

Entry Guidelines for MN Swimming Meets

Introduction

Proper processing of entries is critical to the success of a swim meet. The meet's Entry Chair should diligently follow these guidelines to ensure that all USA Swimming and MN Swimming rules and policies are followed.

Entry processing is the equivalent of a business transaction. The meet host has stock (product) in the form of events and an athlete purchases entries into those events. When a team or athlete submits an entry (to purchase a spot in an event) and the host accepts that entry, a transaction has occurred. Both athlete and host now have an obligation to ensure the transaction is completed successfully.

Meet Announcement

The meet announcement represents what a host is offering a team/athlete and includes how the entry process will work. Once the meet is sanctioned the meet announcement must be followed and can rarely be changed. It's therefore important to ensure that the meet announcement accurately reflects the entry requirements, deadlines, and process.

The meet announcement should include:

- When entries will open. Make this time a reasonable hour of the day. Don't use midnight.
- When entries will close. Only the Meet Referee or MN Swimming designate can allow entries after the deadline.
- How to submit entries.

Beginning September 1, 2014 teams hosting MSI Scheduled Bid meets and Bid invitational meets shall list a date they will start accepting entries. This shall be a specified day 1-2 months prior to the first day of the meet at 8:00 pm. Teams hosting dual, tri or quad meets may choose to offer special entry information. This should be clearly delineated in the meet announcement.

Processing Entries

A meet has a finite capacity. Entry troubles typically arise when this capacity is ignored while processing entries.

Before processing any entries:

- Calculate the maximum length of each session. Factor in the 4 hour rule when the session includes 12 & Under athletes.
- Entries are handled on a first come, first serve basis. The host team should set their internal entry deadline early enough to ensure their entries can be accepted. A host's entries cannot "jump the line" or eliminate another team's entries. If the meet is at or near capacity before a host's entries are received, they may be rejected.

Once entries start coming in:

- Keep track when entries are received. They are processed on a first come, first serve basis.
- Process the each team's entries as soon as possible. Usually within 24 hours. Don't let them accumulate longer than that. Never hold on to entries and attempt to process them after the deadline.
- Import each team's entries into the meet management database one at a time. Entries are processed on an all or nothing basis. If they all can't be fulfilled, the entire set should be rejected and deleted from the database.

After each import:

- Run the session timeline to determine if these entries exceeded the meet's capacity.
- Run exception reports to determine if there are problems with the entries.
- If the entries fit within the meet's capacity, they can be accepted. If not, they must be rejected.
- Report back to the team whether or not the entries were accepted. If they were not accepted and a partial set might fit, offer them alternatives.

If a team's entries exceed the capacity of one or more sessions immediately contact the team and offer them the chance to reduce their entries to an amount that fits. Give them a specific deadline. This is usually hours and not days. There are often other entries waiting to be processed and they cannot be unreasonably delayed. If the team is not willing to reduce their entries, move on to the next team in the queue.

If a team's entries fit within the capacity of the meet, immediately notify the team that their entries have been accepted. Include a report that details the accepted entries and fees. This is the equivalent of a receipt. On occasion a team's entry file has errors and a detailed report is the only way for them to spot those mistakes before the meet.

Once a team's entries have been accepted, both parties have an obligation. The team is obligated to pay the required fees and the host is required to honor the entries. If the host subsequently wishes to reduce a team's entries they may make such a request and the team may choose to agree or not. A host may not arbitrarily change a team's entries.

Meet Referee

The Meet Referee is the final arbiter of all issues including entries. Contact the Meet Referee if there are any issues or concerns. The Meet Referee may delegate the resolution of such issues to an Administrative Referee/Official.