

A GUIDE TO ENTERING MEETS



PRELUDE

New England Swimming offers “Calendar” and “Non-Calendar” meets using a unique entry policy.

Therefore, many new clubs often ask how they can get into meets. This brochure will guide coaches to use the proper procedures when entering meets and will point out the proper etiquette to use once accepted.

All types of meets and rules are outlined in our [RULES & REGS OF COMPETITION](#). It is always helpful to read the policies and be informed before you start the meet entry process.

ENTRY POLICIES

What exactly is 75/25 or 100%?

In 2006 the NE Swimming Technical Committee created a meet entry policy that was instituted to give the meet hosts control in filling their meets with invited teams, but to also allow other teams an equal chance at getting into a meet they may not normally be invited to. Meet hosts reserve 75% of their meet’s splashes for their swimmers and teams of their choice. The other 25% is left open for entries under a First Come First Serve (FCFS) policy.

In 2019 the Board approved a 100% meet entry policy for SCY calendar meet hosts to offer. These meets are 100% invitational to teams within our LSC. If the meet is not filled within 24 after the entry deadline, other teams, including out of LSC teams, may be entered.

What is First Come First Serve (FCFS)?

A meet host can select a date to act as the first date of entry in a meet. Based on the order of entry, the meet host fills the meet to 100% capacity. If on the first date of entry, the host has more entries than allowed, a lottery of the remaining teams will be conducted by the NE Swim office.

HOW DO I GET INTO MEETS?

Establishing relationships within the LSC is the most successful way to be invited into the 75% or 100% guaranteed acceptance. Note the dates the calendar is posted and start making phone calls and networking to promote your team! Get a head start and call hosts of meets you attended the previous year to see if you can get into to the 75%. Think like a businessperson and make some offers that the meet host may need, such as timers or officials. Offering to attend/support their other less attended meets may help in securing a spot in a more desirable meet location.

Pay attention to the first date of acceptance!

Meet hosts can start officially accepting entries no more than 6 weeks before the first day of the meet. The NE meet calendar lists the first date of acceptance on the meet page. This date is also no shorter than 4 days before the entries are due. Send your entries in on time!

I WON THE LOTTERY!

If there are more than 25% entries on the first day of acceptance, the meet host provides the names of the teams to the NE Swimming Office, which will conduct an unbiased lottery. Names are picked at random and provided back to the meet host in the order to accept them. Meet hosts then offer the teams what space they have left, going down the list until they are full. Lotteries are also used in the FCFS meets if on the first date of acceptance there are more entries that can be accepted to fill it.

If you are accepted into the 75% or 100% of a meet, then you are guaranteed the # of athletes or splashes that you **originally requested**. If you send a larger entry you may be asked to cut down to the original request. Plan carefully and respectfully. All entries are subject to the cut protocol listed in the Meet Announcement.

Can I enter two meets on the same weekend?

When you send an entry file into a meet host you are committing to attend the meet should you be accepted. Communicating with the meet host is key if circumstances change. However, if they are unable to fill your spot and lose that income, a meet host can take the offense to the Board of Review and a fine may be issued.

I'VE BEEN ACCEPTED! *Now what?*

Once you are informed that you are accepted into a meet the meet host will greatly appreciate you following the policies.

If you are respectful of the entry rules, and of the facility the hosting team will be more likely to guarantee you a spot the next time!

- ***KNOW YOUR STUFF!***

The Meet Announcement is the most important piece of information you need once you are accepted into a meet. The announcement lists the format, order of events, start times, rules to follow, and most importantly: DEADLINES!

There is NO EXCUSE to not know the rules of the meet. Print the announcement and bring it with you to the meet.

THERE IS NO EXCUSE FOR

- ***REGISTRATION ERRORS***

There is nothing more tedious for a meet host than registration errors and tracking down corrections. NE Swimming has a unique [online registration tool](#) available for you to run your meet entry through to find errors. RUN your entry file through the tool and correct the names and ID's and register the flagged swimmers **BEFORE** you send your entry to the meet host. There is a \$100 fine for every unregistered swimmer that competes.

- ***LATE PAYMENTS***

READ the Meet Announcement to see the date the payment is due. Give plenty of notice to their accounting department to have the check into the meet host by the deadline. The only check delivered at the meet should be for late additions, or deck entries that were accepted by the hosts.

- ***INACCURATE ENTRIES/LAST MINUTE CHANGES***

Prepare your entries with care so that you send only ONE entry file to the Entry Chair. Sending multiple files and making last minute changes only create problems later. Be respectful of the Entry Chair's time and efforts. Keep track of your changes as it affects your entry fees and you will need to bring the addition fees to the meet.

Entering with No Times (NT's) makes it difficult for the meet entry chair to create a timeline. Use a coach's time instead

All teams should keep track of the "attach dates" of their unattached swimmers and enter them accordingly. List your swimmers on your entry/cover page and do not enter them into relays. A relay with unattached swimmers will be DQ'd.

- ***MEET RESULT ERRORS***

Don't wait until you are entering swimmers for Championships to notice a results error! With the availability of Meet Mobile and posted results, you should be able to point out a result error DURING

the meet when it is easiest to correct. If you find one after the meet, email the Meet Director immediately to research and correct.

- ***HOSPITALITY COMPLAINTS***

The meet hosts are not responsible for providing coaches and officials with 3 square meals a day. Light snacks and drinks are all that should be expected. If you want more, bring a cooler!

- ***POOR MANNERS***

Meet hosts and officials should not be subject to harassment or rudeness from coaches or parents. There are plenty of ways to express some concerns without embarrassing yourself and interrupting the meet. Approach the Meet Ref or Meet Director in a respectful way so that they can address your concern.

- ***UNINFORMED PARENTS***

All meet information and changes are sent to you before the meet and are posted on the NE Swimming website event page. Inform your parents so that they are aware of parking, fees, and warm-up/start times.

Want to be invited back?

Meet hosts have the right to request teams not be welcome at their meets, so adhere to the rules and:

- Educate your swimmers about:
 - Safe Sport and MAAPP Policies to adhere to during the meet, especially in the locker rooms.
 - the NO DECK CHANGING policy
 - the proper behavior to practice while at a meet.
- **CLEAN** up your area! Bring a trash bag and encourage your athletes to pick up trash, water bottles etc before you leave the meet.

RESOURCES

- Any questions regarding the specific meet should be directed to the Meet Director or Entry Chair listed on the Meet Announcement.
- NE Swimming Rules and Regulations for Meets posted on the www.neswim.com website under Meet Management.
- Any question regarding technical rules should be directed to the NE Swimming Technical Chair: Patrick Johnstone; pjohnstone@gmail.com
- Safe Sport or MAAPP questions: Anne Kaufman, Safe Sport Chair: nesafesport@gmail.com
- Sanction Chair and NE Swimming Office Manager:
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