

Iowa Swimming Meet Check List

Key Contacts

- IASI Operations Administrator – “Operations” position currently open. Until further notice, anything that should be sent to the Operations Administrator should be sent to both the IASI Registration & Membership Coordinator & IASI Admin Vice Chair
- IASI Registration & Membership Coordinator – “Registration” Jen Matthews jen@iaswim.org
- IASI Administrative Vice Chair – “ADVC” Art Dinkin art.dinkin@iaswim.org
- IASI Officials Chair – “Officials” Bill Brown billbrown1964@gmail.com
- IASI Finance Chair – “Finance” Curt Oppel curt.oppel@iaswim.org
- IASI General Chair – “GC” Phil Barnes phil.barnes@iaswim.org

Sanctioning

- After the meet sanction has been issued, no changes should be made from the approved invitation within informing the ADVC. Changes may require issuance of a revised sanction.

Pre-Meet

- Meet Manager file must be titled: Year IA Club Code Meet Name (ex: 2024 IA ABCD Fall Opener)
- Meet Manager > Set Up > Report Preference > Header include Meet Name, Sanction Number, Date(s), length of course, and location.
- Meet Recon – **Send Meet Manager backup file no later than Tuesday prior to the meet to Operations and to Registration.** A pre-meet recon report will be sent to the host club no later than Thursday. It is the responsibility of the meet host to verify that all athletes, coaches, and officials participating in the meet are USA Swimming Members in good standing.
- Meet Evaluation Form (APP 9) and Meet Protest Form (APP 10) must be available if requested.

Day following the meet:

- Send the following items to Operations:
 - Final backup of Meet Manager file – must be a full backup. Do not mark as read only.
 - Official Split Requests
 - Copy of completed Split Request Forms (APP 30)
 - If you wish to include the Official Splits in your Meet Manager file, please label them with event numbers 900 or higher. Forms are still required even if Official Splits are in Meet Manager.
- Report of Occurrence – When there is an injury or medical incident at a USA Swimming activity, a Report of Occurrence (ROO) must be completed. This applies to members and non-members. The report should be completed as soon as possible, at least within 24 hours after the occurrence. File a ROO at www.usaswimming.org/roo. If the occurrence is serious such as a life-threatening event or multiple individuals, notify USA Swimming at 719-217-4796. When confirmation email(s) are received, forward them immediately to Operations & GC.
- Safe Sport Reporting – If there were any Safe Sport issues at the meet and you aren’t sure if they should be reported or not, err on the side of reporting. Even if you believe a matter was relatively minor, and was resolved at the meet, *it is still your responsibility to report*, and you will have the opportunity to describe how it was resolved in the report. Report here: www.usaswimming.org/safe-sport/report-a-concern

As soon as possible after the meet:

- Results File – Send an email attachment results file to all teams entered in the meet. Do not send a Meet Manager backup to participating teams.
- Final Results – Send an email attachment of final results in 2 or 3 column PDF format to all teams entered in the meet and Operations. Include splits and relay names in the final results.

Within 5 days following the meet:

- Send Reports to Operations, Registration, and Officials:
 - Meet Director/Referee Report (APP-12r)
 - Total number of Athletes entered in meet and Total number of Outreach Athletes entered in meet
 - Coaches Sign-In Form (APP-29)
 - List of Officials who worked at the meet, positions, and sessions
- For all IASI Championship Meets also include:
 - Team & Individual Score reports
 - Team Recipient of Sportsmanship Award

Within 21 days following the meet:

- IASI Splash Fee (\$6 per athlete excluding Outreach Athletes who qualify for IASI benefits) are due.
- Send payment to: Iowa Swimming, 4606 Dover Drive, Ames, IA 50014
- Must match the total number of athletes less outreach athletes in final Meet Manager backup and reported

Within 45 days following the meet:

- Send IASI Meet Financial Summary to Operations & Finance

Additional Information:

- Forms referenced in this document may be found on the IASI website > Meet Host Resources page <https://www.gomotionapp.com/team/lscis/page/competition-resources>.
- The host club must retain all meet materials, timing equipment reports, timer sheets, and Meet Manager files for one year.
- Any issues regarding a meet should first be presented to the Sanction Committee for review which may then escalate any actionable issues to the IASI Board of Directors at the next scheduled meeting.
- Outreach Athletes who qualify for IASI benefits – A club may enter Outreach Swimmer(s), who have been qualified by IASI for outreach benefits, into a meet for a total fee of \$5.00 which includes all individual and relay entries. The swimmer's name shall not be disclosed to the host club, only the number of Outreach Swimmer(s) the team is entering. Registration will verify the number of Outreach Swimmer(s) entered by a team during the pre-meet recon process. The IASI Splash Fee is waived for Outreach Swimmer(s).