

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.

The screenshot displays the USA Swimming administrative dashboard. At the top, there are four main tabs: "Profile", "Team Management", "Administrative" (which is highlighted in dark blue), and "Registration". Below these, there are three sub-tabs: "Facilities", "Meets" (highlighted in red), and "Audit". Under the "Meets" tab, there is a section titled "Club Meets". On the left side of this section, there is a dark blue button labeled "REQUEST MEET SANCTION". On the right side, there is a "Report Period" dropdown menu showing the date range "2025 (9/1/2024 - 8/31/2025)".

- 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 Sanction Request - Meet Info

Meet Announcement (Optional)

UPLOAD FILE

(* .pdf), (* .doc), or (* .docx)

Year for Meet Name

2026

Start Date*

January

01

2026

Facility*

--

LSC for Meet Name

NT

End Date*

January

04

2026

Meet Course(s)*

SCY

Meet Name* (Do not include Year or LSC)

Test

Meet Classification*

Open

Sanctioned

☐ Invitational

☐ LSC Championship

☐ Dual Meet

☐ Time Trials

☐ Sectionals

☐ Zones

☐ 18 & Under Spring Cup

☐ Intra-Squad

☒ Open

CONTINUE

BACK



- 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 meets@ntswim.org 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.