

The National USA Swimming Top 10 and Times Coordinators want ALL sanctioned meets be named in a uniform manner for meet search capabilities. Please name your meet in the following manner:

Year - LSC code - Your club code - meet name you choose

Example:

2012 (The year we are currently in) **OH ABC** (Club Code) **Winter Invitational** (Name of your meet):
2012 OH CM SW Regional Championship

The following is **required** to be sent to the Permanent Office for **ALL** sanctioned meets (this includes invitational meets, dual, tri, quad, intrasquad etc.).

BEFORE THE MEET:

1. Send the following to the Permanent office (ohioswim@cinci.rr.com):
 - a. MM Event Setup File (Found in MM, File/Export/Events for TM)
 - b. Updated Meet books
 - c. Meet backup for membership verification (by Mon of the week of the meet)

****Each Sanction number is REQUIRED to have a separate meet manager file**

**** (This includes Time Trials) ****