

# AAC Meet Entry Guidelines

During the competitive swim season Albright Aquatic Club will compete in several types of swimming meets. We will compete primarily at Middle Atlantic Swimming (MA) Sponsored Meets. There are several types of MA meets. The most common invitational meets are referred to as A/BB/C Meets. Middle Atlantic Swimming also sponsors Qualifying Meets and Mini-Meets. The attached schedule shows the list of meets that will be sponsored by the Club during the 2009-2010 season. This season we will attempt to schedule dual meets with Upper Perk Swim Team (UPST) but at this time no dual meets have been scheduled and may not occur this season.

Club sponsored meets are attended by our coaching staff. The A/BB/C Meets at Emmaus Aquatic Club in November and February along with Mini-Meet at Emmaus in October and the GRA meet in February are Team Meets and all AAC swimmers are encouraged to attend these meets specifically. All swimmers who are registered with USA swimming are eligible to swim in these events. USA Swimming registration is part of our AAC Club registration for the Fall-Winter Session and Winter Session. Attending meets is encouraged and a true measure of a swimmers self improvement.

Swimmers may also attend any of the Middle Atlantic Invitational Meets where they meet the entry guidelines. However, AAC coaches only attend our scheduled meets. Swimmers should be cautioned that entering too many meets can negatively impact the training cycle. Swimmers should consult the coaches before entering non-sponsored meets.

## **Middle Atlantic Swimming Sponsored Invitational Meets (A/BB/C)**

These meets are sanctioned by the Middle Atlantic Swimming and hosted by various Middle Atlantic LSC member clubs. The A/BB/C Meets seed swimmers by times based on the USA Swimming National Age Group Times. These time standards are sometimes referred to as motivational times. The National Age Group Time Standards for 2009-2013 can be found at the USA Swimming web site ([www.usaswimming.org](http://www.usaswimming.org)) or at the Middle Atlantic web site ([www.maswim.org](http://www.maswim.org)). The motivational times will also be posted on the bulletin board at the pool.

Swimmers compete against other swimmers with comparable times and meet awards are determined based on these group seedings. Age groups for these meets are typically 9-10, 11-12, 13-14 and 15-18. At some meets the 15-18 age grouping will be replaced by a Senior or Open group. Any swimmer can enter a Senior/Open event as long as they conform with specific meet guidelines which may include a minimum qualifying time. United States Swimming rules require that all sanctioned meets conform to required timelines. Meet sessions by rule can not extend beyond 4 hours. Because of this guideline meet sessions are typically broken up by some manageable

level and often the number of swimmers and/or events are limited. Meets typically run on two or three day schedule for each age group.

Entry into these meets will be coordinated through the club using the HY-TEK meet manager software. HY-TEK is a computer based system used to manage swim meet entries, the actual seeding of the meet and reporting of results. The use of this software allows the meet host to effectively organize very large and complex meets. The HY-TEK entry process will be reviewed below.

### **Middle Atlantic Swimming Sponsored Qualifying Meets**

These meets are sanctioned by Middle Atlantic Swimming. These meets typically consist of Junior Olympics, Elite Meets, "A" Invitational and Senior Regional or Sectional events. Entry into these meets is based on achievement of specific qualifying times for each event as laid out by the meet organizers. Qualifying times for Junior Olympics can be found at [www.maswim.org](http://www.maswim.org) and are posted on the club bulletin board. Other qualifying meets will have the required time standards listed on the meet bulletin.

Entry into these meets will also be coordinated by the club using the HY-TEK meet manager software which is discussed below.

### **Middle Atlantic Swimming Sponsored Mini-Meets**

These meets are sanctioned by Middle Atlantic Swimming. These meets are specifically intended for swimmers 8 years old and younger. These meets are typically grouped into three age brackets including 6 & Under, 7 Years Old, and 8 Years Old. Some events, typically events longer than 25 yards, can combine the ages. These meets must also conform to the Session Timeline Guidelines of USA Swimming and are often divided into Boys and Girls session. Each meet grouping and session make up are determined by the sponsoring team.

### **DUAL CLUB MEETS:**

These are meets that AAC schedules with other local USA Swimming Clubs. This year we will again attempt to schedule dual meets with Upper Perk Swim Team like we did last year. At this time no dual meets have been established with UPST. In a dual meet the coaches will determine the events that your swimmer will compete in. These meets are not sanctioned by Middle Atlantic Swimming and any times achieved are not officially recognized times as related to USA Swimming Qualifying Times. There is no meet registration fee for dual meet events.

## **Meet Entry Process**

The team schedule for Middle Atlantic Swimming Sponsored events is attached and posted on the Bulletin Board. The club coaches will be attending each of the scheduled meets. Swimmers should review the schedule early to determine what meets they are interested in attending.

Because of the USA Swimming meet timeline guidelines where meet sessions can not extend beyond 4 hours, the number of swimmers allowed to enter a meet are often limited. Entry into these meets is on a first come first serve basis. If our club's entries are submitted and the meet session is filled prior to receipt, we get "closed out" from this meet. Because of this we must execute the meet entries in a very time constrained process. Although the meet information from the host club will show an entry deadline, AAC must submit the entries well in advance of these dates to insure we do not get closed out.

Swimmers and parents are responsible to review the team schedule and identify the meets that they are interested in attending.

All Middle Atlantic Swimming sanctioned meets are posted on the MA web site at [www.maswim.org](http://www.maswim.org). Once at the MA home page you will see a red box at the top right corner with several links. If you choose the link LSC Meets/Results this will take you to the meet schedule page. Links to the meet information package can be found on the left hand column. Meet results can be found under the HTML link in the right column. As meet information packages are released to MA Swimming these information packages are posted to the web site. Swimmers and parents are encouraged to watch for the meet postings to find specific information about a meet. The club's Meet Entry Coordinator (Pat Durning) will monitor the MA website for new meet postings. Once the meet information package is posted to the MA site the AAC Meet Entry Coordinator will post the meet information on the bulletin board at the pool. The meet information will also be sent out via email to all members on our email list generated from registration. The meet information communication will include the due date for meet entries to be returned to AAC. Typically, the required time to turnaround meet entries from notification will be 3 to 7 days for the initial entry.

Because of the meet session time constraint of 4 hours many of the meets we attend close out very quickly. AAC will complete an "initial meet entry" within 3 to 7 days of the meet release from MA. This first entry will be a very quick turnaround so that swimmers who know they want to attend a specific meet get their entries in quickly. To be included in the initial meet entry swimmers must have their entries submitted, including payment, prior to the entry deadline date provide by AAC. If a swimmer doesn't submit completed entries before the deadline the entries will be held for a "secondary meet entry".

The secondary meet entry deadline will also be posted with meet information package. All entries received after the initial deadline up to the secondary deadline will be submitted as a group. If the host club closes the meet prior to the AAC secondary deadline these entries will not be submitted. Due to the number of meets we attend and the number of swimmers who attend the meets, the meet entry deadlines will be strictly enforced. No entries will be processed without payment included.

Meet fees include the cost per event which is set by the hosting club. This cost is listed in the meet information package. Some meets, such as the MA Elite, MA JO's and MA Sr. Championships have a swimmer surcharge as part of the meet. The meet surcharge does not apply to all meets so swimmers should read the information package to determine what fees are required for specific meets. In order to help pay for coaches travel expense to the meets (mileage, hotels, etc.) and to cover the licensing cost of the HY-TEK software and other administrative fees AAC has a \$2 per Meet Administration Fee added to the cost.

Swimmers who miss both of the entry deadlines have the ability to enter the meet as UNATTACHED by direct entry with the meet host by manual entry. Manual entry instructions are listed in the meet information package. There is typically an added cost for these type of manual entries. If swimmers enter meets by the manual method they can not enter the meet as AAC. Manual entry as an AAC swimmer can cause issues with your entry should the AAC Electronic Entry file be later updated and you risk having your manual entry bumped from the hosts main administrative file.

Swimmers should complete the Meet Entry Form and fill out all information completely. Information should include swimmers name, name of the meet and date of the meet. Swimmers should also fill out the event number, the event description and the entry time if known. The AAC Meet Entry Coordinator will use the meet entry forms to enter data into the HY-TEK software for submission to the meet host. Please note that times achieved in the BCSA summer league can not be used as valid entry times for USA Swimming Sanction meets. Swimmers who do not have entry times for USA events will be entered as NO TIME (NT) entries and will compete in the C Group Seeding. The meet results are collected and maintained in the AAC file and are continuously updated submitting entries with a swimmers fastest time. Completed entry forms and the meet fees (**checks should be made payable to Albright Aquatic Club**) should be placed into the club mail box which is located on the coaches office door.

Meet information, meet entries and meet results are kept in the coaches office in marked ring binders and can be checked at any time. Anyone who has questions concerning meet entries can contact Pat Durning at [pdurning@gaf.com](mailto:pdurning@gaf.com)