2. **Registration Check**
All teams running New England Swimming sanctioned meets are required to run the meet file through the online registration check [http://www.teamunify.com/SubTabGeneric.jsp?team=lscnes&_stabid_=17033](http://www.teamunify.com/SubTabGeneric.jsp?team=lscnes&_stabid_=17033) and forward the exceptions report to the New England Office and also the teams involved. All swimmers who are unregistered or have ID problems will be scratched from the meet until the entering team takes care of the problem.

3. **Meet Host and Meet Entries Policy**
This policy is being enacted in an effort to deal with the continued problem of incorrect swimmer data and unregistered swimmer participation in New England Swimming Meets.

a. Host Team will check the meets entry file with the online Athlete Registration Tool 10 days prior to the first day of competition or the meet entry deadline, whichever occurs later. A copy of that report (even if no errors exist) must be forwarded by e-mail to the New England Swimming office (office@neswim.com) by the above deadlines. Late entries into the meet (i.e. Entries received and accepted after the entry deadline and after the registration check has been run) must also be run through the Athlete Registration Tool prior to the meet. That report, if any (even if no errors exist), must also be forwarded by e-mail to the New England Swimming office.

b. Host teams accepting entries from teams outside the New England LSC, must submit those entry files to the New England Swimming office by the above noted deadlines. The New England Swimming office will then run a check on those files and notify the host team of any problems.

c. The Host Team will scratch all entries with incorrect swimmer information, no ID and any unregistered swimmers. Offending teams will be sent (by the Host Team) an e-mail copy of the report for their swimmers with a notation that the swimmers have been scratched from the meet.

d. Offending Teams must correct the information with the New England Swimming Office prior to the swimmer being reinstated in the meet. The New England Swimming Office will notify the host team (by e-mail) with corrected information and swimmers eligible for reinstatement no later than 1 day prior to the beginning of the meet.

e. In the event that a team has entered an unregistered swimmer, the registration fee and fine of $100.00 per swimmer must be satisfied prior to the swimmer being reinstated in the meet.

f. Host teams who fail to comply with these procedures and deadlines will forfeit their $200.00 meet deposit. Additionally, results will be ineligible for import into the SWIMS database.

g. Host teams who accept deck entries must view the USA swimming registration card or team printout of registration prior to accepting the entry. If deck entries are accepted and the information is incorrect, the results will not be accepted until the information is corrected. If deck entries are accepted and the swimmer is unregistered, the host team will forfeit their $200.00 meet deposit.

h. Entering teams are still responsible to the Host team for all fees associated with the scratched swimmers.

Please note that the New England Swimming Office is not operated full time or on weekends. To avoid swimmer disappointment and confusion, teams are strongly encouraged to run the athlete registration tool prior to entering any meets. If performed in this manner, errors can be identified and corrected prior to meet entry. Also, please keep in mind that if you are attempting to enter swimmers into a meet after the entry deadline, and the swimmer information is incorrect, you may not have enough time to get the information corrected and the swimmer reinstated.