

# 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, 13891 E. Jersey Loop, Palmer, AK 99645):

- \_\_\_\_ 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 (aktimeschair@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 REPRESENTATIVE (ALL AREA REPS IF STATEWIDE MEET) (email addresses can be found on ASI website →

Listings/Resources → Board of Directors):

- \_\_\_\_ 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