



## USA Swimming Membership Verification of Swimmer Ages

Meet hosts conducting USA/CT Swimming sanctioned or approved meets are obligated to verify that swimmers are entered only in events in the age group for which they qualify. HyTek Meet Manager does not warn users if an entry has been made into an event in the wrong age group. To check for such entries, which are not allowed under USA Swimming rules, meet host entry chairs should follow these steps PRIOR to the meet:

### **Check that listed age matches athlete's birthday:**

- Under Reports, select Exceptions Report
- Click on Select All to highlight all meet sessions
- Select the Miscellaneous Tab
- Select "Ages that are not correct," and create report. This will generate a list of swimmers whose ages do not tie to their date of birth.

### **Check that athletes are not entered in events for which their age does not qualify them:**

- Under Reports, select Exceptions Report
- Click on Select All to highlight all meet sessions
- Select the Miscellaneous Tab
- Select "Event/Athlete Sex/Age Mismatch" and create report. This will generate a list of swimmers whose age matches their date of birth, but who are entered in events for which they do not qualify.

If either report generates results, it is your responsibility to clear up the problems before the meet occurs. Like the registration checks with which you have become familiar, this check should become a part of the pre-meet database integrity management process.

Should you have any questions about this process, please contact the Program Operations chairs, Jim Robison ([robisonops@att.net](mailto:robisonops@att.net)) and Suzannah Rogers ([srogers68@optonline.net](mailto:srogers68@optonline.net)).