundaries of Adirondack, the AD Times Chair is responsible for all aspects of the meet. Times Chairs may ONLY load times to SWIMS from meets within their jurisdiction.

Why can't the Sanction/Times officer simply add a time for my swimmer?

When times are loaded to the national database, SWIMS, there must be a meet in SWIMS to which the times are loaded. No Sanction/Times officer may arbitrarily enter a time for a swimmer. Sanction/Times officers only have the ability to load times to meets they have approved and loaded to SWIMS.

Why don't my swimmers Legal Splits automatically load to SWIMS?

With exception of relay leadoff splits from legal relays, Legal Splits are NOT automatically loaded to SWIMS. If you have a swimmer who has a Legal Split, which is a Best Time in the current season, be certain to notify the Sanction/Times Chair. These times will require verification from the meet file before being loaded to SWIMS.

USA Swimming wants us to load Legal Splits which are best times (in current season), for the swimmer.
USA Swimming does not want us loading times to old meets.
Be sure to request times loads for legal splits within 30 days of the end of the meet.

What is a Legal Split?

Legal Splits are those portions of longer events which are from the recognized lists of events, per USA Swimming Rules 102.1 EVENTS, .1 Senior Events, .2 Age Group Events. The Legal Split must be achieved from the start of the event. Legal Splits can be the lead off leg of a relay or interim times from long events. In the case of interim times from long events, the event must be completed for the split to be legal. For example, John needs a 1000 free time and the only event available to him is a 1650 free. Within the 1650, all the following times are Legal Splits; 50, 100, 200, 500 and 1000, however, John must complete the entire event or he will be disqualified and no splits will be legal.
In order to accept a Legal Split, the swim must be timed by electronic timing with backup or by 3 watches.

Legal Split Loading Details:

Legal Splits (with exception of relay lead off splits) are NOT loaded to SWIMS in the electronic load of the meet.

1. Sanctioned and Approved Meets – with very little exception, ALL relay lead off splits are automatically loaded if the meet file is populated with relay swimmers names and the split times are included.

2. Observed Meets – in the case of Observed meets, the swimmers are usually not representing their USA-S clubs and meet file data is generally not accurate. Sometimes the relay lead off splits load, sometimes not. It is a good idea to check the SWIMS results after the meet has been loaded and if a split is missing, notify the Sanction/Times Chair.

The loading of Legal Splits MUST be requested by the Swimmer, Swimmer's Parent, Swimmer's Coach or someone of authority on the club the swimmer represents. Meet directors may not send requests for a mass load of all legal splits for specific events or for the meet. Legal Splits should only be requested when the split time is a Best Time for the swimmer in the current season.

All Requests for the loading of Legal Splits must be emailed to the LSC Sanction/Times Chair of the LSC where the meet was hosted. (AD Sanction/Times Chair may only load times from meets hosted in AD)

The splits requested must be included in the Meet File. (All times must be verifiable and included in the meet file).

Why can't we host specific types of meets?

There are 3 types of meets from which times can be loaded to SWIMS;

1. Sanctioned – All participants are USA Swimming Registered, including Athletes, Coaches, Officials and Meet Directors. These meets are governed completely by USA Swimming Technical and Administrative Rules, with specific terms and requirements.

2. Approved – Not all participants have to be USA Swimming Registered. These meets are governed by USA Swimming Technical Rules. A minimum of 1 USA Swimming Admin Official (can be a Referee) and 2 USA Swimming Stroke & Turn Officials (one at each end of the pool, at all times during the meet) are required for Approved Meets. Times of those athletes, who are USA-S registered on the day(s) of the meet, can be loaded to SWIMS.
   Note: ALL YMCA meets CAN be Approved Meets, if the proper procedures are followed. YMCA teams may NOT host Observed meets, as they use USA Swimming Technical Rules for all of their meets.
   Note 2: Teams may NOT host Approved meets when all attending teams are USA Swimming Teams and the meet is open to all entries (Invitational). In these cases, the meet must be Sanctioned. In order for a USA Swimming team to host an Approved meet, there must be non USA Swimming teams or athletes included.

3. Observed - These meets are governed by another organizations rules, such as High School. A minimum of Two (2) USA Swimming Stroke & Turn Officials must be on deck, one at each end of the pool, at all times when swimmers who have requested their times loaded to SWIMS are swimming. The proper number of organization officials must also be on deck.

Note: USA Swimming does not allow High School Dual Meets to be Observed.

What do I do if I think there is an error in a listed AD Record or that a new record has not been updated?

Records that have been achieved in AD Swimming Sanctioned Meets and other LSC Sanctioned Meets will be updated and posted on the AD Swimming web site according to the LSC policy. If you find a possible error, please contact the AD Records Chair.

Top times for all USA Swimming member athletes are posted and updated continuously throughout the year on the USA Swimming website (Times/Time Standards). If you find a potential error or omission, please contact the AD Records Chair

Any questions regarding the SWIMS database should be directed to the AD Sanction/Times Chair or Suzanne Heath (suzanneheath@cox.net), National Times Coordinator.

Please refer to the "OFFICERS" link on the AD Web Site for Current Board Members and Officers.

This guide is a "Work in Progress" …
Information will be added and updated as rules and procedures change and as new issues and solutions arise.

Be sure to refer back from time to time.

If you have a question which you believe needs to be address in this publication, please email the AD Sanction/Times Chair.