

MEET ENTRY TIPS

As a visiting club, please facilitate the host's meet entry process by submitting complete and accurate entries prior to the meet entry deadline. Confirm that

1. all swimmers – including relay-only swimmers, if applicable – are listed in your entry file.
2. you have calculated the fees correctly, including relay-only swimmers, and adjusting for any Outreach Vouchers.
3. all swimmers are registered athlete members of USA Swimming, Inc., and that all swimmers who will be age 18 or older as of the meet have current Athlete Protection Training. (The 30-day post-birthday grace period no longer exists.)
4. all entries comply with stated time standards and that any Bonus Events are flagged as such in your Team Management software and on your printed reports

In your cover email,

1. state the number of athletes, individual events, and relays.
2. list any unattached swimmers included in #1 above
3. list any relay-only swimmers included in #1 above
4. note any Outreach Vouchers
5. state whether the meet entry fee check and Master Entry Summary have been mailed to the host club or that they will be brought to the meet prior to the start of the first session in which your athletes will compete

The host's meet entry coordinator should then send you a report of your entries as processed, noting any issues such as swimmers entered in too many events or non-qualifying times so that such errors can be corrected.

Please respect the meet entry deadline, especially in these first several months of SWIMS 3.0. Do not ask the host club to add or delete athletes to your entry after the entry deadline. You will be expected to pay for any athletes who chose not to attend the meet.

To facilitate the host's compliance with the new USA Swimming requirement that individuals on any of the suspended from or ineligible for membership are not present, each coach must check in with the Clerk of Course or Meet Referee by showing complete, current certifications. The first coach who arrives should bring a printed report from your Club Portal listing your coaches with their current certifications, along with the meet entry fee check if it was not mailed previously. Your other coaches then can then identify themselves, initialing that report, as they check in. The meet host – and your swimmers – will appreciate your coaches' wearing team gear.