

The following is a template you **MUST** follow when preparing Meet Announcements in Adirondack. USA Swimming sets the policy for the information required in meet announcements and each LSC may add their own additional requirements.

This template is up to date as of May 2017

All Information in BLACK is REQUIRED by USA SWIMMING and/or Adirondack Swimming, AS IS.

Do not alter, rearrange or omit required information as your announcement will not be accepted and you will not receive a sanction until the announcement complies with USA Swimming Rules and AD policies and standards.

All Information in RED is REQUIRED information pertinent to the meet. This must be filled in based on the specific information of your meet, team, etc. Some items are optional, based on meet terms.

The oversubscription policy shown in green is a general suggestion which can work at all meets. It gives some latitude to the host and referee to decide which events can be cut with minimal impact on swimmers.

Host teams may select other terms to handle oversubscription, such as close out entries when the meet or a session is full or return entries on a last team in first team out basis.

Be sure to remember, what your team selects and publishes on the meet announcement **MUST** be adhered to. You cannot change terms after the announcement is published.

MEET NAME, MEET DATE, MEET LOCATION

Sanction: Held under the sanction of USA Swimming, Inc. and Adirondack Swimming Inc., Sanction #
Sean Caron, General Chairman
It is understood and agreed that USA Swimming shall be free from any liabilities or claims for damages arising by reason of injuries to anyone during the conduct of the event.

Host: **HOST TEAM**

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

Select One The competition course has been certified in accordance with 104.2.2C(4). The copy of such certification is on file with USA-S.
The competition course has not been certified in accordance with 104.2.2C(4).

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

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

Meet Director: **NAME, PHONE, EMAIL**
Meet Referee: **NAME, PHONE, EMAIL**
Meet Entry Coordinator: **NAME. PHONE, EMAIL**

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 and Administrative Rules will be in effect.
Entries must be submitted electronically, using Hy-Tek, Team Unify or compatible Software and Emailed to the **Meet Entry Coordinator**.
Team entries must be received by the Meet Entry Coordinator by **ENTRY CUT OFF DAY/DATE/TIME**
LIST ANY OTHER ENTRY TERMS HERE...entry limit per day, etc.
LIST YOUR TERMS FOR HANDLING OVERSUBSCRIPTION (Suggested Guidelines Below ... host may choose other terms)
In the event the meet is oversubscribed, the Meet Director may cut Relays in order to achieve the desired timeline. If after removing relays, the meet is still oversubscribed, the Meet Director and Meet Referee will work together to determine how entries are removed, with the best interest of the swimmers in mind.
If the meet is oversubscribed or undersubscribed, Meet and/or Session Start Times may need to be changed. Attending teams will be notified of any changes via email and all changes will be posted to the AD Web Site. All fees paid for cut entries will be refunded.

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

USA Swimming Registration:

No swimmer will be permitted to compete unless the swimmer is a member as provided in Article 302
Registrations may be obtained from your club registrar. 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, Ann Korzun, 518-877-6571 or akorzun@adirondackswimming.org

Swimming Events:

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

Relays:

LIST DETAILS OF HOW RELAYS ARE HANDLED

Finals and Consolations: OPTIONAL ... (USE IF APPLICABLE, DELETE IF NOT)
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 AD web site.) Swimmers have to provide their own timers for the 400 IM's, 500's, 1650's, etc.

Deck Entries:

Deck Entries will NOT be accepted at this meet. (must be used for Championship meets ... optional for all other meets)

OR

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 Team Listing or Deck Pass.

If athlete cannot prove USA-S Registration, Adirondack accepts Deck Registration, to UN-AD (unattached) at an LSC fee of \$60.00 plus the current USA Swimming Registration fee.

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 behind the starting blocks, including any spectator area behind the starting blocks, in changing areas, rest rooms or locker rooms.

Changing into or out of swimsuits other than locker rooms or other designated areas is prohibited.

Operation of a drone, or any other flying apparatus, is prohibited over the venue (pools, athlete/coach areas, spectator areas and open ceiling locker rooms) any time athletes, coaches, officials and/or spectators are present.

No one will be allowed on the deck except USA-S Registered Officials and 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.

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.

Services:

DESCRIBE ANY FOOD SERVICES, EQUIPMENT SALES, ETC. HERE

National Certification: **OPTIONAL ... (USE IF APPLICABLE, DELETE IF NOT)**

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 \$xxxx per individual event, which includes the \$.50 AD travel fund surcharge, \$xxxx per relay, which includes the \$1.00 AD travel fund surcharge and a \$2.00 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 the **Meet Entry Coordinator**.

Entries will be entered to the meet upon receipt of your check.

Photographers:

Only Professional Photographers or Videographers hired by the host team or Press Photographers, who have been approved in advance by the meet director, will be allowed on deck. A Photographer Registration form must be completed and submitted to the meet director for approval, prior to the meet. 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.

Parents and Professionals, please refer to the "Meet Policy" above for general restrictions pertaining to all photography at Sanctioned meets.

Awards:

DETAIL OF AWARDS

Scoring:

Finals and consolations will be scored according to USA Swimming rules.

DESCRIBE ANY SPECIAL SCORING, SUCH AS PENTATHALON

Time Trials: **OPTIONAL... (ENTER DETAILS IF APPLICABLE, DELETE IF NOT)**

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: OPTIONAL (Suggestions)

LIST ANY APPLICABLE LOCAL ACCOMMODATION SUGGESTIONS

If you have any questions please contact the Meet Director or Meet Referee

MEET NAME
MEET DATE ... MEET LOCATION

SESSION x ... DAY

WARM-UPS ? :00AM/PM ... POSITIVE CHECK-IN BY ? :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

THE EVENT LIST MUST BE IN TABLE FORMAT AND EDITABLE

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

Do not list events in groups by age.

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

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

\$2.00 Per Athlete Surcharge

\$xxxxx 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)”

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

*****USE THIS FORM FOR SC Yards CHAMPIONSHIP MEETS ONLY*****

Number of Individual Entries 11 & Over	_____	X \$5.50 = \$	_____
Number of Individual Entries 10 & Under	_____	X \$5.00 = \$	_____
Number of Swimmers	_____	X \$2.00 = \$	_____
Number of Relays	_____	X \$7.00 = \$	_____
Number of Manual (non-electronic) Entries	_____	X \$1.00 = \$	_____

Total Amount Due and Enclosed\$_____

ENTRY DEADLINE.. ”DAY/DATE”

MAKE CHECKS PAYABLE TO “HOST TEAM NAME”

Email your entries to the Meet Entry Coordinator

This form Must be returned with Entry Report and Check to the Meet Entry Coordinator:

Include Your Meet Entry Coordinator Name, Address, Phone, Email

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

“HOST TEAM NAME”

ENTRY FEE CALCULATION SHEET “MEET NAME, MEET LOCATION, MEET DATE(S)”

TEAM NAME _____

CONTACT PERSON _____

PHONE NUMBER _____

E-Mail ADDRESS _____

*****USE THIS FORM FOR SC Yards NON CHAMPIONSHIP MEETS*****

REMINDER – IF AN ENTIRE SESSION IS POSITIVE CHECK IN,
YOU MAY CHARGE AN ADDITIONAL \$.25 PER INDIVIDUAL ENTRY FOR THAT SESSION

Number of Individual Entries	_____	X \$4.50 = \$_____
Number of Individual Entries Positive Check-in	_____	X \$4.75 = \$_____
Number of Swimmers	_____	X \$2.00 = \$_____
Number of Relays	_____	X \$7.00 = \$_____
Number of Manual (non-electronic) Entries	_____	X \$1.00 = \$_____

Total Amount Due and Enclosed\$_____

ENTRY DEADLINE.. ”DAY/DATE”

MAKE CHECKS PAYABLE TO “HOST TEAM NAME”

Email your entries to the Meet Entry Coordinator

**This form Must be returned with Entry Report and Check
to the Meet Entry Coordinator:**

Include Your Meet Entry Coordinator Name, Address, Phone, Email

**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**

“HOST TEAM NAME”

ENTRY FEE CALCULATION SHEET “MEET NAME, MEET LOCATION, MEET DATE(S)”

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

*****USE THIS FORM FOR LC Meter CHAMPIONSHIP MEETS ONLY*****

Number of Individual Entries ... timed finals	_____	X \$5.50 = \$	_____
Number of Individual Entries ... prelims/finals	_____	X \$6.00 = \$	_____
Number of Swimmers	_____	X \$2.00 = \$	_____
Number of Relays	_____	X \$7.50 = \$	_____
Number of Manual (non-electronic) Entries	_____	X \$1.00 = \$	_____
Total Amount Due and Enclosed			\$_____

ENTRY DEADLINE.. ”DAY/DATE”

MAKE CHECKS PAYABLE TO “HOST TEAM NAME”

Email your entries to the Meet Entry Coordinator

This form Must be returned with Entry Report and Check to the Meet Entry Coordinator:

Include Your Meet Entry Coordinator Name, Address, Phone, Email

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

“HOST TEAM NAME”

ENTRY FEE CALCULATION SHEET “MEET NAME, MEET LOCATION, MEET DATE(S)”

TEAM NAME _____

CONTACT PERSON _____

PHONE NUMBER _____

E-Mail ADDRESS _____

*******USE THIS FORM FOR All LC or SC Meter NON CHAMPIONSHIP MEETS*******

**REMINDER – IF AN ENTIRE SESSION IS POSITIVE CHECK IN,
YOU MAY CHARGE AN ADDITIONAL \$.25 PER INDIVIDUAL ENTRY FOR THAT SESSION**

Number of Individual Entries	_____	X \$5.00 = \$_____
Number of Individual Entries Positive Check-in	_____	X \$5.25 = \$_____
Number of Swimmers	_____	X \$2.00 = \$_____
Number of Relays	_____	X \$7.50 = \$_____
Number of Manual (non-electronic) Entries	_____	X \$1.00 = \$_____

Total Amount Due and Enclosed\$_____

ENTRY DEADLINE.. ”DAY/DATE”

MAKE CHECKS PAYABLE TO “HOST TEAM NAME”

Email your entries to the Meet Entry Coordinator

**This form Must be returned with Entry Report and Check
to the Meet Entry Coordinator:**

Include Your Meet Entry Coordinator Name, Address, Phone, Email

**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**