

2026 MEET ENTRY PROCESSING FOR APPROVED MEETS

Confirm that you are using a current, legal copy of Hy-Tek's Meet Manager program and that your MM file accurately reflects all parameters of the approved meet announcement.

Ask your Meet Referee for an appropriate interval between heats for each session. Be reasonable: if expecting inexperienced swimmers or multiple heats of NT ("no time") entries, do not rush the session. Allowing deck entries, requiring distance swimmers to provide their own timers, and using backstroke ledges will slow things down.

In the Sessions window, include breaks to move timers before/after any 25-yard events, to allow time for relay line-ups, or to clear the starting area between relay and individual events.

MM 8.0 allows you to set intervals between heats on an event-by-event basis as well as on a session-by-session basis, worth considering for events with many inexperienced swimmers or for relay events.

Delete the UNAT team listing. All unattached swimmers must be identified either by the club through which they are registered or, if not registered through a member club, then by the LSC through which they are registered.

A swimmer competing as unattached due to the 60-day transfer window must be identified as UN-AA, where AA = the first two letters of the swimmer's new club code.

The very few PNS swimmers not affiliated with any club must be identified as UN-PN.

Any swimmer who is not a properly registered athlete-member of USA Swimming should be identified as "UN-XX," the i.d. number field left blank, and a Non-Member Liability Release and Indemnification Form required.

Process entries promptly as you receive them, but don't forget to include your own team's entries. Run a Psych Sheet for each team's entry to catch any obvious entry errors, such as a world record 100Y freestyle by an 8&U swimmer. Email the Entry Report back to each entering team as a "reply-all," asking for any corrections or changes within a reasonable (but not overly-lengthy) time window.

As entries come in, keep an eye on estimated session timelines.

If yours is a special meet, whether an intrasquad, an invitational, or an open, the four-hour rule applies. As any session with 12&U events reaches the four-hour limit, pause. If any subsequent entries will violate that rule or any 13&O or "open" session will run over your allowable pool time, time-stamp those entries. You may ask those teams if they would be willing to split their entry, allowing entries only for sessions not yet full.

If yours is a meet for which Technical Planning sets the events and assigns club, notify Program Operations (programops@pns.org) should any 12&U session be estimated to run more than four hours or any 13&O session be estimated to run more than five hours.

Pre-Meet Registration Email #1 Email the MM backup to Melissa Stiner (office@pns.org) for the registration check no later than noon the Thursday of the week prior to your meet weekend. The file must include all entered swimmers.

Follow-up on all registration issues. Contact each team or other entity whose swimmers are flagged on that report as soon as Melissa sends you the pre-meet exceptions report. Require proof – screen shot of the athlete's membership card! -- the that each issue has been resolved.

Pre-Meet Registration Email #2 Email your updated MM backup to Melissa no later than noon the Wednesday of your meet. There should be no registration issues, and non-members for whom a non-member waiver is required will be flagged. If any still remain that may not be resolved by the start of the meet, notify your Meet Referee at least a day before the first day of the meet.

At the same time, email the psych sheet and estimated timeline (Session Report) to Melissa for posting on the PNS web page.

THE FOUR-HOUR RULE (205.3.1.F) *With the exception of championship and open water meets, the program in all other age group competition shall be planned to allow the events for swimmers twelve (12) years and younger to be completed in four (4) hours or less per session (prelims, finals, timed finals). Events for the same 12 & under swimmers shall be limited to one session per day, except for prelim/finals meets where events for 12 & under swimmers may be offered in both prelims and finals.*

WHAT THIS MEANS: The four hour clock starts at the beginning of the session, even if the first event is not a 12&U event, and ends when the last 12&U completely exits the water.

You may have more than one 12&U session per day by age group, gender, time standards, and/or offered events, but unless it's a prelim/finals meet, each individual 12&U swimmer may only enter events in one session per day.

"Open" competition not defined by age group is exempt. Any awards or scoring by age group negates this exemption.

The key is planning: system crashes are not considered planned

POSSIBLE SOLUTIONS:

Review possible adjustments with your Meet Referee:

- Should individual events 100Y/M or longer be deck-seeded, requiring a positive check-in in order to swim? Should there be a no-show penalty? Do you anticipate scratches in your positive check-in events?
- Might staging help?
- Are there events that could be combined by age group and/or gender?
- Could you have a second set of timers at the "turn" end of the pool rather than move the same set of timers before and after all 25-yard events?
- Does your Meet Announcement allow you to delete relay events? You may not delete individual events.
You may not require those who entered prior to the meet's filling to limit their entries.
- Be sure that your own club's entries have been processed!

THE PRE-MEET EXCEPTIONS REPORT: With parents registering swimmers, discrepancies between the SWIMS database and club team management software database are very common and must be resolved so that each swimmer's results from your meet can be imported into SWIMS and no unregistered swimmer risks your club's insurance coverage by being in the water. The most common discrepancies are:

Mismatch between the spelling of the swimmer's name and/or the swimmer's date of birth: Contact the entering club asking which is correct. They must tell you either that your that the meet file needs to be changed or that the data in SWIMS needs to be corrected. If the former, correct your meet file and alert the entering team so that they can correct their team management database; if the latter, notify Melissa immediately.

The swimmer's club affiliation is not correct: Ask the entering club if the swimmer has transferred from another club without initiating the transfer process. Only the swimmer's parent/guardian (or the swimmer if 18O) can edit the swimmer's account. If the swimmer must compete as unattached due to the 60-day transfer rule, add a new team explained on the next page and alert the entering team because the swimmer will not be relay-eligible.

No USA Swimming I.D. number cannot be found in SWIMS: Either the swimmer is not registered or the swimmer's club has neglected to enter the number into its database. Either way, it is the entering team's responsibility to provide proof of registration and the correct i.d. number prior to the first day of the meet. *If not, the swimmer may not participate in the meet – not even in warm-up or as a deck-entry.*

18O swimmer without APT: APT proof is required. Seventeen-year-olds may take the APT training anytime within 30 days prior to their 18th birthday.

A "Flex" membership swimmer has already participated in two sanctioned meets, it is the entering team's responsibility to provide proof of Premium or Outreach membership prior to the first day of the meet. The swimmer may still compete in the meet, but *the swimmer's times will not download into SWIMS.*

NOTE: The SWIMS registration report prioritizes registration issues, but will not list all affecting each individual swimmer. For example, it prioritizes APT-absence for an 18-year-old, but will not also flag a name or date of birth discrepancy. Always ask the swimmer's club to provide a screen shot of the swimmer's card so that you can confirm that all necessary information is complete, accurate, and matches your meet file.