

Post-Meet Checklist

Meet Name _____

Sanction # _____

Please check off each item to acknowledge its completion:

EMAIL TO ALL PARTICIPATING TEAMS:

____ PDF copy of results (single column, include subtracted splits, include entry times)

____ Hytek results file (File → Export → Results for Swim Manager or SWIMS or NCAA or USMS)

EMAIL TO ALASKA SWIMMING SANCTION OFFICER (akswimsanctions@gmail.com):

____ PDF copy of results (single column, include subtracted splits, include entry times)

____ Electronic copy of "ASI Meet Financial Summary" (ASI website → Library → Meet Management → Financial Summary → [select Invitational or Championship])

____ Hytek Athlete Entry Count (Reports → Teams → Team Rosters → Athlete / Entry Count)

____ Electronic copy of this checklist signed by the Meet Director or other authorized team representative

MAIL TO ALASKA SWIMMING TREASURER (Wendy Kolberg:):

____ Hard copy of "ASI Meet Financial Summary" (ASI website → Library → Meet Management → Financial Summary → [select Invitational or Championship])

____ Check for the total fees due (from Financial Summary) payable to Alaska Swimming. Please write the meet name on the memo line of the check.

EMAIL TO ALASKA SWIMMING TIMES CHAIR (ak.swim.meet.results@gmail.com)

____ Hytek meet backup (File → Backup)

____ Hytek results file (File → Export → Results for Swim Manager or SWIMS or NCAA or USMS)

____ PDF copy of results (single column, include subtracted splits, include entry times)

____ Completed Records Request Form (ASI website → Records --> Record Request Form --> Alaska Swimming Records Request Form) [***This document is required ONLY if a new record is set at your meet.***]

EMAIL TO AREA CHAIR NA, CAS, SE, SC. ALL AREA CHAIRS IF STATEWIDE MEET: (AKswimsecretary@gmail.com for needed contact info)

____ PDF copy of results (single column, include subtracted splits, include entry times)

____ Electronic copy of "ASI Meet Financial Summary" (ASI website → Library → Meet Management → Financial Summary → [select Invitational or Championship])

____ Hytek Athlete Entry Count (Reports → Teams → Team Rosters → Athlete / Entry Count)

I certify that _____ (host team name) has met all post-meet obligations within the two weeks allowed following our meet.

Meet Director Signature

Date