Electronic forms **are not** going to be used this time, so **no QR codes**.

**Please let me know if there are any issues or improvements needed to the following process, so we may alter for future meets.**

**Meet Directors**

In advance of the meet, please do the following:

* Download the survey doc and insert the correct year, season and meet abbreviation.
* Print each page of the survey on colored paper as listed, so we are consistent across all sites. Each survey page is geared towards a particular audience.
	+ Green – coach
	+ Yellow – officials
	+ Blue – athletes
	+ White – spectators
* Senior State and Divisionals – approx. 20 for each category
* Age Group State meet – 40 for each category
* Keep originals in case additional surveys are needed
* Work with Meet Referee to identify someone(s) who can distribute and collect surveys.
* The goal for each category **over the course of the weekend**, including prelims, finals and 10 & U sessions is
	+ Divisionals – 15;  75 + total
	+ Age Group – 30 ;130 + total
	+ Senior State – 15; 75 + total
* The best response occurs when someone hands out the surveys and comes back around to collect them within a short period.
* At the end of the meet:
	+ **Surveys must be returned to ISI immediately following each meet, or to an ISI representative no later than the last meet of the championship season.**
		- The surveys may be hand delivered to a staff member or mailed.
		- Or we can work on postage reimbursement or another method to deliver.
		- If mailed
		INDIANA SWIMMING INC.
		*CHAMPIONSHIP MEET SURVEY*

201 S Capitol Ave Suite 410
Indianapolis, IN 46225