

CHECK LIST

60 Days before the First Day of the Meet

1. Meet announcement in correct meet format to Technical Planning, South Carolina Swimming office, and Sanctions chair
technical.planning@sc-swimming.org
sanctions@sc-swimming.org
office@sc-swimming.org
 2. Application for sanction/approval/time trial to Sanctions chair
sanctions@sc-swimming.org
 3. Application fee to SCS office
 4. Meet referee confirmation via email or letter to Sanctions chair
sanctions@sc-swimming.org
- *Meet referee and meet director must be members of USA Swimming

45 Days before the First Day of the Meet

Sanction/approval number must be included in meet announcement

1. Final meet announcement must be sent to SC Swimming website for posting
sanctions@sc-swimming.org
 - a. Meet set up as Year/SC/Club Code/Meet Name
2. Event file must be sent to SC Swimming website for posting
*Meet announcement may not be distributed, shared, or posted until the sanction/approval is received **AND** included in the meet announcement

Monday before the First Day of the Meet

If electronic meet management is used, a SD3 file to be used by USA Swimming for registration reconciliation must be sent to the Sanctions chair, SC Swimming office, and the SCLSC SDD.

sanctions@sc-swimming.org
office@sc-swimming.org
sdd@sc-swimming.org

*All meet files must be corrected based on the results of the Pre-Meet Reconciliation.

Prior to start of the meet (after entries are finalized)

1. Complete back-up must be sent to Sanctions chair
sanctions@sc-swimming.org

During the Meet

*Any swimmer who is unattached must appear on posted day of meet results as "UNxxx" where the xxx is up to the first three of the athlete's new club.

*Warm-up procedures shall be posted at clerk-of-course.

*Any swimmer who is deck entered into the meet must provide proof of registration.

Acceptable proof is Deck Pass or a roster supplied by USA Swimming in the Club Portal.

*All clubs are required to run meets using software that will generate a .cl2 file for results.

36 Hours after the Conclusion of the Meet

1. Post-Meet Reconciliation file (SD3/cl2) must be sent to the Sanctions chair and SC Swimming office.

sanctions@sc-swimming.org

office@sc-swimming.org

2. Preliminary meet results (cl2) must be sent to participating teams, SWIMS facilitator, and SCLSC SPD. Please copy the sanctions chair.

sanctions@sc-swimming.org

swims@sc-swimming.org

sdd@sc-swimming.org

*All meet files must be corrected based on the results of the Pre-Meet Reconciliation.

Postmarked within 15 Days after the Last Day of the Meet

Meet close-out documentation must be sent to the required committee chairs, SC swimming office and SCLSC SPD:

- Corrected/final meet results (cl2)
- PDF results in publication order
- Complete meet back-up
- Financial report
- Team Entry Fee report

meet.closeout@sc-swimming.org

*Meet profit check labeled with name of meet and as a profit check Must be sent to SC Swimming office.

*Sanctioned/approved meets and time trials that charge no fee are required to submit financial report.

*Meet results must follow this format: Year/SC/Club Code/Meet Name on title line, date, location, and pool length must appear on every page and the pages must be numbered.

*UNxxx must be UN-SC, etc in order to be uploaded into SWIMS

*Any scores, team or individual, if kept, must appear in the meet results.

*For relays, the information listed under the heading will include: order of finish, club code, team members in order of swim, and legal splits.