



OKS Sanction/Meet Reporting Process

Contents

Background	3
Process Overview	3
Request Sanction	3
Meet File Submission Process.....	3
Pre Meet Report Process	4
Post Meet Report Process.....	4
Post Meet Financials Process	4
OKS Sanction Request Form.....	6
Form Information.....	6
Meet Information.....	7
Sanction Fees by Meet Type	9
Meet Staff	10
Meet Book and Submit Information	11
What Happens after Submitting a Sanction Request	11
Sanction Approval	12
Sanction Approval	12
Sanction Denial	13
OKS Meet Files Submission Form.....	13
OKS Pre Meet Reporting Form.....	15
OKS Post Meet Reporting Form	19
OKS Meet Financials Form	23
Appendix A: Sanction Request Workflow	29
Appendix B: OKS Finance Vice-Chair Processes	32
Sanction Invoicing	32
Are Pre Meet Reports Late?.....	33
Are Post Meet Reports Late?	33
Invoice Splash Fees	34
Appendix C: OKS Sanction Chair Process	36
Sanction Approval	36
Appendix C: OKS General Manager Process	38
OKS Sanction Process Reference Guide	1



OKS Sanction/Meet Reporting Process

Setup Meet on OKS.org Calendar and SWIMS.....	38
Appendix D: OKS Meet Referee Process.....	39
Meet Certification.....	39
Appendix E: OKS Registrar Processes.....	40
Upload times to SWIMS.....	40
Appendix F: OKS Reporting Group Process.....	41



OKS Sanction/Meet Reporting Process

Background

OKS has had a paper and email-based process for requesting sanctions and submitting the various required pre and post meet reports. The manual based system of tracking, reporting and managing the sanction and reporting process is difficult and unwieldy to track. Changes of roles within the LSC at the Board and club levels introduced additional challenges. With the USA Swimming upgrade to SWIMS 3.0, which requires new processes around adding meets and times to SWIMS, OKS developed and is now rolling out a new online process for sanctioning and submitting meet reports.

The goal of this is to make the sanction and reporting process more transparent, trackable and consistent, regardless of if the meet is an LSC championship or a club intrasquad. Additionally, the LSC is putting controls around the invoicing of Sanction, Splash and any associated late fees.

This new process will be used for all meets sanctioned by Oklahoma Swimming. Previously approved meet sanctions, starting with the 22-23 season, will be manually added to the process, and all subsequent pre, post and financial reports will be submitted online using the new forms.

The Board welcomes any feedback regarding these new processes, and we will continually monitor and improve the process flow and forms as we roll out the new process. All feedback should be sent to Jennifer Salcher (jsalcher@oks.org) and Bob Staab (bstaab@oks.org).

Process Overview

The new process consists of five forms connected through a workflow/approval flow. All steps are tracked in the JotForm online application and data regarding each sanction request is stored on the OKS shared Google Drive for historical purposes.

Request Sanction

- A Meet Director submits the online Sanction Request with the draft meet book.
- The OKS Finance Vice-Chair will send an invoice to the Host Club for the sanction fees, which can be paid online via ACH or offline using a check.
- The OKS Sanction Chair is notified and approves or denies the sanction.

Meet File Submission Process

- Once the Sanction is approved, the meet director will be sent a form to submit their meet files for posting.
- These include:
 - Final meet book in PDF format
 - Meet Events file (if available)
 - Any other meet attachments such as hotel information, etc. available at the time of sanction approval
- The OKS General Manager will post the meet and attachment(s) on the OKS.org calendar and create the meet in SWIMS.



OKS Sanction/Meet Reporting Process

- The meet director will be notified that the meet has been posted to OKS.org and SWIMS, and then sent the following 3 forms:
 - Pre Meet Reports
 - Post Meet Reports
 - Meet Financials

Pre Meet Report Process

- When ready, the meet director will complete the pre-meet form.
- Required attachments are:
 - Pre meet session timeline
 - Pre meet athlete team report.
- These will be sent to the OKS Finance Vice-chair and if late, the club will be invoiced for appropriate late fees. This invoice can be paid online via ACH or offline using a check.
- The OKS Reporting Group will be notified and all submitted files will be stored on the OKS Shared Google drive

Post Meet Report Process

- When the meet is complete, the meet director will complete the post meet form.
- Required attachments are:
 - Post meet session timeline
 - Post meet athlete team report
 - Post meet entry fee summary
 - Coaches sign in
 - Final results in publication format
 - Results for TM/SWIMS
 - Meet Manager Unrestricted Backup file
- These will be sent to the OKS Finance chair and if late, the club will be invoiced for appropriate late fees. This invoice can be paid online via ACH or offline using a check.
- The meet referee will be notified and requested to certify that the meet was ran according to all relevant USA Swimming and Oklahoma Swimming rules and the published meet file.
- Once certified by the meet referee, the OKS Registration Chair will be notified to upload the times to SWIMS. The meet director will be notified after times have been uploaded.
- The OKS Reporting Group will be notified, and all submitted files will be stored on the OKS Shared Google drive.

Post Meet Financials Process

- After the meet concludes, the meet director will complete the post meet financials form.
- Required Information includes:
 - Entry fee income data (# of entries and the fee for each type)
 - Surcharge income (# of athletes and surcharge fee)
- Other Information includes:



OKS Sanction/Meet Reporting Process

- Other Income for the meet
- Expenses for the meet
- Any comments to explain pre and post meet reporting differences
- The form will estimate splash fees due to OKS
- When submitted, the OKS Finance Vice-Chair will review the form, confirm the data with post meet reports and then submit an invoice to the host club for any splash fees. If the report is late, the invoice will also include related late fees. This invoice can be paid online via ACH or offline using a check.
- The meet director will receive a notification to edit the form should they need to do to late updates or other changes. If edited, the OKS Finance Vice-Chair will be notified to amend any outstanding splash fee invoices.
- The OKS Reporting Group will be notified, and all submitted files will be stored on the OKS Shared Google drive.



OKS Sanction/Meet Reporting Process

OKS Sanction Request Form

The OKS Sanction Request form is the initial step in hosting a sanctioned meet in the LSC. This form captures initial meet information and includes the draft meet book.

Form Information

The screenshot shows the top portion of the OKS Sanction Request form. It features a dark blue header with the Oklahoma Swimming logo and the title "OKS Sanction Request". Below the header, the form is divided into several sections with bolded titles: "General Sanction Information", "Pre Meet, Post Meet and Financial Reporting Requirements", "Fines", and "Certification". Each section contains detailed text regarding the rules, conditions, and reporting requirements for hosting a sanctioned meet.

General Sanction Information

As a condition of obtaining such a sanction or approval, I and the organization which I represent, agree to abide and govern this event under the rules and regulations of USA Swimming and Oklahoma Swimming, Inc., and all other terms and conditions upon which this sanction may be granted.

These terms specifically include all local rules and regulations and those set forth in Article 202 of the current edition of the USA Swimming Rules and Regulations. Rule 202.4.1, 2.3.4, 5, 6, 7, 8, 9, A, B, C, D, E, F, G, H, I, J, K, and L. Specific reference to Article 202.4.9, J and K and thereof, which provides that: "Held under the sanction of USA Swimming (and locally Oklahoma Swimming, Inc.) is listed at the header of the Meet Book. Also, the following must be included: "It is understood and agreed that USA Swimming shall be free from any liabilities or claims for damages arising by reason of injuries to anyone during the conduct of the event." If you want to include the LSC, your club, the facility, volunteers, officials etc. then this sentence must be used as follows: "It is further understood that Oklahoma Swimming Inc., and XXX club etc. etc. shall be free and held harmless from any liabilities or claims for damages arising by reason of injuries to anyone during the conduct of the event."

Officials: Officials for this event should be qualified persons as certified by USA Swimming and Oklahoma Swimming, Inc., and a list of such officials will be submitted one week prior to the event, if requested.

Conditions of Sanction: Applicant is responsible for the compliance with all current and any new USA-S Rules which may have become effective after this form was last revised.

No sanction application will be accepted or processed until the sanction fee has been invoiced to the club, and confirmed via this approval process to the Sanctioning Chair.

Pre Meet, Post Meet and Financial Reporting Requirements

USA-S Rule 205.3.1 F: with the exception of championship and open water meets, the program in all other age group competitions shall be planned to allow the events for swimmers twelve (12) years and younger to be completed in four (4) hours or less for a timed finals session or in a total of eight (8) hours or less per day for a preliminaries and finals meet.

OKS continues its practice to monitor the session length of timed finals meets. The Meet Director or designee is required to provide pre meet reports produced 48 hours prior to the start of the first session of competition from the meet operations data-base. These should be submitted using the **OKS Pre Meet Reporting** form.

The Meet Director or designee is required to provide a post meet reports from the meet operations data-base within 24 hours of the conclusion of the meet. These should be submitted using the **OKS Post Meet Reporting** form. Times will not be uploaded to SWIMS until this form is submitted by the Meet Director or designee.

The Meet Director or designee is also required to submit post-meet financial reporting using the **OKS Meet Financials** form. OKS will use this form to invoice the host club for appropriate splash fees.

Fines

No meet announcement, Meet Book or Meet Information may be posted, distributed or provided that is not reviewed and sanctioned by OKS. A \$250.00 fine for failure to follow this requirement payable to OKS will be invoiced to the Host Club.

See the **OKS Pre Meet Reports Form** and the **OKS Post Meet Reports Form** for required reports and fines associated with not submitting timely. OKS will invoice Host Clubs for any fines.

Certification


By submitting this form, the Club Representative, Applicant or President and Meet Director agree to adhere to the procedures and requirements that are required to be formatted in the Meet Announcement (Meet Book, Meet Letter, Meet Announcement, or Meet Info). These items are outlined in the sanctioning guidelines by Oklahoma Swimming. The host also agrees to adhere to the pre and post event guidelines adopted by Oklahoma Swimming, Inc.

The header of form provides general information on the Sanction requirements, such as officials, conditions, pre, post and financial meet reporting requirements and a certification statement.



OKS Sanction/Meet Reporting Process


Meet Information


Sanction Application Date: * 09-02-2022 
Date


Person Submitting Sanction: *
First Name Last Name


Submitter Email: *
example@example.com

Meet Name: *
Do NOT include the year or LSC in the meet name. These will be added by the OKS Sanction Chair when the meet is created on the USA Swimming SWIMS site.

Facility: * 

Host Club: * 

Meet Start Date: * 
Date

Meet End Date: * 
Date

Meet Type: *

- Invitational: Competition involving three (3) or more clubs
- Dual Meet - With Entry Fees: Involves two (2) clubs where a per event charge will be used
- Dual Meet - No Entry Fees: Involves two (2) clubs with no per event entry fees; an athlete surcharge can be used
- Intrasquad: Involves a single (1) club and a single (1) session
- Approved: Run using USA Swimming officials where times can be uploaded to SWIMS (e.g. HS Regionals/State)

Requested Sanctions: * Meet Time Trial

Prelims/Finals Meet: * Yes No

Anticipated Sanction Fees:
Estimated Sanction Fees that will be invoiced to the club by Oklahoma Swimming once this request is submitted.



OKS Sanction/Meet Reporting Process

Complete the Meet Information section as follows:

- **Submit Date:** populated with today's date. This date is used to calculate if late sanction fees are due.
- **Person Submitting Sanction:** Enter the First and Last name and the email address of the person submitting the sanction. In most cases, this will be the same as the meet director, but may be different.
- **Meet Name:** Enter the meet name. Do not include the Year or the LSC as SWIMS add this information to the meet when that setup is complete. Examples could be: AESC Let Freedom Fly, Meet of Champions, OKS Senior State, etc.
- **Facility:** Select the location of the meet from the drop down list.
 - **Note:** if a pool is not listed, please contact either the [OKS Finance Vice-Chair](#) or [OKS General Manager](#). The facility must be included in the USA Swimming SWIMS Facility list to be added to the form.
- **Host Club:** Select the host club from the drop down list.
- **Meet Start Date & Meet End Date:** Enter the start and end date of the meet. These dates will be used to calculate due dates for pre, post and financial reporting to avoid late fees.
- **Meet Type:** Select the type of meet. This selection will drive associated sanction fees and late fees depending on if a meet and/or time trial sanction is requested. These types are matched up with the meet types in SWIMS.
 - **Invitational:** Any meet for 3 or meets, regardless of whether it's open to all clubs/unattached swimmers, or if the club will be inviting specific teams. Splash fees will be invoiced by OKS.
 - **Dual Meet – With Entry Fees:** A meet with two teams, where swimmers will pay a per event entry fee. Splash fees will be invoiced by OKS.
 - **Dual Meet – No Entry Fees:** A meet with two team, where swimmers will pay a surcharge but no entry fees. Splash fees will not be invoiced by OKS, but the base sanction fee is higher.
 - **Intrasquad:** A meet for a single club and session. Splash fees will not be invoiced by OKS, but the base sanction fee is higher.
 - **Approved:** Any meet ran under USA Swimming officials/rules where times can be uploaded to SWIMs, this would include OSSAA High School Regionals and State. Splash fees will not be invoiced by OKS.
- **Requested Sanctions:** Selection which sanctions are needed. The submitter can pick meet and/or time trial options.
- **Prelims/Finals Meet:** Select if the meet includes prelims and finals. This information is used by the Sanctions chair to confirm that the Meet Referee and Admin Officials meet OKS certification requirements.
- **Anticipated Sanction Fees:** Based on the provided information an estimate of sanction fees will be calculated. Further review by OKS may change this amount, and the club will be invoiced for the sanction fees after submission. **Do not send payment until the invoice is received by the club contact and meet director.**



OKS Sanction/Meet Reporting Process

Sanction Fees by Meet Type

Meet Type	Meet Sanction		Time Trial Sanction	
	Regular (+45 days)	Late (<45 days)	Regular (+45 days)	Late (<45 days)
Invitational	\$50	\$125	\$25	\$100
Dual Meet – With Entry Fees	\$50	\$125	\$25	\$100
Dual Meet – No Entry Fees	\$200	\$275	\$50	\$125
Intrasquad	\$100	\$175	\$50	\$125
Approved	\$0	\$0	\$0	\$0



OKS Sanction/Meet Reporting Process

Meet Staff

Meet Director: *

First Name Last Name

Meet Director USA Swimming ID: *

USA Swimming ID

Meet Director Email: * **Meet Director Mobile Phone: ***

example@example.com (000) 000-0000

Please enter a valid phone number.

Meet Referee: *

First Name Last Name

Meet Referee USA Swimming ID: *

USA Swimming ID

Meet Referee Email: * **Meet Referee Mobile Phone: ***

example@example.com (000) 000-0000

Please enter a valid phone number.

Administrative Official: *

First Name Last Name

Administrative Official Email: * **Administrative Official Mobile Phone: ***

example@example.com (000) 000-0000

Please enter a valid phone number.

Complete the Meet Staff section as follows:

- **Meet Director:** Enter the First and Last name, their USA Swimming ID, email and mobile phone number.
- **Meet Referee:** Enter the First and Last name, their USA Swimming ID, email and mobile phone number.
- **Administrative Official:** Enter the First and Last name, their USA Swimming ID, email and mobile phone number.

Notes:

- The USA Swimming ID is required to create the meet in SWIMS and must be a valid member in good standing.



OKS Sanction/Meet Reporting Process

- Ensure accurate entry of email addresses – these will be used throughout the approval process for notifications and additional forms to be completed by the meet director. Invalid address may delay this information. If after submission you see an error, please contact either the [OKS Finance Vice-Chair](#) or [OKS General Manager](#) as soon as possible so that it can be corrected.

Meet Book and Submit Information

Meet Book: *

Upload Meet Book in Word Format
Drag and drop files here

Upload the meet book in an editable format (e.g. Microsoft Word or Google Docs)

Sanction Fee Invoice Information
To be completed by the Finance Vice-Chair after submission. The meet director/host club will be invoiced for appropriate sanction fees.

Sanction Fee Invoice Number:

Sanction Fee Invoiced Amount:

Attach the draft meet book in word format.

The sanction fee invoice number and invoiced amount fields will be populated by the OKS Finance Vice-Chair after the invoice is issued.

- **Save button:** Save the request in a draft form so that you can return and complete it later.
- **Submit button:** The thank you page will confirm that your request is in process and provides an opportunity to start a new sanction request.
 - When starting a new sanction from the Thank You page, information from the previous request will be copied into the new form included:
 - Submitter information (name and email address)
 - Facility
 - Host Club
 - Meet Director, Meet Referee and Administration Official information (name, USA Swimming ID, email and phone number)

What Happens after Submitting a Sanction Request

Note: See Appendix A: Sanction Request Workflow for a detailed illustration of the Sanction Workflow.

After submitting the sanction request, the following steps will occur:



OKS Sanction/Meet Reporting Process

- Invoicing of Sanction Fees: The OKS Finance Vice-Chair will be notified. They will review the request, issue an invoice in QuickBooks and add the sanction fee invoice number and amount to the form.
- The Sanction Fee invoice will be sent to the club contact and the meet director. It can be paid online via ACH or a check can be mailed to the address on the invoice.

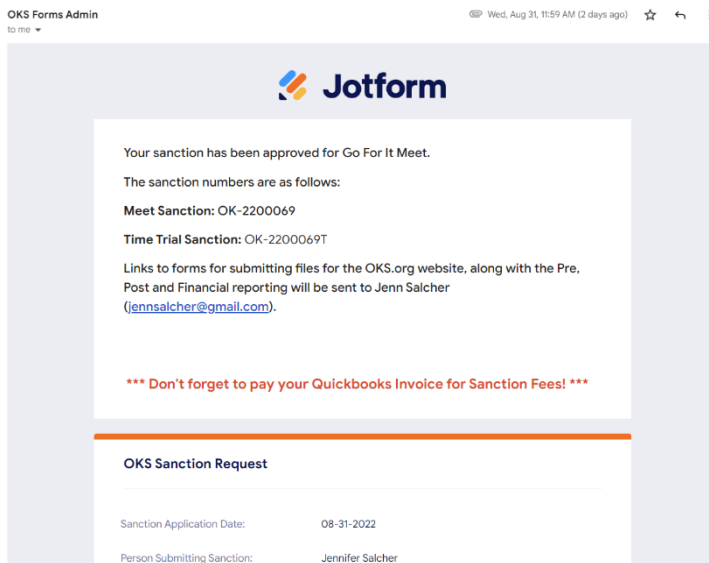
Sanction Approval

The OKS Sanction Chair will be notified that the club has been invoiced. They will review the draft meet book and have an opportunity to request additional information/changes to the meet book by the meet director. The Sanction Chair will then either approve or deny the sanction.

When requesting more information, the meet director will receive an email with the subject line: We need more information about your submission for OKS Sanction Request. In the body of the email details will be added by the Sanction Chair along with information about the original request. The Meet Director should edit the request using the edit button to either update information and/or add an updated version of the meet book. When the edits are submitted, the approval process will be restarted and the request will be sent back to the Sanction Chair for approval.

Sanction Approval

Once the sanction is approved, the meet director will receive the following email:



The email will include the approved sanction numbers.

Sanction numbers will consist of OK-<2 digit year based on the start date of the meet><unique sanction request ID><T (for time trial sanction otherwise blank)>

Examples:

- OK-22055, OK-22055T (meet and time trial at same meet, requested on same form)
- OK-22060 (meet sanction)
- OK-23061 (meet sanction for a meet with a start date in 2023)



OKS Sanction/Meet Reporting Process

Sanction Denial

Should the sanction request be denied, the meet director will receive an email with the subject line: OKS: Sanction Denied for <sanction request #> <meet name>. Any comments related to the denial will be noted in the email.

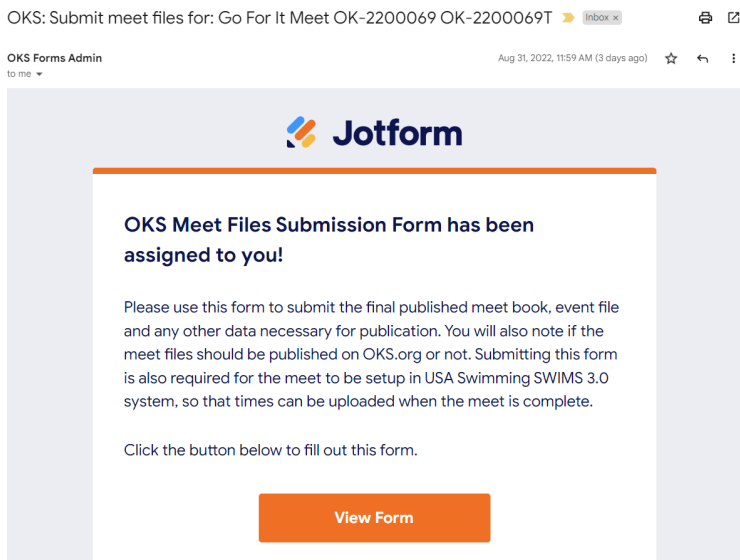
The Finance Vice-Chair will also be notified of the denial in order to review any refunds or changes for the issued sanction invoice.

If a sanction is denied, the host club and meet director are welcome to resubmit the request with any necessary changes.

OKS Meet Files Submission Form

The OKS Meet Files submission form is used to submit files to be posted on the oks.org calendar, and also to notify OKS that the meet should be setup in the USA Swimming SWIMS database. With the SWIMS 3.0 upgrade, all meets must be setup on SWIMS at least 7 days before the start of the meet, or the LSC Registrar will not be able to upload times for the meet.

After sanction approval, the Meet director will receive the following email:



When ready, the Meet Director will click the  button to open the form and submit it.

The form will open and pre-populate the below fields with the data from your original sanction request:



OKS Sanction/Meet Reporting Process

Meet Files Submission

This form is used to submit the following files to OKS. These will be used to publish your sanctioned meet on the OKS calendar, and to add it to the USA Swimming SWIMS database.

Meet Name: *

Host Club: *

Facility: *

Meet Start Date: * Meet End Date: *

MM-DD-YYYY MM-DD-YYYY

Date Date

Meet Type: *

- Invitational: Competition involving three (3) or more clubs
- Dual Meet - With Entry Fees: Involves two (2) clubs where a per event charge will be used
- Dual Meet - No Entry Fees: Involves two (2) clubs with no per event entry fees; an athlete surcharge can be used
- Intrasquad: Involves a single (1) club and a single (1) session
- Approved: Run using USA Swimming officials where times can be uploaded to SWIMS (e.g. HS Regionals/State)

Meet Sanction Number: Time Trial Sanction Number:

Sanction Fee Invoice Number: Sanction Fee Invoiced Amount:

Meet Director: *

First Name Last Name

Meet Director USA Swimming ID: *

Meet Director Email: * Meet Director Mobile Phone: *

example@esample.com (000) 000-0000

example@esample.com Please enter a valid phone number.

Meet Referee: *

First Name Last Name

Meet Referee USA Swimming ID: *

Admin Official: *

First Name Last Name

Prepopulated fields from the Original Sanction Request are:

- Meet Name
- Host Club
- Facility
- Meet Start Date/Meet End Date
- Meet Type
- Meet Sanction Number
- Time Trial Sanction Number
- Sanction Fee Invoice Number
- Sanction Fee Invoiced Amount
- Meet Director (Name, USA ID, Email and Phone Number)
- Meet Referee (Name, USA ID, Email and Phone Number)
- Admin Official (Name)



OKS Sanction/Meet Reporting Process

Complete the remaining fields as follows:

- **Publish Meet Files on OKS.Org:**
 - Yes – this meet is open to any team or unattached swimmer
 - If this option is selected, OKS will post the meet book, events file and any other submitted files on the calendar entry
 - No – this meet is closed to teams invited by the host club
 - If this option is selected, OKS will add the meet to the calendar, but will note that it is by invitation of the host club only.
 - For both options, OKS will add the meet to the USA Swimming SWIMS Database
- **Final Meet Book:** Upload a PDF version of the final meet book, that includes the issued sanction numbers.
- **Events Zip File from Meet Manager:** If available, upload the Events zip file
- **Additional Files for OKS.org Calendar:** If other files are available, add them here and they will be published.

Note: After this form is submitted, if the meet director needs additional files posted on the calendar event, and email with the files should be sent to the [OKS General Manager](#) and [OKS Secretary](#).

Submit the form when complete. The OKS General Manager will be notified to setup the meet. The meet director will be notified when the meet is published.

OKS Pre Meet Reporting Form

The OKS Pre Meet Reporting form is used to submit the pre-meet reports. This form will be sent to the meet director once the meet is published on OKS.org.

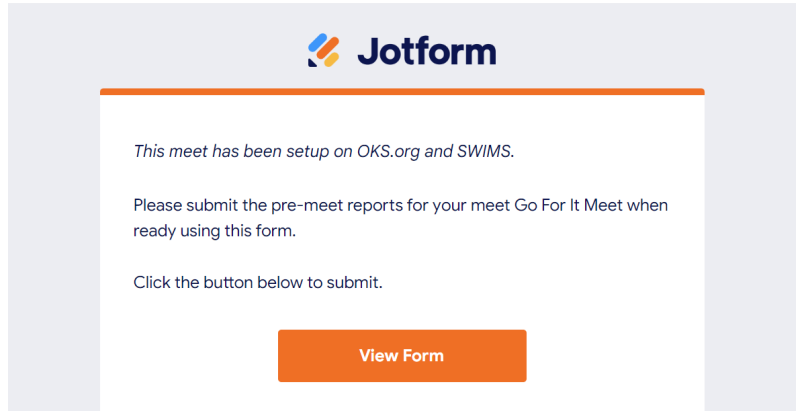


OKS Sanction/Meet Reporting Process

The Meet director will receive the following email:

OKS: Pre Meet Reporting Due for Go For It Meet OK-2200069 OK-2200069T Inbox x

OKS Forms Admin to me Wed, Aug 31, 12:03 PM (3 days ago)



When ready, the Meet Director will click the  button to open the form and submit it.

The form will open and pre-populate the below fields with the data from your original sanction request:



OKS Sanction/Meet Reporting Process

OKS Pre Meet Reporting

Pre Meet Reporting Requirements

USA S Rule 205.3.1 F: with the exception of championship and open water meets, the program in all other age group competitions shall be planned to allow the events for swimmers twelve (12) years and younger to be completed in four (4) hours or less for a timed finals session or in a total of eight (8) hours or less per day for a preliminaries and finals meet.

OKS continues its practice to monitor the session length of timed finals meets. The Meet Director or designee is required to provide pre meet reports produced 48 hours prior to the start of the first session of competition from the meet operations data-base. These should be submitted using the **OKS Pre Meet Reports Form**.

Fines

Pre Meet reports need to be submitted 48 hours prior to the start of the first meet session. If this form is not submitted, then OKS will invoice Host Clubs for any fines as listed below:

- Pre Meet Session Timeline: \$100.00
- Pre Meet Athlete/Team Report: \$100.00

Meet Name: *

Host Club: *

Meet Start Date: * Meet End Date: *

MM-DD-YYYY MM-DD-YYYY

Date Date

Meet Type: *

- Invitational: Competition involving three (3) or more clubs
- Dual Meet - With Entry Fees: Involves two (2) clubs where a per event charge will be used
- Dual Meet - No Entry Fees: Involves two (2) clubs with no per event entry fees; an athlete surcharge can be used
- Intrasquad: Involves a single (1) club and a single (1) session
- Approved: Run using USA Swimming officials where times can be uploaded to SWIMS (e.g. HS Regionals/State)

Prelims/Finals Meet: * Yes No

Meet Sanction Number: Time Trial Sanction Number:

Meet Director: *

First Name Last Name

Meet Director Email: * Meet Director Mobile Phone: *

example@exampl.com (000) 000-0000

Please enter a valid phone number.

Meet Referee: *

First Name Last Name

Admin Official: *

First Name Last Name

Prepopulated fields from the Original Sanction Request are:

- Meet Name
- Host Club
- Meet Start Date/Meet End Date
- Meet Type
- Prelims/Finals Meet
- Meet Sanction Number
- Time Trial Sanction Number
- Meet Director (Name, Email and Phone Number)
- Meet Referee (Name)
- Admin Official (Name)



OKS Sanction/Meet Reporting Process

Pre Meet Reports Due: Date

Session Timeline: **Pre Meet Session Timeline**
Drag and drop files here
MM: Reports > Sessions > Include all sessions

Athlete/Team Report: **Pre Meet Athlete/Team Report**
Drag and drop files here
MM: Reports > Teams > Team Roster Tab - Athlete/Entry Count

Additional Comments: *

Enter any comments or additional information regarding the pre meet reports

Pre Meet Late Fee Information
To be completed by the Finance Vice-Chair if necessary. If these reports are submitted late, the meet director/host club will be invoiced for appropriate late reporting fees.

Pre Meet Late Fee Invoice Number:
Pre Meet Late Fee Amount:

The **Pre Meet Reports Due** date field will be populated based on the Meet Start Date. All pre meet reports are due 48 hours prior to the start of the first meet session. This field does not account for hours, so the OKS Finance Vice-Chair will review the report submission and if necessary, send the host club an invoice for late reporting fees.

Complete the remaining fields as follows:

- **Pre Meet Session Timeline:** Upload the session timeline from Meet Manager.
 - Meet Manager: Reports > Sessions > Include All Sessions; save as a PDF
- **Pre Meet Athlete/Team Report:** Upload the athlete/team report from Meet Manager.
 - Meet Manager: Reports > Teams > Team Roster Tab – Athlete/Entry Count; save as PDF
- **Additional Comments:** Add any comments for the OKS Finance Vice-Chair or the OKS Reporting Group

Note: Athlete reconciliation reports will not be handled through this process. Meet Directors should continue to work directly with the OKS Registrar to validate all athletes are members in good standing and confirm meet entry times and standards as necessary.



OKS Sanction/Meet Reporting Process

Submit the form when all files have been uploaded. The OKS Reporting Group will be notified that the reports have been submitted. Additionally, the OKS Finance Vice-Chair will be notified to review the submission and will assess late fees if necessary. Any late fees will be invoiced electronically to the host club.

The meet manager will receive one of the following emails:

(TEST) OKS: Pre Meet reports were late for {f222216254714146_meetName} External Inbox x

Jotform <noreply@jotform.com> 4:36 PM (0 minutes ago) ☆ ↶ ⋮

Your pre meet reports were received late and {f222216254714146_hostClub} has been invoiced for late reporting fines.
Be sure to submit your post meet and financials reports after your meet is complete.
***** Please pay your QuickBooks invoice as soon as possible. *****

{f222216254714146_form_title}

Pre Meet Reports Due:	{f222216254714146_preMeet78}
Pre Meet Late Fee Invoice Number:	{f222216254714146_premeetLate}
Pre Meet Late Fee Invoice Amount:	{f222216254714146_premeetLate86}

Submitted On Time

Submitted Late and Fees Invoiced to the host club

The meet director will receive notifications to submit the Post Meet and Meet Financial forms when the meet concludes.

OKS Post Meet Reporting Form

The OKS Post Meet Reporting form is used to submit the post meet reports. This form will be sent to the meet director once the pre meet reports are submitted.

OKS: Post Meet Reporting Due for Go For It Meet OK-2200069 OK-2200069T Inbox x

OKS Forms Admin 4:36 PM (0 minutes ago) ☆ ↶ ⋮

Please submit the post meet reports for your meet Go For It Meet when ready using this form.

Click the button below to fill out this form.

[View Form](#)

When ready, the Meet Director will click the  button to open the form and submit it.

The form will open and pre-populate the below fields with the data from your original sanction request:



OKS Sanction/Meet Reporting Process

OKS Post Meet Reporting

Post Meet Reporting Requirements

USA-S Rule 205.3.1 F: with the exception of championship and open water meets, the program in all other age group competitions shall be planned to allow the events for swimmers twelve (12) years and younger to be completed in four (4) hours or less for a timed finals session or in a total of eight (8) hours or less per day for a preliminaries and finals meet.

OKS continues its practice to monitor the session length of timed finals meets. The Meet Director or designee is required to provide a post meet actual session timeline a report from the meet operations data-base along with the other post meet reports to the OKS Reporting Group within 24 hours of the conclusion of the meet. These should be submitted using the **OKS Post Meet Reports Form**.

In addition, the meet referee certification should be printed, signed by the Meet Referee and uploaded. **Times will not be uploaded to SWIMS without this document.**

Fines

Post Meet reports need to be submitted within 24 hours of the conclusion of the meet. If this form is not submitted, then OKS will invoice Host Clubs for any fines as listed below

- Post Meet Actual Time Line Session Report: \$100
- Post Meet Athlete/Team Report: \$100
- Post Meet Entry Fee Summary Report: \$100
- Post Meet Final Results Publication Formations: \$100
- Results for TM or SWIMS File: \$100
- MeetManager Unrestricted Backup File: \$100

Meet Name: *

Host Club: *

Meet Start Date: * Meet End Date: *

Meet Type: *

- Invitational: Competition involving three (3) or more clubs
- Dual Meet - With Entry Fees: Involves two (2) clubs where a per event charge will be used
- Dual Meet - No Entry Fees: Involves two (2) clubs with no per event entry fees; an athlete surcharge can be used
- Intraquad: Involves a single (1) club and a single (1) session
- Approved: Run using USA Swimming officials where times can be uploaded to SWIMS (e.g. HS Regionals/State)

Prelims/Finals Meet: * Yes No

Meet Sanction Number: Time Trial Sanction Number:

Meet Director: * First Name Last Name

Meet Director Email: * Meet Director Mobile Phone: * (000) 000-0000

Meet Referee: * First Name Last Name

Admin Official: * First Name Last Name

Prepopulated fields from the Original Sanction Request are:

- Meet Name
- Host Club
- Meet Start Date/Meet End Date
- Meet Type
- Prelims/Finals Meet
- Meet Sanction Number
- Time Trial Sanction Number
- Meet Director (Name, Email and Phone Number)
- Meet Referee (Name)
- Admin Official (Name)



OKS Sanction/Meet Reporting Process

Post Meet Reports Due: Date

Session Timeline: * **Post Meet Session Timeline**
Drag and drop files here
MM: Reports > Sessions > Include all sessions and include timer data

Athlete/Team Report: * **Post Meet Athlete/Team Report**
Drag and drop files here
MM: Reports > Teams > Team Roster Tab - Athlete/Entry Count

Entry Fee Summary: * **Post Meet Entry Fee Summary**
Drag and drop files here
MM: Reports > Teams > Entry Fee Summary - All Teams, check include time trial

Coaches Sign-In: * **Coaches Sign-In**
Drag and drop files here
Upload the Coaches Sign-In

Final Results in Publication Format: * **Final Results - Publication Format**
Drag and drop files here
MM: Reports > Results > All Sessions, Single Column, Include Entry Times, NO Shows, Athlete/Relay Points, Cumulative Splits and Publication Order

Results for TM/SWIMS: * **Results for TM/SWIMS**
Drag and drop files here
MM: File > Export > Results for Swim Manager or SWIMS or NCAA or USMS

Meet Manager Unrestricted Backup: * **Meet Manager Unrestricted Backup**
Drag and drop files here
MM: File > Backup > Uncheck "Lock Database Backup as Read-Only..."

Additional Comments:

Enter any comments or additional information regarding the post meet reports

Post Meet Late Fee Information
To be completed by the Finance Vice-Chair if necessary. If these reports are submitted late, the meet director/host club will be invoiced for appropriate late reporting fees.

Post Meet Late Fee Invoice Number:
Post Meet Late Fee Invoice Amount:



OKS Sanction/Meet Reporting Process

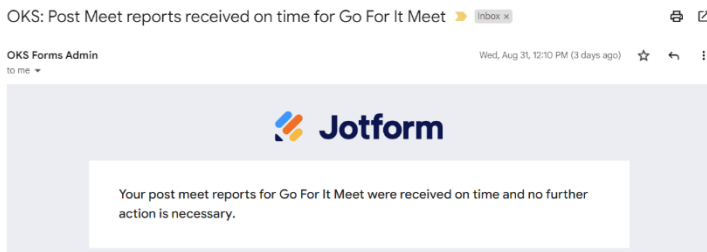
The **Post Meet Reports Due** date field will be populated based on the Meet End Date. All post meet reports are due 24 hours after the conclusion of the meet. This field does not account for hours, so the OKS Finance Vice-Chair will review the report submission and if necessary, send the host club an invoice for late reporting fees.

Complete the remaining fields as follows:

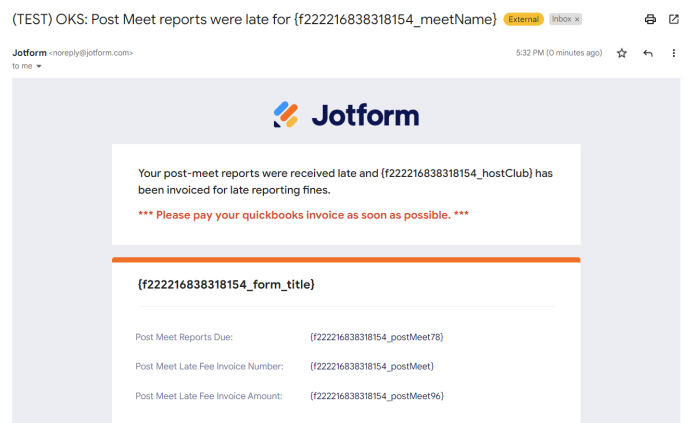
- **Post Meet Session Timeline:** Upload the session timeline from Meet Manager.
 - Meet Manager: Reports > Sessions > Include All Sessions; save as a PDF
- **Post Meet Athlete/Team Report:** Upload the athlete/team report from Meet Manager.
 - Meet Manager: Reports > Teams > Team Roster Tab – Athlete/Entry Count; save as PDF
- **Entry Fee Summary:** Upload the entry fee summary from Meet Manager.
 - Meet Manager: Reports > Teams > Entry Fee Summary – All Teams, check include Time Trial
- **Coaches Sign-In:** Upload the coaches sign-in sheet.
- **Final Results in Publication Format:** Upload the final results from Meet Manager.
 - Meet Manager: Reports > Results > All Sessions, Single Column, Include Entry Times, No Shows, Athlete/Relay Points, Cumulative Splits and Publication Order
- **Results for TM/SWIMS:** Upload the results zip file from Meet Manager.
 - Meet Manager: File > Export > Results for Swim Manager or SWIMS or NCAA or USMS
- **Meet Manager Unrestricted Backup:** Upload a backup from Meet Manager.
 - Meet Manager: File > Backup > Uncheck “Lock Database Backup as Read-Only...”
- **Additional Comments:** Add any comments for the OKS Finance Vice-Chair or the OKS Reporting Group

Submit the form when all files have been uploaded. The OKS Reporting Group will be notified that the reports have been submitted. The OKS Finance Vice-Chair will be notified to review the submission and will assess late fees if necessary. Any late fees will be invoiced electronically to the host club.

The meet manager will receive one of the following emails:



Submitted On Time



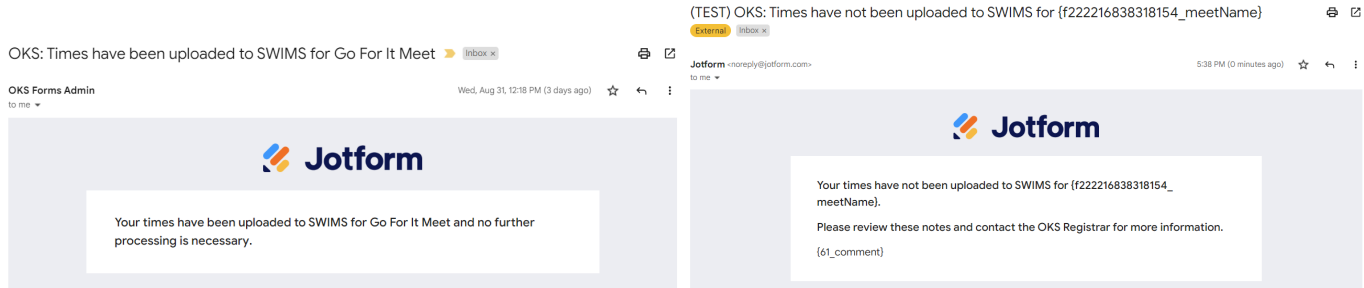
Submitted Late and Fees Invoiced to the host club

The Meet Referee will be notified to certify the meet results. This is to ensure that the meet was ran according to all USA Swimming and OKS and followed the published meet book. The Meet Referee can add approval comments of any relevant deviations from the meet book. Once the Meet Referee certifies the results, the



OKS Sanction/Meet Reporting Process

OKS Registrar will be notified to upload results to SWIMS. When the results are uploaded, the Meet Director will receive the following email:

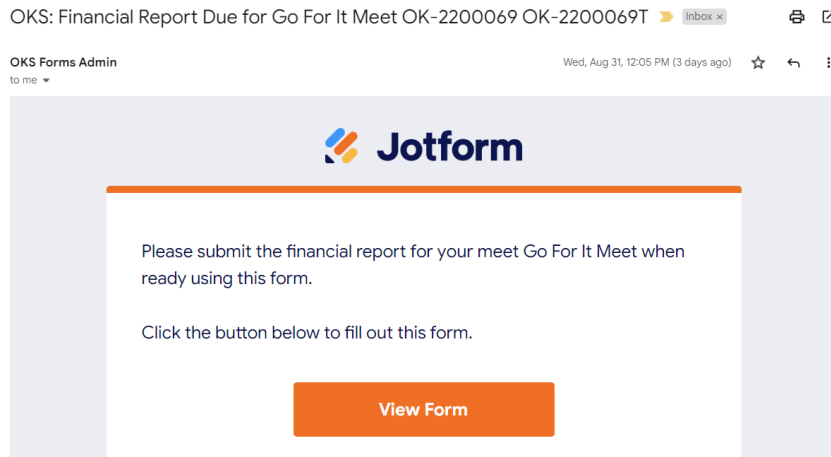


Times Uploaded to SWIMS

Times not Uploaded to SWIMS

OKS Meet Financials Form

The OKS Meet Financials form is used to submit the financials for the meet. This form will be sent to the meet director once the pre meet reports are submitted.



When ready, the Meet Director will click the  button to open the form and submit it.

The form will open and pre-populate the below fields with the data from your original sanction request:



OKS Sanction/Meet Reporting Process

OKLAHOMA SWIMMING
OKS Meet Financial Reporting

Meet Financial Reporting

All OKS sanctioned meets are required to submit meet financial reporting data no more than 2 weeks after the conclusion of the meet. OKS will invoice the club for required splash fees based on this report and other post-meet reports.

Failure to submit this report and timely payment of splash fees will result in further meets being denied sanctioning by Oklahoma Swimming until such time as the reports are filed and splash fees paid.

Meet Name: *

Host Club: *

Meet Start Date: * Meet End Date: *

MM-DD-YYYY MM-DD-YYYY

Date Date

Meet Type: *

- Invitational: Competition involving three (3) or more clubs
- Dual Meet - With Entry Fees: Involves two (2) clubs where a per event charge will be used
- Dual Meet - No Entry Fees: Involves two (2) clubs with no per event entry fees; an athlete surcharge can be used
- Intrasquad: Involves a single (1) club and a single (1) session
- Approved: Run using USA Swimming officials where times can be uploaded to SWIMS (e.g. HS Regionals/State)

Prelims/Finals Meet: *

Yes No

Meet Sanction Number: Time Trial Sanction Number:

Meet Director: *

First Name Last Name

Meet Director Email: *

example@example.com

Prepopulated fields from the Original Sanction Request are:

- Meet Name
- Host Club
- Meet Start Date/Meet End Date
- Meet Type
- Prelims/Finals Meet
- Meet Sanction Number
- Time Trial Sanction Number
- Meet Director (Name, Email and Phone Number)



OKS Sanction/Meet Reporting Process

Meet Financials Due: Date

Entry Fee Income:

	# of Entries	Entry Fee	Total \$
Individual Entries			
Individual Deck Entries			
Relay Entries			
Relay Deck Entries			
Time Trial Entries			
# of Swim Offs			
# of Individual Splits			
Total Entries			

Surcharge Income:

	# of Swimmers	Surcharge Fee	Total \$
Surcharge			

Other Income:

	Amount
Heat Sheets, etc.	
Concessions	
Merchandise	
Contributions/Sponsorships	
Other Income	
Total Other Income	

Total Income:

Expenses:

	Amount
Facilities Cost	
Office Costs (Equipment/Supplies/Etc)	
Awards/Reg Tags/Etc	
Livestreaming	
Hospitality	
Other Expenses	
Total Expenses	

Additional Comments:

Type here...

Enter any comments or additional information regarding the meet financials

Splash Fees Due to OKS:
Estimated amount of splash fees. These will be invoiced to the host club by OKS once reviewed with post meet reports.

Splash and Late Fee Information
To be completed by the OKS Finance Vice-Chair. The host club will be invoiced for Splash Fees and any late reporting fees.

Splash Fee Invoice Number:

Splash Fee Invoice Amount:



OKS Sanction/Meet Reporting Process

The **Meet Financials Due** date field will be populated based on the Meet End Date. Financial reports are due 2 weeks after the conclusion of the meet. This field does not account for hours, so the OKS Finance Vice-Chair will review the report submission and if necessary, include late reporting fees on the sanction fee invoice sent to the host club.

Complete the remaining fields as follows:

- **Entry Fee Income:** Complete all fields for entry fees. The total field will calculate as the number of entries and entry fee are entered. If there were no entries or fees for an entry type, enter zeros (0).
- **Surcharge Income:** Complete all fields for surcharges. The total field will calculate as the number of athletes and surcharge fee are entered.
- **Additional Fields:** Base financial data regarding the meet should be provided as noted:
 - **Other Income:** Enter other income associated to the meet. The table will total the amounts.
 - **Total Income:** The form will calculate the total income.
 - **Expenses:** Enter expenses associated to the meet. The table will total the amounts.
- **Additional Comments:** Use this field to identify any deviations between the meet financials and post meet financials or any other information.
- **Splash Fees Due to OKS:** Based on the meet type and entry counts, an estimated Splash fee amount will be calculated. The Host Club will be invoiced for splash fees after submitting the meet financials.

Submit the form when all data has been entered. The OKS Finance Vice-Chair will be notified to review the submission and will invoice the host club for splash fees and any necessary late fees.

After submitting the form, the meet director will receive this notification:



OKS Sanction/Meet Reporting Process

OKS: Thank you for submitting the OKS Meet Financial Reporting for Go For It Meet OK-2200069 OK-2200069T

OKS Forms Admin
to me

Wed, Aug 31, 12:13 PM (3 days ago)

OKS Meet Financial Reporting

Edit your Meet Financials here: [Edit Submission](#)

The club will be sent an updated or additional invoice should any changes affect the splash fees due to OKS.

Meet Name:	Go For It Meet
Host Club:	Oklahoma Swimming
Meet Start Date:	12-09-2022
Meet End Date:	12-11-2022
Meet Type:	Invitational: Competition involving three (3) or more clubs
Prelims/Finals Meet:	No
Meet Sanction Number:	OK-2200069
Time Trial Section:	OK-2200069T

If necessary, the meet director can use the “Edit Submission” link to update the meet financials, which will be reviewed again by the Finance Vice-Chair. If edits are submitted, there will be an additional required field on the form where the meet director will need to detail changes made to the form.

For example, if the number of individual entries needs to change from 223 to 225, then in the details the meet director should note that the number of individual entries changed from 223 to 225 due to “explain why”.

The Finance Vice-Chair will review the Meet Financials form and the post meet reports. The Host Club will be invoiced for splash fees and any late fees. The meet director will receive one of the below emails:



OKS Sanction/Meet Reporting Process

OKS: Splash Fees Invoiced for Go For It Meet Inbox x

OKS Forms Admin
to me

Aug 31, 2022, 12:15 PM (3 days ago)

Jotform

Splash Fees for this meet have been sent to the club. Any late reporting fees have been added to the invoice.

***** Please pay the invoice as soon as possible. *****

OKS Meet Financial Reporting

Meet Name:	Go For It Meet
Splash Fees Invoice Number:	SPLASH_00069
Splash Fees Invoice Amount:	5720

Splash Fees Invoiced

(TEST) OKS: No Splash Fees are due for {f222325638564156_meetName} External Inbox x

Jotform <noreply@jotform.com>
to me

6:07 PM (1 minute ago)

Jotform

Splash Fees for this meet are not required. Any late reporting fees have invoiced to the host club.

***** Please remember to pay any Quickbooks Invoices *****

{f222325638564156_form_title}

Meet Name:	{f222325638564156_meetName}
Splash Fees Invoice Number:	{f222325638564156_splashFee}
Splash Fees Invoice Amount:	{f222325638564156_splashFee112}

No Splash Fees Due

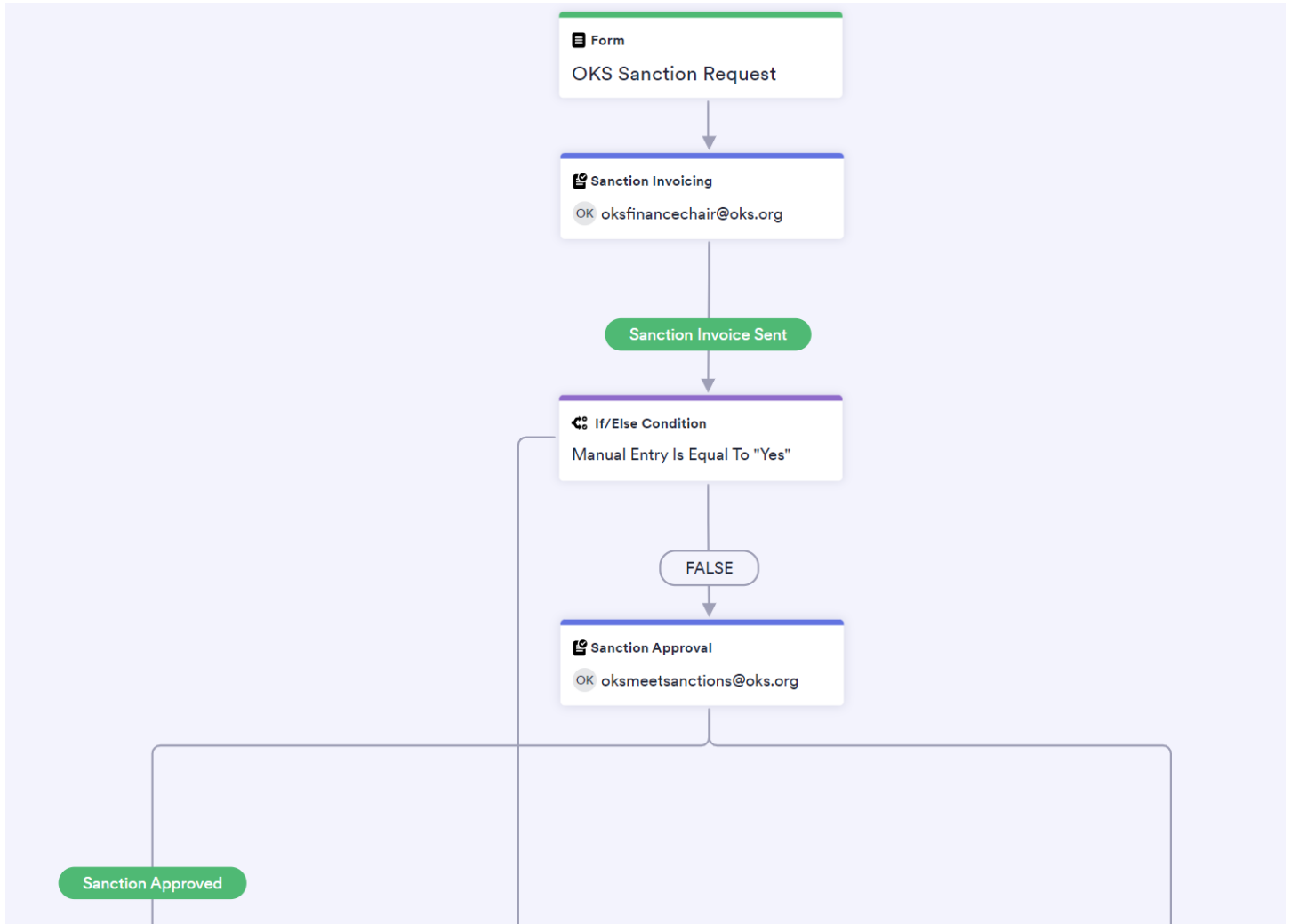
The OKS Reporting Group will be notified that the meet financials have been submitted.



OKS Sanction/Meet Reporting Process

Appendix A: Sanction Request Workflow

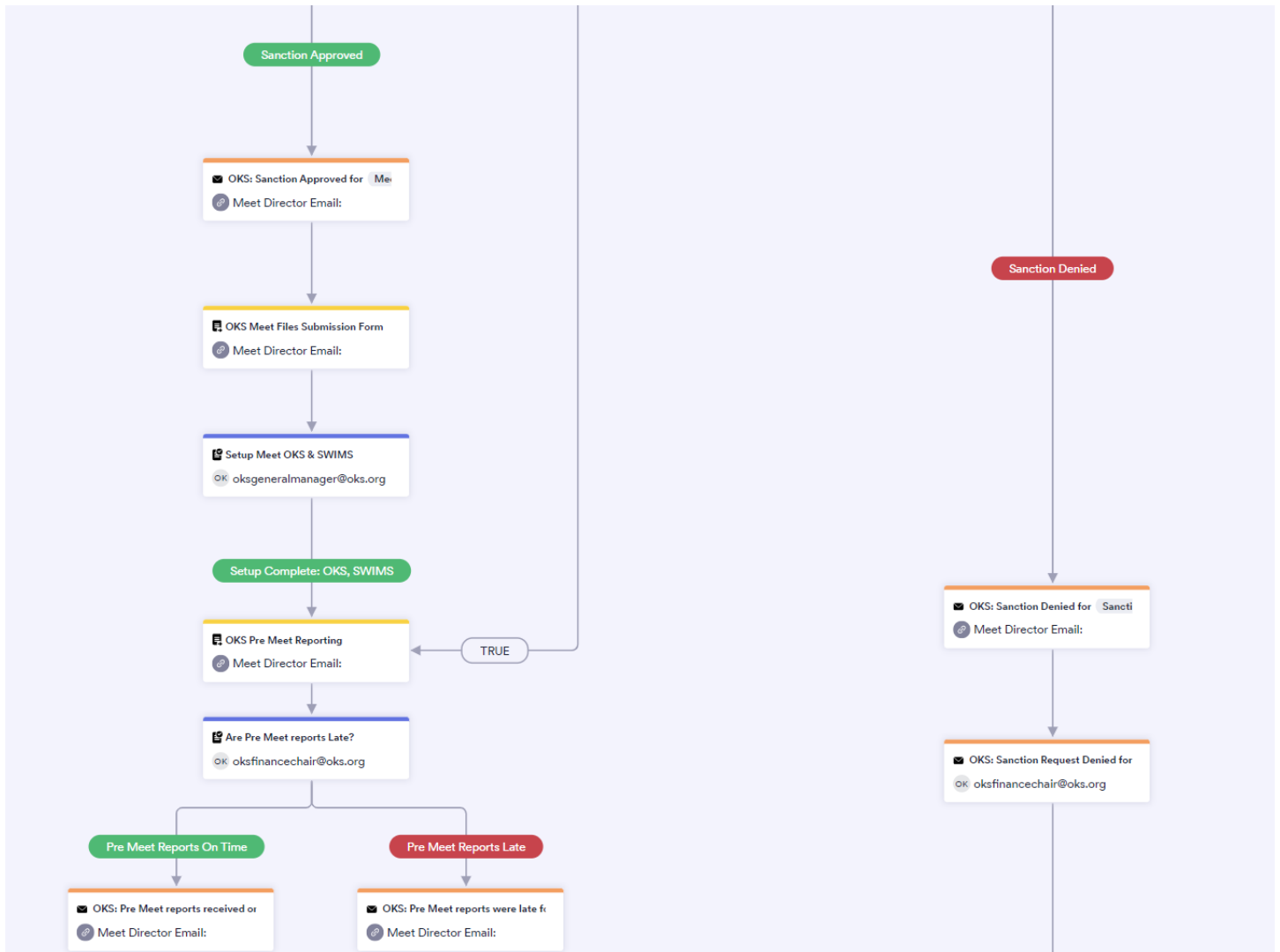
These illustrations show the complete Sanction Request / Meet Reporting Workflow:



*The manual entry condition is for previously sanctioned meets.
These meets are loaded into the workflow process and begin at the "pre meet reporting" step.*

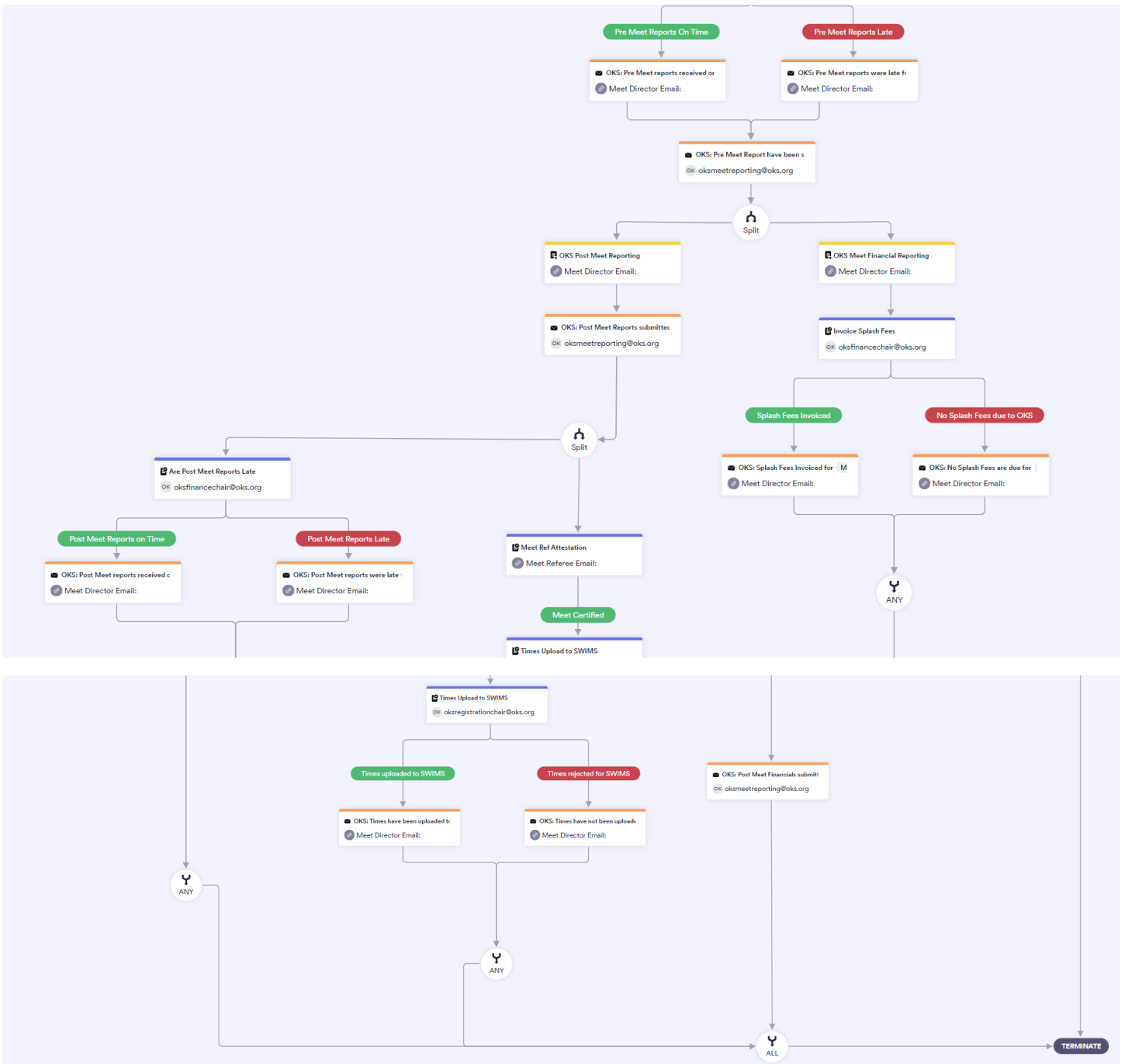


OKS Sanction/Meet Reporting Process





OKS Sanction/Meet Reporting Process





OKS Sanction/Meet Reporting Process

Appendix B: OKS Finance Vice-Chair Processes

The OKS Finance Vice-Chair Processes are as follows.

Sanction Invoicing

After a sanction request form is submitted, this notification will be sent to the Finance Vice-Chair:

OKS: Please send Sanction Invoice for 00069 Go For It Meet Inbox x

OKS Forms Admin to oksfinancechair Wed, Aug 31, 11:53 AM (3 days ago)

Please assign sanction numbers, create the sanction invoice in quickbooks and then update the request in the Jotform table before sending the response.

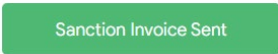
[Sanction Invoice Sent](#) [Go to Inbox](#)

OKS Sanction Request

Manual Entry

Sanction Request:	00069
Sanction Application Date:	08-31-2022
Person Submitting Sanction:	Jennifer Salcher
Submitter Email:	jennsalcher@gmail.com
Meet Name:	Go For It Meet
Facility:	Jenks Trojan Aquatic Center
Host Club:	Oklahoma Swimming

The Finance Vice-Chair completes the following steps:

- Review the meet information, and in QuickBooks, issue the Sanction Fees invoice. Note the Invoice Number and Amount. The invoice should be sent to the club contact and/or meet director.
- In the JotForm OKS Sanction Request Table, populate the following fields:
 - Meet Sanction Number
 - Time Trial Sanction Number
 - Sanction Fee Invoice Number
 - Sanction Fee Invoice Amount
- From the JotForm table or inbox, use the  to send the request on to the Sanction Chair for approval.



OKS Sanction/Meet Reporting Process

Are Pre Meet Reports Late?

After submission of the pre meet reports, the Finance Vice-Chair will receive this notification:

OKS: Confirm Pre Meet reports submitted on time Go For It Meet OK-2200069
OK-2200069T Inbox x

OKS Forms Admin
to oksfinancechair ▾

Wed, Aug 31, 12:04 PM (3 days ago) ☆ ↶ ⋮

Please review the pre meet reports. If they are late send the late fee invoice first, update the jotform table and then reply to this request.

Pre Meet Reports On Time Pre Meet Reports Late

[Go to Inbox](#)

OKS Pre Meet Reporting

Meet Name:	Go For It Meet
Host Club:	Oklahoma Swimming
Meet Start Date:	12-09-2022
Meet End Date:	12-11-2022

The Finance Vice-Chair completes the following steps:

- Review the meet start date and time and the submit time of the pre meet reports. If necessary, issue a late fee invoice in QuickBooks. Note the Invoice Number and Amount. The invoice should be sent to the club contact and/or meet director.
- If Late: In the JotForm OKS Pre Meet Reporting Table, populate the following fields:
 - Late Fee Invoice Number
 - Late Fee Invoice Amount
- From the JotForm table or inbox, use the options to notify the Meet Director.

Are Post Meet Reports Late?

After submission of the post meet reports, the Finance Vice-Chair will receive this notification:



OKS Sanction/Meet Reporting Process

OKS: Review Post Meet Reports for Go For It Meet OK-2200069 OK-2200069T

Inbox x

OKS Forms Admin
to oksfinancechair

Wed, Aug 31, 12:08 PM (3 days ago) ☆ ↶ ⋮

Please review the post meet reports. If they are late send the late fee invoice first, update the jotform table and then reply to this request.



Post Meet Reports on Time Post Meet Reports Late

[Go to Inbox](#)

OKS Post Meet Reporting

Meet Name:	Go For It Meet
Host Club:	Oklahoma Swimming
Meet Start Date:	12-09-2022
Meet End Date:	12-11-2022

The Finance Vice-Chair completes the following steps:

- Review the meet end date and time and the submit time of the post meet reports. If necessary, issue a late fee invoice in QuickBooks. Note the Invoice Number and Amount. The invoice should be sent to the club contact and/or meet director.
- If Late: In the JotForm OKS Post Meet Reporting Table, populate the following fields:
 - Late Fee Invoice Number
 - Late Fee Invoice Amount
- From the JotForm table or inbox, use the   options to notify the Meet Director.

Invoice Splash Fees

After submission of the meet financials form, the Finance Vice-Chair will receive this notification:



OKS Sanction/Meet Reporting Process

OKS: Review and Invoice for Splash/Late Fees Go For It Meet OK-2200069 OK-2200069T Inbox x

OKS Forms Admin
to oksfinancechair

Wed, Aug 31, 12:13 PM (3 days ago)

The screenshot shows a Jotform survey interface. At the top, it says 'Please review the meet financials and invoice for splash and any late fees.' Below this are two buttons: a green one labeled 'Splash Fees Invoiced' and a red one labeled 'No Splash Fees due to OKS'. A 'Go to Inbox' button is also present. The survey title is 'OKS Meet Financial Reporting'. Below the title, there are fields for 'Meet Name' (Go For It Meet), 'Host Club' (Oklahoma Swimming), and 'Meet Start Date' (12.08.2022).

The Finance Vice-Chair completes the following steps:

- Review the financial report and the post meet reports. If Splash fees are due to OKS, create the invoice in QuickBooks. If the meet financial report was late, add late fees to the splash fee invoice. Note the Invoice Number and Amount. The invoice should be sent to the club contact and/or meet director.
- If Splash Fees due and/or Late fees: In the JotForm OKS Meet Financials Table, populate the following fields:
 - Splash Fee Invoice Number
 - Splash Fee Invoice Amount

➤ From the JotForm table or inbox, use the

options



OKS Sanction/Meet Reporting Process

Appendix C: OKS Sanction Chair Process

The OKS Sanction Chair Process is as follows.

Sanction Approval

After the sanction request is invoiced, this notification will be sent to the sanction chair:

OKS: Please Review for Approval Sanction Sanction Request 00069 Go For It Meet Inbox x

OKS Forms Admin Aug 31, 2022, 11:58 AM (3 days ago) ☆ ← ⋮
to oksfinancechair

Jotform

Please review this request and approve or deny the sanction.

[Sanction Approved](#) [Go to Inbox](#)

OKS Sanction Request

Sanction Request:	00069
Sanction Application Date:	08-31-2022
Person Submitting Sanction:	Jennifer Salcher
Submitter Email:	jennsalcher@gmail.com
Meet Name:	Go For It Meet
Facility:	Jenks Trojan Aquatic Center
Host Club:	Oklahoma Swimming

The sanction chair completes the following steps:

- Review the meet information, and if all in order, click the [Sanction Approved](#) button to approve the sanction. An additional window will open allowing the Sanction Chair to enter any comments which will be sent back to the meet director.
- If additional information is needed, click the “Go to Inbox” button and login using the oksanctionchair@oks.org JotForm user ID and password.
 - From the approval request, use the “Request more information” field to ask for further clarification or updates to the meet book.
 - When the updates are selected, the “sanction approval” notification will be re-sent and can be reviewed and or approved.



OKS Sanction/Meet Reporting Process





OKS Sanction/Meet Reporting Process

Appendix C: OKS General Manager Process

The OKS General Manager Process is as follows.

Setup Meet on OKS.org Calendar and SWIMS

After the meet files are submitted, this notification will be sent to the OKS General Manager:

OKS: Setup meet on OKS & SWIMS Go For It Meet OK-2200069 OK-2200069T  

OKS Forms Admin
to oksfinancechair

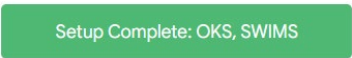
Wed, Aug 31, 12:01 PM (3 days ago) ☆ ↶ ⋮

OKS Meet Files Submission Form

Meet Name:	Go For It Meet
Host Club:	Oklahoma Swimming
Facility:	Jenks Trojan Aquatic Center
Meet Start Date:	12-09-2022
Meet End Date:	12-11-2022

The OKS General Manager, using the attachments and information in the request, will setup and/or modify the meet on the OKS.org calendar. If requested, they will upload any provided files such as the meet book and event entry file. If not, they will note that the meet is a closed to invitations only by the host club.

Additionally, the OKS General Manager will setup the meet in the USA Swimming SWIMS database.

Once setup, click the  button to notify the meet director that the meet is setup. This response will also trigger JotForm to send the pre-meet reporting form to the meet director.



OKS Sanction/Meet Reporting Process

Appendix D: OKS Meet Referee Process

The Meet Referee Process is as follows.

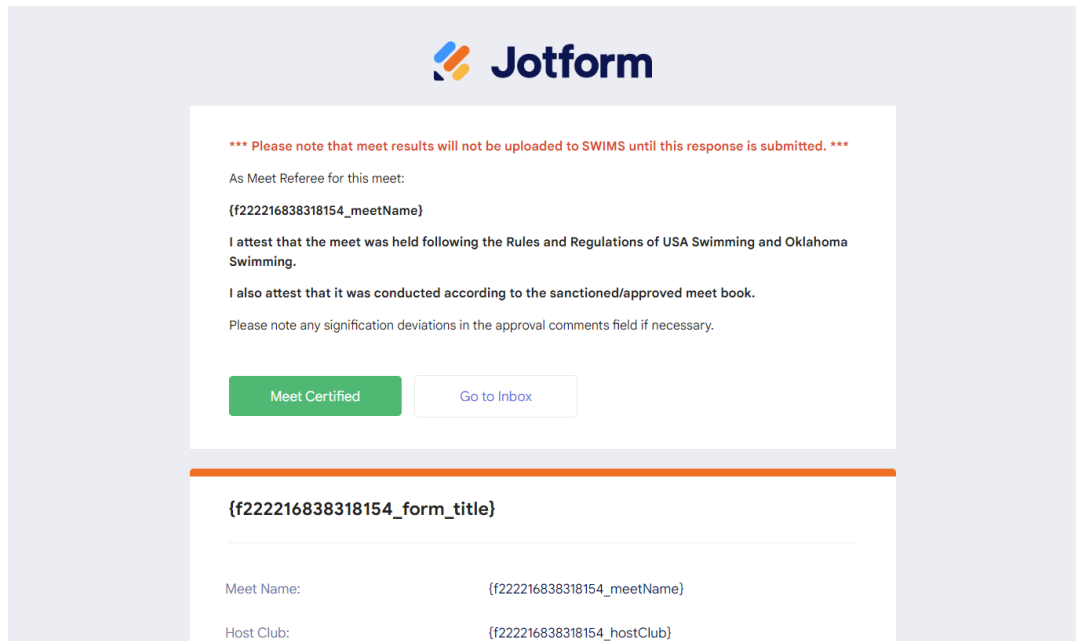
Meet Certification

After the post meet reports are submitted, this notification will be sent to the meet referee:

(TEST) OKS: Certify Meet Results {f222216838318154_meetName} {f222216838318154_meetSanction}{f222216838318154_timeTrial72} External Inbox x

Jotform <noreply@jotform.com> to me

8:18 PM (0 minutes ago) ☆ ↶ ⋮



If the meet was conducted according to all relevant USA Swimming and Oklahoma Swimming rules, and according to the published meet book, click the **Meet Certified** button to certify the results. An additional window will open up to allow the meet director to add any additional comments. These could be related to any deviation from the meet book, or other circumstances that were dealt with during the meet. The comments are sent to the OKS Registrar and also stored in the approval history of the meet sanction.

Once the meet is certified, the OKS Registrar will be notified to upload the results to SWIMS.

As this approval is required for times to be uploaded to SWIMS, it is imperative that the Meet Referee respond to this notification as soon as possible. Some meets have very tight turnaround times for subsequent meet entry deadlines, and delays in the loading of times can impact coaches' ability to enter swimmers on time. Examples include the turnaround time between the OKS Division 2 meets and entries for the OKS State meets.




OKS Sanction/Meet Reporting Process

Appendix E: OKS Registrar Processes

The OKS Registrar process is as follows.

Upload times to SWIMS

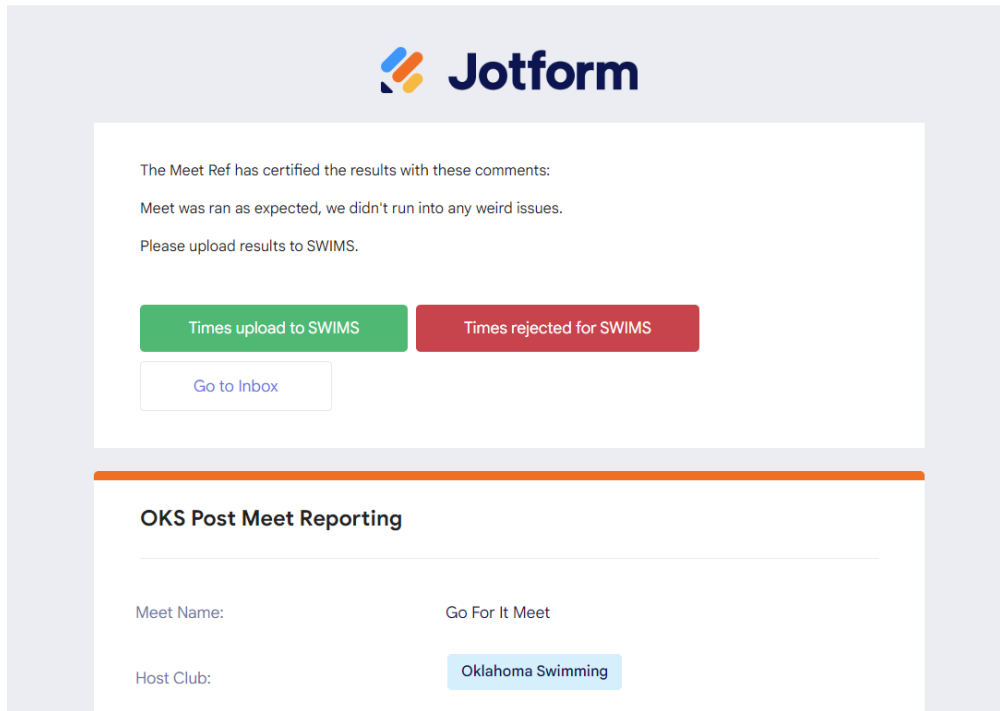
After the meet ref has certified the results, this notification will be sent to the OKS Registrar:

OKS: Upload Times to SWIMS for Go For It Meet OK-2200069 OK-2200069T  

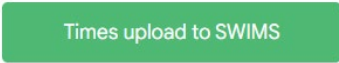
Inbox x

OKS Forms Admin
to oksfinancechair

Wed, Aug 31, 12:17 PM (3 days ago) ☆ ↶ ⋮



Using the times zip file in the email, the OKS Registrar will upload the times to SWIMS. Once times are uploaded, click

the  button to notify the meet director that times have been uploaded.

If for some reason the times cannot be loaded in their entirety to SWIMS, and **should not be loaded**, then use the

 to notify the meet director.

Note: The “times rejected for SWIMS” is not to be used for one off time corrections or issues. The OKS Registrar should work separately with the Meet Director and/or Meet referee to resolve the issue.



OKS Sanction/Meet Reporting Process

Appendix F: OKS Reporting Group Process

The OKS Reporting Group processes are as follows:

After each of the Pre Meet Reports, Post Meet Reports and Meet Financials forms are submitted, the OKS Reporting Group will be notified of the form submission. Each notification will include basic meet information, and the attachments provided by the meet director. Review these at your leisure. These forms and associated attachments are stored in the OKS Shared Google Drive and are available at any time to the members of the reporting group.

OKS: Pre Meet Report have been submitted for Go For It Meet OK-2200069 OK-2200069T [Inbox x](#)

OKS Forms Admin to oksmeetreporting Wed, Aug 31, 12:05 PM (3 days ago) ☆ ↶ ⋮

Jotform

Pre Meet reports for Go For It Meet have been submitted by the meet director.

OKS Pre Meet Reporting

Meet Name:	Go For It Meet
Host Club:	Oklahoma Swimming
Meet Start Date:	12-09-2022
Meet End Date:	12-11-2022
Meet Type:	Invitational: Competition involving three (3) or more clubs

OKS: Post Meet Reports submitted for Go For It Meet OK-2200069 OK-2200069T [Inbox x](#)

OKS Forms Admin to oksmeetreporting Wed, Aug 31, 12:08 PM (3 days ago) ☆ ↶ ⋮

Jotform

Post meet reports for Go For It Meet have been submitted.

Go For It Meet

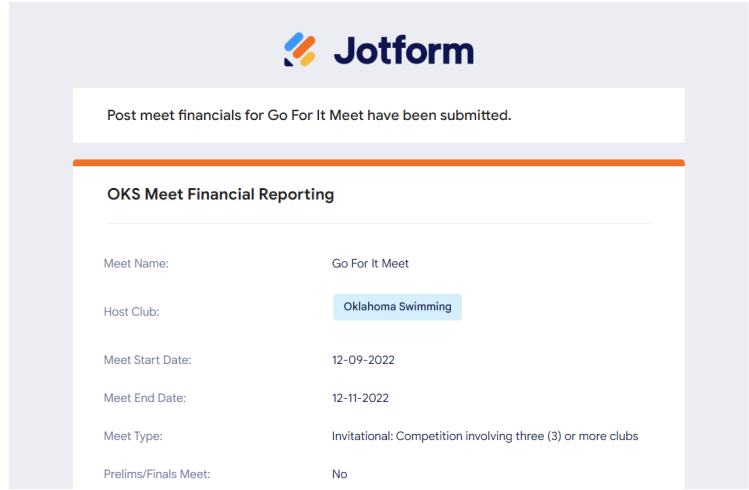
Meet Name:	Go For It Meet
Host Club:	Oklahoma Swimming
Meet Start Date:	12-09-2022
Meet End Date:	12-11-2022
Meet Type:	Invitational: Competition involving three (3) or more clubs
Prelims/Finals Meet:	No



OKS Sanction/Meet Reporting Process

OKS: Post Meet Financials submitted for Go For It Meet OK-2200069 OK-2200069T Inbox x  

OKS Forms Admin Wed, Aug 31, 12:13 PM (3 days ago)   
to oksmeetreporting ▾



The screenshot shows a Jotform confirmation page with the following content:

Jotform

Post meet financials for Go For It Meet have been submitted.

OKS Meet Financial Reporting

Meet Name:	Go For It Meet
Host Club:	Oklahoma Swimming
Meet Start Date:	12-09-2022
Meet End Date:	12-11-2022
Meet Type:	Invitational: Competition involving three (3) or more clubs
Prelims/Finals Meet:	No