

This form is provided for developing Meet Announcements for Approved Meets in Adirondack.

This form is up to date as of January 2025

No Approval will be granted for any competition if the word “Olympic”, the word “Paralympic” or any derivative thereof, is used in any manner in connection with said event unless consent is obtained from USA Swimming.

**The USA Swimming and Adirondack Swimming MINIMUM REQUIRED INFORMATION is in BLACK and must be displayed AS IS ... you may not alter this information in any way.**

The items displayed in RED are Required and must be edited to contain the specifics of the meet.

The items in GREEN are common, but optional items, with common verbiage included. Green items may be deleted if unnecessary. You may also add any items which pertain to the meet.

Although there is no USA Swimming requirement that all participants be USA Swimming Registered, some leagues do have specific registration requirements and these must be stated.

Be certain your Meet Manager file contains the Full LEGAL Name, Date of Birth and USA Swimming ID of each registered swimmer. Those who are not USA Swimming Registered must not have ID numbers listed.

A Table of the events is Required, in the announcement. Events must be listed in the order they will be swum and must match the Meet Manager file exactly.

Please be aware of USA Swimming Legal Events for Times to be Loaded to SWIMS. Relays, where all 4 members are not from the same USA Swimming Registered Club, may NOT be loaded to SWIMS. Only the leadoff split is legal. SWIMS uses the swimmers age as of the first day of the meet, to determine the age in which the time is recorded. The meet event age has no bearing on the SWIMS record.

Mixed Relays are now legal events. In order to have a legal Mixed Relay, there must be 2 Male and 2 Female swimmers entered, who satisfy the age requirements of the listed relay event.

# MEET NAME LOCATION ... DATE(S)

## Held under the Approval of Adirondack Swimming, Inc. Approval #

In granting this Approval it is understood and agreed that USA Swimming and Adirondack Swimming, Inc. shall be free and held harmless from any liabilities or claims for damages arising by reason of injuries to anyone during the conduct of the event.

**Host:** HOST TEAM or ORGANIZATION

**Place:** POOL NAME, NUMBER OF LANES, TIMING SYSTEM

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

**Pool Depths:** Start End 1 meter= X ... 5 meters= X Turn End 1 meter= X ... 5 meters=X

**Time:** WARM UP AND MEET START TIMES

**Meet Director:** NAME, EMAIL, PHONE

**Admin Official:** NAME, EMAIL, PHONE

### Attending Teams:

LIST ATTENDING TEAMS or ATTENDING LEAGUE NAME HERE

### Entry Rules:

The eligibility of a swimmer will be determined by his or her age on MEET START DATE or Date League Rules State, etc.

Rules from the current USA Swimming Technical Rules will be in effect.

Swimmers may enter (how many events and relays)

Entries must be received by (entry deadline date)

Entries must be submitted electronically, using Hy-Tek, Team Unify or compatible Software.

Entries must be submitted via e-mail to: YOUR EMAIL ADDRESS

Enter any Specific League Rules Here

### USA Swimming Registration:

USA Swimming Registration is available through OMR by self registration or Bulk Registration if your club is opted in.

Direct registration questions to the Adirondack Registrar, Bill Faucett, [office@adirondackswimming.org](mailto:office@adirondackswimming.org)

### 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.

### Meet Policy:

**Use of Audio or Visual Recording Devices, Including a Cell Phone, is not permitted in changing areas, rest rooms or locker rooms. Deck changes are 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.**

### Officials:

There will be an official's meeting conducted promptly 45 minutes before each session. Attendance is MANDATORY to work the meet. Please sign up in official's room before the start of officials meeting.

### Timers:

Clubs will be required to provide timers based upon their number of entries.

Swimmers have to provide their own timers and counters for the 500's, 1650's and 400 IM's.

### Awards:

A statement of the nature of prizes to be awarded is required.

### Services:

Food concession will be available at the meet. Equipment vendor will attend. etc.

### Meet Notes:

This meet is an Adirondack Swimming Approved Meet. When all conditions of Approval are met, all times achieved by USA Swimming, Inc. Registered Athletes will be loaded to the USA Swimming National Database, SWIMS. **For times to be used, all swims must be observed by a minimum of 2, USA Swimming Registered and Certified Stroke and Turn Officials, one located at each end of the pool, at all times during the meet. The meet must also be overseen by a current USA Swimming Admin Official.**

As this is Not a Sanctioned Meet, it may Not be used to satisfy the Adirondack Swimming Minimum Meet Requirement for Championship Eligibility. However, All legal times achieved May be used for entry qualification purposes in any USA Swimming Sanctioned Meet.

**MEET NAME**  
**MEET DATE ... MEET LOCATION**

**SESSION ... DAY**  
**WARM-UPS ?: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

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

**LIST ANY OTHER DETAILS HERE ... ENTRY FEES, ETC.**

**Note: Entry Limits are governed by USA Swimming Rules 102.2.2 and 102.2.3**

**USE THIS TABLE OR CREATE YOUR OWN TABLE FOR EVENTS**

**BE CERTAIN TO LIST YOUR EVENTS IN NUMERIC EVENT ORDER (1,2,3,4,ETC)  
WITH CLEAR DIVISIONS BY SESSIONS**

**Do not list events in groups by age, gender, etc.**

**Events Must be Listed in the Order They Will be Swum  
and must match Exactly to the Meet File**