

# Niagara Swimming, Inc.



## *Conclusion of Meet Instructions*

Within thirty (30) days after the event the host organization shall file:

(1) The Meet Report using the form prescribed by the Administrative Vice Chairman, accompanied by payment of the surcharges on entry fees for the event. This must be MAILED to the address below.

Colin Adams  
1500 Porterville Rd  
East Aurora, NY 14052-9113

(2) The Meet Financial Summary using the form prescribed by the Administrative Vice Chairman. Estimates in lieu of actuals are permissible in order to comply with the filing deadline.

(3) The Officials Report using the form prescribed by the Officials Chair.

email: [officials@niagaraswim.org](mailto:officials@niagaraswim.org)

Failure by the host organization to file reports within thirty (30) days after the event will result in a fine of \$50 for **each** late report and suspension of any sanctions issued to the host organization for future meets until such time as the reports are submitted and the fine paid.

As soon as practicable after the event, the host organization shall submit the complete meet results as a Hy-Tek Meet Manager back-up file, or equivalent, to the Top Ten Coordinator for posting on Niagara LSC's website.

email: [webmaster@niagaraswim.org](mailto:webmaster@niagaraswim.org)

In the Meet Manager Backup, please verify that the following is correctly entered in the Meet Set-up:

1. Meet Name (it should match what is on the sanction/calendar)
2. Facility Name
3. City, State, Zip and Country
4. Sanction Number starting with NI-
5. Start and End Date
6. Host LSC
7. Course