



11550 N Meridian Street, Suite 260, Carmel, IN 46032

Meet Requirements

All forms referenced can be found on the www.inswimming.org website under forms- meets director forms.

To get meet on schedule:

1. Open invitationals must be placed on the meet schedule by submitting scheduling request form by deadline (May 1 for upcoming winter season, December 1 for upcoming summer season).
2. Closed invitational (5 teams including host club), dual/tri meets, intrasquads, time trials can be added at any time. No scheduling request required and meet will not be placed on the published schedule.

ALL meets must be sanctioned:

1. You must complete a sanction application by the deadline: (45 days prior for scheduled meets, 5 days prior for duals, intrasquads, time trials).
2. Invitational sanctioning requests must be accompanied by meet announcement.(See meet announcement checklist) and e-mailed to Michele De Luna michele@Inswimming.org
3. For observations and approvals, please contact Michele De Luna at michele@Inswimming.org.
4. Once meet has been sanctioned, you will receive an e-mail with your sanction number and edited meet announcement. Michele will post your meet announcement on the Indiana Swimming website. If you wish to also post a meet set-up file, please send that to Michele.
5. Please remember that the meet director must be a non-athlete member of USA Swimming. Sanction will not be issued until Meet Referee is named and Meet Director is USA-S member.

Before the meet:

1. Please ensure that meet is named correctly: year/ IN/ team code/meet name (Ex. 2018 IN CGAC Jingle Bell Classic)
2. Pre meet backup must be sent to Michele De Luna (michele@inswimming.org) after the entry deadline and **no later than the Monday prior to the meet.** Entry chairperson will be notified if there are any changes to the MM database for the meet. No pre-meet backup required for duals/tris, intrasquads or time trials.
3. Michele will run a pre-meet report on applicable meets and participating teams will be notified of any registration or birth certificate issues. These teams will receive a deadline to address these issues or a fine will be assessed (\$100 per swimmers per meet).
4. Host will receive a list of current coaches and officials on Thursday prior to the meet. This list is to be used to permit deck access. This list will come from Emily Kowalski (emily@inswimming.org). Please use this list or deck pass to allow/deny deck access.

After the meet:

1. **Within 24 hours of the last session,** the post meet backup must be sent to Michele De Luna (michele@inswimming.org). This will permit the loading of times into the SWIMS database and any additional reports necessary.
2. E-mail all participating teams the exported results file and the MM backup file.
3. Within 10 business days, Financial report (found at www.inswimming.org) and coach sign-in sheets are to be submitted to Emily Kowalski (emily@Inswimming.org) via e-mail or snail mail. Officials sign-in will be submitted to Meet Referee. All post meet fees (surcharge + 8% entry fees) will be invoiced to club's Team Unify account for payment via ACH, credit card or check. Failure to comply will result in a fine.
4. Meet Paperwork File Storage: It is expected that the host team retain for one year all paperwork regarding the meet. This is so that any post meet administrative questions or concerns can be readily resolved. Paperwork to retain: timer lane sheets, timing system sheets, referee heat sheets, DQ slips, relay cards/sheets with name order, scratch cards/forms.
5. Report of Occurrences are submitted to USA Swimming via the on-line reporting system. A copy will be sent to Indiana Swimming so there is no need to do so.