



MINNESOTA
SWIMMING



Last Updated 1.4.2021

MEET DIRECTOR'S SWIM MEET SANCTION CONDITION CHECKLIST

Meet Directors: Please print this so you are certain that you are sending everything to MNSI that needs to be sent or done before and after your meet.

BEFORE THE MEET: Did you do the following? (See the "Before Meet" Sheet)

- Name your meet correctly? Year first (the current year we are in), LSC code second, then your club code and any meet name you choose: Example: **2021 MN XYZ Spring Opener**
- Send Tracy Meece the pre-meet MM .sd3 registration file to create the registration recon exception report for your meet? Send this file to Tracy as soon as you have entered the bulk of the entries into meet manager (resolution of any times issues is not relevant to this file – we need this to check swimmer registrations).
- Send Tracy Meece a team fee report (from Hy-Tek) with teams participating at your meet?

AFTER THE MEET: Did you do the following? (See the "After Meet" Sheet)

All "After Meet" electronic files sent to appropriate people?

- PDF of Results** with all teams in condensed and publication order (not event order). Include relay names & lead splits, intermediate splits, and where applicable, swim-off, time trials, team points and individual high points. Time trials may be a separate file.
- Hy-Tek Meet Results** – FULL Meet results – must include all swimmers, not just MN swimmer, must include swim-offs, all relay names and lead-off splits and time-trials.
- Back-Up File** ~ Unlocked post-meet back-up after all scoring.
- Team Entry Fee Report** – PDF INCLUDE Scratches, Open Lane and Time Trials.
- Meet Non-Athlete Check-In Sheet(s)**
- Swim Meet On-Deck Registration Report** – Sent even if no on deck registrations were taken.
- Meet Officials Payment Record** – Includes name of official(s) and all payments (honorarium, mileage, gift cards, hotel fees, supplies, etc.)
- Page 1 of Financial Report**: Complete the bottom. (Will be sent to you with page 1 numbers filled in. You fill out bottom portion and return.)
- Page 2 of Financial Report**: This is due 45 days after the last day of the meet.
USA Swimming rules (202.2.11) require that a financial statement setting forth all the receipts and disbursements in connection with the sanctioned event be submitted to the LSC within 45 days after the event. The penalty for not doing so is that a sanction will not be issued for any event, thereafter, until the statement is filed.

If you have any questions, please contact Operations Manager:
Tracy Meece tmeece@mnswwim.org or call 320-247-0940.