

2005 U.S. Collegiate Synchronized Swimming Championships

FORM INSTRUCTIONS

Please make sure to include the following forms in your entry packet for the U.S. Collegiate Synchronized Swimming Championships. Notice that the number of forms has changed as well as the lettering. Feel free to type on the following forms but do not alter the layout.

List of Forms:

- ☐ Form A: Club Entry Form
- ☐ Form B: Affidavit of Eligibility
- ☐ Form C: Technical Event Affidavit
- ☐ Form D: Entry Fee Summary
- ☐ Form E: Host Fee Summary
- ☐ Form F: Housing Transportation and Practice Availability
- ☐ Form G: Officials/Volunteer Availability
- ☐ Form H: Collegiate Athlete of the Year Nomination
- ☐ Form I: Outstanding Collegiate Contributor Nomination
- ☐ Form J: Mary Jo Ruggieri Scholarship Nomination

It is **MANDATORY** to fill out forms A-F and all the meet entry fees to compete in the U.S. Collegiate Synchronized Swimming Championships. If you are unable to return one of these forms by the deadline of **MARCH 2, 2004** you must contact Carole Mitchell, Technical Vice President, at cmitchel@richmond.edu to apply for a waiver before the deadline. Deadline for waivers is **February 28, 2004**. Please note that Nomination forms (H-J) are optional and are due at Meet Registration.

Note:

The following documents are instructions for Forms A and Form C only.

Please be advised that it may take longer than expected to complete Form B. Compile this information and obtain the appropriate signatures as soon as possible.

As a suggestion, make your check requests (if applicable) at least a month before the entry due date. This process can take a considerable amount of time.

Questions?

If you have any questions regarding how to correctly fill out these forms, please contact either:

Barbara McNamee, Chair of Collegiate Committee
Becky Trombely Domegan

bgmcna@wm.edu
beckytrombely@hotmail.com

2005 U.S. Collegiate Synchronized Swimming Championships

FORM A: Club Entry Form Collegiate Version

INSTRUCTIONS

REMEMBER to make two copies of Form A. One copy must be included in your meet entry. The other copy must be emailed, mailed or faxed to Dave Olson, competition Scoring Chair.

Dave Olson
5834 Fitzhugh Street
Burke, VA 22015
Home: (703) 569-0085
Fax: (703) 913-6057
Email: dkolson70@aol.com

DIRECTIONS FOR USE

- 1.) Fill in the **Club Name**, **Club Code** and **Division** (Use Division I, Division II, Division III or Club).
- 2.) The **Athlete Name** (first, then last) must be legible or typed. This is how the swimmer will be entered into the computer/meet.
- 3.) The **Registration Number** is the USA Synchro Membership ID.
- 4.) Mark athlete's current standing (freshman, sophomore, junior or senior) in **School Class**. (School Classification)
- 5.) The **Tech. Event Category** (Technical Event Category) column is what figure group the athlete will be swimming in (A, B, C or D)
- 6.) The **Solo ID #** column indicates the number of solos entered into the meet. Mark "1", "2", "3", etc. next to the swimmer who is competing in the solo. If the soloist is swimming as an exhibition* routine mark "exhibition" in the **Group Name** column.
- 7.) In the **Duet**, **Trio**, and **Team** columns, the **ID #** indicates entry in that set of routines. This is different than the solo instruction in that the **ID#** for the athletes must correspond with the athletes swimming in that routine. Again, the **Group Name** indicates if the routine is swimming exhibition*.
 - a. For example, if Jane and Susie are swimming a duet with Gertrude as the alternate, then all three swimmers MUST have the same number, in the duet column corresponding by with their names. However, since Gertrude is the alternate, place "Alt" next to her number ("1", "1", "1 Alt"). If your team has another duet competing, then mark the next duet swimmers with 2's. This applies to trio and team identification as well.
- 8.) In the **Comments** section, enter any necessary information that the scoring officials would need to know.
- 9.) At the bottom of the page, please enter in the **Total** number of Routines/Figure competitors to double check that all swimmers have been entered

**Exhibition means that the routine does not count for total team points nor does it qualify for the finals event. See the Rules section of the United States Synchronized Swimming Official Rulebook for more details.*

Note: At Meet Registration, you will need to check the Club Entry Form (Form A) immediately for any discrepancies, so changes can be made BEFORE the meet begins.

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FORM C: Technical Event Affidavit

INSTRUCTIONS

This document is used to determine a swimmer's AVERAGE figure score from their **last competitive season**. In a situation where a swimmer is new to your team, this will include her figure scores from her last season in age group or high school competition. Preferably, the average score will be calculated from every figure meet in which the athlete competed during the previous season.

If there has been a lapse in competition, the figure scores that need to be reported are from the last season in which the athlete competed, regardless of how far in the past.

If the coach has tried to contact the athletes' previous coaches and is unable to obtain a swimmer's figure scores, the coach must submit an affidavit signed by both the swimmer and the coach documenting the unsuccessful attempts to contact the previous coach/coaches and describing why they were unsuccessful. Also include the swimmer's previous synchro history and names of coaches. This affidavit must be submitted by the entry deadline. The Technical Vice President, Carole Mitchell, will grant a waiver of the score average requirement for the swimmer if sufficient documentation is provided.

If the athlete has never competed, please indicate, "Never Competed" in the **Notes** column of the form.

DIRECTIONS FOR USE

- 1.) Choose which form design to use, either the Word document or the Excel file. Technical instructions on how to use the forms are continued on the next page. See the section named "Choice of Documents."
- 2.) Fill out the **Club** name and **Club Code**
- 3.) Find the **Event** cell/box and enter an abbreviated name for each of last season's competitions horizontally.
- 4.) Find the **Date** cell/box and enter the corresponding date for each of the last season's competitions horizontally.
- 5.) Enter the athlete's **Name** (first, then last) and **Category**. **Category** refers to the athlete's Technical Event Category (A, B, C, or D)
- 6.) Horizontally enter the athlete's figure score that corresponds with the above competitions.
- 7.) Tally the average figure score (**Avg. 2003-2004**) in the final column if using the word document. If you are using the Excel document, the program will average the scores for you. Remember to double check.
- 8.) In the **Notes** column, indicate if the swimmer has "Never Competed." If the swimmer is new with previous experience, enter their average figure score from their last competitive season.

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FORM C: Technical Event Affidavit-Cont'd

CHOICE OF DOCUMENTS

There are 2 versions available for this form: Word document and Excel file. If you would like to fill out this form by hand, please use the Word document. The Excel file is for those coaches/club reps that wish to type in and generate calculations using the forms.

Word document

Print out the file and fill in by hand. Sort the athletes alphabetically and by Technical Event Category (**Category**). Please make legible.

The Word document can be typed on but will not automatically generate calculations as the Excel file will.

Excel file (only available on-line)

- 1.) Set up the top portion of the template first. Change the **Event** cells to the actual names of the competitions. Fill in the **Date** below to correspond with the competitions.
- 2.) Fill in the **Name** of the swimmers. Sort the athletes alphabetically and by Technical Event Category.
- 3.) Enter the corresponding Technical Event Category (**Category**) for the athletes (A, B, C or D)
- 4.) Tab across (from the Athlete's name) to type in the scores (make sure to match up the scores with the correct events).
- 5.) Entering the scores in the columns will automatically generate an average in the final column **Avg**. The **Avg**. column will have **#DIV/0!** in the cell/box until scores are entered into the athlete's row.