Meet Director Zoom

Date: July 14, 2025

1. Introduction

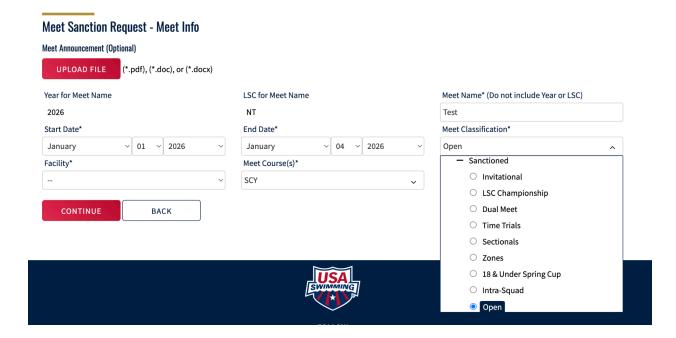
• Jaime explained the purpose of the meeting: to discuss updates and streamline the sanctioning process for swim meets.

2. Transition to USA Swimming Sanction Requests

- The current sanction request process via Google Form or website will transition to direct requests through USA Swimming's platform.
- Dan demonstrated the new process by sharing his screen:
 - Users will log into USA Swimming and click on "My Club" >
 "Administrative" tab > "Meets" pill > "Request Meet Sanction"
 button.



 User will input all of the information for the meet: Meet name, dates, meet classification (most of the time will be sanction and you choose- open, invitational, etc.), facility details, sessions, and meet contacts (meet director, meet ref, third contact if applicable) need to be added.



- Meet information added on the platform may not be visible on the staff side, so users should also email the information to meets@ntswim.org
- The new process is expected to save time for staff and streamline data entry by allowing hosts to input data directly.
- Implementation is immediate for upcoming fall meets.

3. New Meet Information Template

- Newly designed meet information template aimed at standardizing the format across all meets.
- This template is more checklist-oriented and cleaner, making it easier to read and to digest the information as well as making the sanctioning process easier.
- Slow rollout, with no immediate requirement to change existing meet information.
- Goal: Full adoption by the long course season, with a deadline to enforce use of the new template by September 1, 2026.

4. Meet Information Editing and Changes

 For any changes to meet information after sanctioning, please use the Word document sent with the sanction email to avoid redoing the sanction process. NTSI staff will make necessary changes if needed.

5. Pre-Meet Reports and Result Deadlines

- Proposed policy change to require a pre-meet database 4 days before the meet start date, effective September 1st pending board approval (7/15/25).
- Results will be processed as soon as possible, generally by midday
 Monday if the post meet back is in the meets inbox.
- Any urgent needs will be accommodated just let us know so we can get it on our radar.
- Results file should be submitted to <u>meets@ntswim.org</u> within 48 hours of the completion of the meet.

6. Athlete Registration and Fine Updates

- The fine for entering an unregistered athlete is \$25; if the unregistered athlete competes without being registered, there is an additional fine of \$100.
- There are additional fines for athletes competing under the wrong affiliation. As meet director be sure to change any that come up on the recon report.
- On deck entries: Athletes/ Clubs need to ensure proof of registration and correct affiliation. If coach/ athlete are unsure of affiliation, they can always swim unattached.
- Unattached athletes lacking an LSC designation in MM will not be automatically loaded into SWIMS; thus, adding an LSC in Meet Manager is critical to avoid manual corrections.

7. Starter and Stroke and Turn Judge Information

- There is no current requirement to list starter and stroke-and-turn judges for sanctioning.
- If we would like to add to the template, we can make that change.