

## Pre and Post Meet Registration Recon

It is the responsibility of each club to ensure that each club member participating in any PVS/USA-S sanctioned meet is a properly registered member of USA Swimming. Prior to each sanctioned meet a Pre-Meet Registration Recon must take place by the PVS Administrator and all corrections must be made with the Meet Director and /or PVS Registrar. No USA Swimming registrations may take place on deck and all deck entries MUST be accompanied by proof of current USA Swimming registration (current registration card or current roster from the club portal on the USA Swimming website).

### Procedure for Pre-Meet Recon

- Meet Director will submit a pre meet back up of the entire meet's database to the PVS Administrator within 2 days (48 hours) of the entries being due to the host club. [It is recommended, but not required that all entry due dates be at least 10 days prior to the start of the meet]
- The PVS Administrator will run the recon report and send back to the Meet Director and each club with athletes on the report within 24 hours of receiving the pre-meet back up.
- All corrections should be sent to the Meet Director and PVS Registrar and Registrations sent to the Registrar within 3 days (72 hours) of receiving the report from the Administrator.
- Notes on Unattached Athletes:
  - Ideally all Unattached athletes should be marked as UN-PV; however UNxx-PV is also acceptable if labeling the unattached athletes with a team helps with the financial record keeping.
- A follow-up recon report will be run the day before competition begins to ensure that all corrections have been made and athletes have been registered.
- Additional recon reports may be requested by the Meet Director at anytime. An updated database should be sent to the Administrator if any new clubs or athletes are entered in the meet after the initial recon report is run.
- All clubs should be directed to submit the registration of any unregistered athletes that show up in a pre-meet recon report a minimum of 2 days prior to the start of the meet. Ideally all swimmers should be registered prior to the meet entry deadline.

### Post-Meet Recon

- Within 48 hours of the completion of the meet a final meet back up (not Results file) must be sent to the PVS Administrator (for post meet recon), Webmaster (for result posting) and Controller (for final financial information).
- A Post-Meet Recon report will be run and results will be sent out within 24 hours of receiving the back up.
  - If there are any mistakes found in the post meet recon (i.e. misspelled names, missing or incorrect middle initial, incorrect DOB and/or incorrect ID) the swimmer's time will not automatically load into SWIMS, causing a delay.

- Often times the mistakes come from deck entries. It is important that the swimmer's information is correctly entered into the database at the time the deck entry is taken, this includes legal name, middle initial, last name, correct birth date and club.
- ~~● Any club with an unregistered athlete who swam in the meet will then have 14 days to get their swimmer registered.~~
- Instances of failure to register an athlete within the above timeframe will be reported to the Board of Directors for their action. At the sole discretion of the Board, a club failing to register an athlete as described herein may be subject to a \$100 per athlete fine.
- All athletes must be entered into the database correctly or their times may not load correctly into SWIMS and will remain in a holding tank until corrections are made by the SWIMS Officer.