

## **Event Information/Meet Announcement Check Off List Requirements for Sanction**

1. Name of Meet
2. Date of Meet
3. Sanction Number
4. Location (name and address of pool)
5. Facilities (length, type of start, lane lines)
6. Time (morning & afternoon warm up and starting times)
7. Warm-Up (assigned lanes. First portion-lap swimming/next sprints with open lanes.)
8. Eligibility
9. Entry Fees (must include the amount to OKS and if Deck Entries are accepted - must show amount and that OKS fee is doubled.)
10. Entry Forms (either include form & summary sheet or disc and statement on USA registration and coach/team certification)
11. Mailing (include one team check, time deadline a.m. or p.m., name, address, phone number, and email address of entry person.)
12. Entry Limit - Individual (number per day + relays)
13. Meet Limit (always have with first-come statement)
14. Deck Entries (if applicable with when taking at meet)
15. Awards (ribbons with place individual & relay - certificates by request)
16. Rules (200\_ USA & OKS)
17. Seeding (pre-seeded meet – no check in or scratch rule in effect; deck entries – give scratch rule procedure)
18. Results (14 days with individual copies \$\_\_\_\_)
19. Heat Sheets (\$\_\_\_\_)
20. Safety (address all areas - pool, bathrooms, parking)
21. Optional Information includes lodging, maps, etc.