

REMINDERS to NE MEET ENTRY CHAIRS:

Important Contacts:

Jenelle Dolan, Competition Manager/Sanction Chair: meetsnes@gmail.com

Moriah Tyrrell, Registrar: registrarnes@gmail.com

Carol Healey, all things office: newenglandswim@gmail.com

Patrick Johnston, Technical Chair: TechChair@neswim.com

Meet format changes that need approval from Technical Chair:

The Technical Chair needs to approve any changes to the Meet Announcement that pertain to how the meet will be run. For example

- Combining sessions
- Adding an event or changing the order of events
- Anything in the Meet Format section of the Announcement
- Any “rules” pertaining to entries

Once you get approval of the change, notify the Competition Manager of the change so it can be updated on the website. Also notify all the teams attending the meet of any change as soon as possible.

You do not need to ask permission to change the session start times, but if you do change the start times, you must notify the Competition Manager to update the information on the website, and **you must notify all teams as early as possible.**

Set up your meet correctly:

- Before the meet can be loaded into SWIMS and Team Unify it must be named correctly. Below is the correct format using the information for your meet. The YEAR NE must be listed before your club initials.
- The information you put in this box is what the Meet Mobile App uses to name and find your meet. If we have to change it to process, the Meet Mobile data will be changed as well and will be harder to find.

Meet Set-up

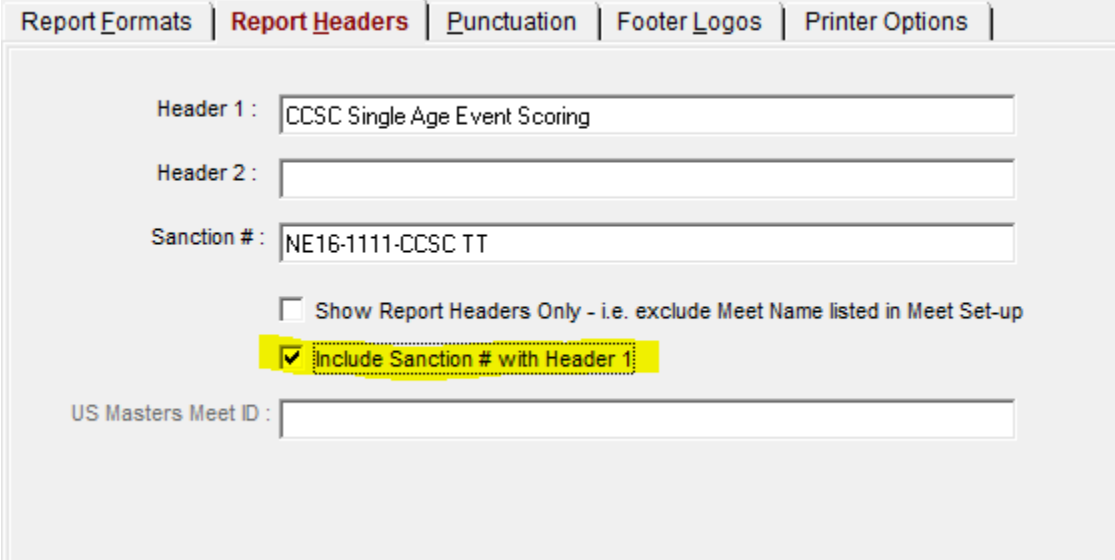
* Meet Name :	2016 NE CCSC Single Age Scoring Meet		
* Facility Name :	Mass Maritime Academy		
Address :	100 Academy Drive		
Address :			
* City :	Buzzards Bay		
* State / Province :	MA		
* Postal Code :	02532		
* Country :	USA		
Sanction # :	NE16-1111-CCSC TT		
Start Date :	11/11/16	End Date :	11/13/16
Age-Up Date :	11/11/16		
Entry Open Date :	10/11/16	Entry Deadline :	11/07/16

- When you create your hy-tek meet file, save your mdb or back-up file with your

club name and a date, such as: “ABC Snowflake Dec 16 meet”. This will help us identify your meet within our files. (Many come in without the club or date which makes it hard to find).

- Enter the Sanction #. A USA Swimming rule states that it has to appear on all your reports. If you enter your Sanction # as above, it automatically appears on all meet reports, such as heat sheets and results, but only if you check the box to include it as shown below in set up/Report Preferences.

Report Preferences



Report Formats | **Report Headers** | Punctuation | Footer Logos | Printer Options

Header 1 : CCSC Single Age Event Scoring

Header 2 :

Sanction # : NE16-1111-CCSC TT

Show Report Headers Only - i.e. exclude Meet Name listed in Meet Set-up

Include Sanction # with Header 1

US Masters Meet ID :

Sending meet status updates to the Office and Competition Manager:

Examples:

- If your meet is full (within 24 hours of it filling up).
- If the 12&U sessions are full
- Distance session has room or Distance session is full.

Always inform the office and Competition Manager of session warmup/start time changes etc. For example:

- Saturday warm-up now at 8:30am
- Sunday Distance warm-up delayed until 5 pm etc
- Be sure to inform the entering teams as well!

Send your meet back-up the Monday before the meet to The NE Office and Registrar:

- An up-to-date registration report will be generated that includes out of LSC teams.
- Be pro-active by running your Meet entry file thru the [Registration Tool](#) on our website at least one week before the meet and start emailing the coaches with the reports regarding their swimmers. The earlier you do this the better! The tool only processes NE Swimmers, so sending the meet back-up to the Registrar and Office is required.

- **The Meet Announcement states that:** “All swimmers must be registered (includes proof of age and payment) with USA Swimming before **5:00 PM on the Thursday** before the start of the meet”.
- This date will be enforced, or at the least involve a penalty to correct registrations from the deadline on.
- A swimmer age 18 and older needs APT to be considered registered. They must complete the test **24 hours BEFORE the start** of the meet to be cleared to swim.
- **Other Important tasks:**
Acknowledge the entries you receive within 48 hours of receiving them, whether it be to state that they are accepted, or to state that you will let them know if they are accepted.
- Insert the time standards into the meet database and they will print on programs and results. [Instructions to import the time standards.](#)
- Clean up all UN swimmers. Before running the meet, use the registration tool report and the SWIMS report to make any swimmer Unattached as indicated. It is important to have the correct team designation in your results and on Meet Mobile, especially the Unattached status. Changing them to UN before the meet also prevents them from entering them in a relay by mistake. All relays are DQ'd if an unattached swimmer competes on it.

Post-meet reports are required to be submitted in full within 30 days.

- Post-meet reports are part of your sanction agreement and are required by USA Swimming. The information on the report is valuable for determining future pricing of events, surcharges, and subsidies to teams that host meets. In the event that you do not have exact costs within the 30-day period, please fill in the form with estimated costs based on your quotes and/or previous experience.

No Camera/VideoZone signs:

- Print them off the website and post them prominently, especially behind the blocks.