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*

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