

Border Swimming Meet Planning Timeline

(effective immediately)

Hosting a swim meet requires the coordination of many volunteer individuals to be successful. As such, we must be respectful of everyone's time. Below is the approved timeline of events to ensure all required steps have the appropriate amount of time for completion. The items in bold are immovable and have associated late fees assigned. The other items are strong recommendations but can be adjusted by the host team.

- **30 days before the meet:** (Meet Director) Submit Sanction request to Sanction Chair. **Late fee applies.**
- 7 days before the meet: (Entry Team) Meet Entries due
- **6 days before the meet:** (Entry Chair) Send USAS Recon export to the Border Registrar. **Late Fee applies.**
- 5 days before the meet: (Entry Chair) Psych Sheets to Teams
- 3 days before the meet: (Entry Team) Last day late modifications to existing entries allowed.
If new entries are allowed, those must come with proof of registration
- **2 days before the meet:** (Entry Chair) Final USAS Recon export sent to the Border Registrar **Late Fee applies.**
Unless directly coordinated with the Border Registrar, no entries (including Deck Entries) shall be allowed after this recon is sent.

If Deck Entries are allowed and coordinated with the Border Registrar, an additional \$5 per deck entered swimmer will be billed by Border

- 2 days before the meet: (Entry Chair) Seed the meet and post heatsheets (if applicable)
- 3 days after the meet: (Meet AO) submits final and official Meet Backup to the Border Times Coordinator
- 7 days after the meet: (Border Times Coordinator) posts Meet Results on Border Website and USAS SWIMS database
- **15 days after the meet:** (Meet Director) Meet Reconciliation due to Border Treasurer. **Late Fee applies.**