

**CENTRAL ZONE 14 & U CHAMPIONSHIP MEET
LSC ENTRY CHAIR CHECKLIST**

- Sent entry to the meet host by Monday 6:00 p.m. preceding the meet
- Used CZ issued meet file
- Changed all individual teams to LSC team name (verified the export file; checked team names on print-out)
- Sent meet file for the pool events
- Verified each swimmers' eligibility (Summer Junior/Open/National times not entered)
- Entered swimmers in no more than 6 individual events with no more than 3 on one day
- Entered no more than 2 relays per event
- Included swimmers first and last name and middle initial with complete USA number
- Entered the non-qualifying entries as Bonus and NT. (No qualifiers in an event: LSC can enter 2 Bonus swimmers for the each age group; 1 qualifier in an event: LSC can enter 1 Bonus swimmer)
- Included Relay-Only Swimmer Entry Form
- Included Swimmers with Disabilities Form
- Emailed Meet Staff Form to meet host
- Submitted entry fee before the start of the General Meeting
- Gave completed Permission/Release Form Code of Conduct for each swimmer to head coach/ team manager