

Meet Preparation Timeline - Quick Overview

120 Days or Prior: Make decisions on Meet Format, Facility, Insurance, Sponsorship, awards, meet program (if printed by outside source). There is a meet director's guide posted on the USA Swim site that provides many specifics for the meet director.

120 - 90 Days: Sanction Form - need to list facility, meet director, meet referee, admin referee, and processor on application form. Request for sanction turned in to program chair who submits along with meet sheet. Program chair works with meet ref, processor/admin ref, and team on preliminary meet sheet. Processor creates the meet in meet manager prior to posting.

90 - 60 Days: Posting of meet on SCS site - program chair forwards the approved meet sheet (with any additions/corrections and sanction number) to the processor so it can be submitted for posting to SCS along with the downloadable meet events file for electronic entries.

60 - 10 Days: Meet should be posted as close to receipt of sanction number as possible. All arrangements with facilities finalized including all equipment used (timing systems and supplies to run meet), awards should be received by 21 days ahead of meet start date, snack bar needs, etc. Meet director should make sure tentative staffing for running of the meet is done (pool marshalls, admin area, snack bar, set up, take down, etc.) as well as plan for any supplies that are needed. Meet ref is a valuable resource in making sure facility, pre-planning, and emergency plans are in place for the meet.

10 days to meet: Entries must be received by processor by 5:00 pm the Wednesday prior to the meet unless otherwise stated (ie a deck entered meet deadline for registration is the start of the meet). Teams are responsible to mail a hard copy of their electronic entries (by swimmer) and a team check within 48 hours of submitting their entries electronically. Processor/Admin makes entries, contacts teams to go over any problems, and emails entry list, timing assignments, and tentative timelines by Tuesday prior to the meet. Processor/Admin also verifies USA Swim registration and notifies teams of

swimmers with registration issues. Teams are responsible to register their swimmers. Registration must be received by Monday prior to the meet by either SCS or the meet administrative referee or swimmers are subject to late registration fees in order to participate in meet (double fee plus \$15 fine for the team).

ONE DAY to meet: Physical set up of facility should be done the day before the meet if possible. Also prior to the meet, all equipment should be checked to make sure it is operational (batteries, electrical outlets and extension cords, lane lines, 15 meter markers, tables and chairs on site, blocks in place and adjusted, sound system, snack bar equipment, computers, printers, etc.)

Administrative referee work with team to make sure administrative needs are met (psyche sheets posted, paper and supply requirements, etc.). Admin referee supervises the administrative conduct of the meet and reports, submissions, and posting of the meet after the meet.