

# Iowa Swimming Meet Check List

## Sanctioning

- After the meet sanction, has been issued, no changes should be made from the approved invitation within informing the IASI Admin Vice Chair. Changes may require a revised sanction be issued.

Jennie Hedrick-Rosenberg [jennie.hr@iaswim.org](mailto:jennie.hr@iaswim.org)

## Pre-Meet

- Meet Manager file must be titled in the following format:  
Year IA Club Code Meet Name (20xx IA ACAC Fall Opener)
- Meet Set up in Meet Manager be sure to include the following in Header Information (Set Up/Report Preference/Header): Meet Name, site, date, pool length and Sanction#
- Meet Recon – Must send email attachment of Meet Manager Back Up file no later than the Tuesday prior to the meet to the IASI Office ([marie@iaswim.org](mailto:marie@iaswim.org)). The recon report including any errors will be sent to host club no later than Thursday. It is the responsibility of the Host Club to verify that all athletes, coaches, and officials participating in the meet are USA Swimming members.
- Printing of Meet Program:
  - \*\*\* New COVID19 Disclaimer information\*\*\* this must be included on all meet materials, program, heat sheets and/or meet website if not printing meet program.
  - Cover should contain meet name, IASI sanction #, meet date, length of course and location. Cover must also include the statement “Held under the sanction of USA Swimming”
  - Meet Evaluation form (APP 9) shall be included in each program, leave back of page blank for written comments. The Meet Evaluation form should be available at no charge for persons wishing to fill them out, but did not buy a program.
  - Do not include Meet Protest form (APP 10) in the program, but must be available if requested.

## Meet Wrap Up

### Day following the meet:

Send the following to the IASI Office [marie@iaswim.org](mailto:marie@iaswim.org)

- Email attachment of Meet Manager Back Up (do not mark read only)
- Send any Split Request forms (APP 30) If you wish to include the splits in your Meet Manager file please mark them as events 900 and above. Forms must still be sent.
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- Report of Occurrence:
  - These are now submitted online to USA Swimming ([usaswimming.org/ROO](http://usaswimming.org/ROO))
  - When confirmation email is received please forward to the IASI Office

### **As Soon As Possible**

- **Electronic Results File** – Send an email attachment of the results in commlink format to all teams entered in the meet. Do not send the MM back up to teams.
- **Final Results** – Send an email attachment of final results (Report format – include splits, relay names, and publication order). Send in 2 or 3 column PDF to all teams entered and the IASI Office, [marie@iaswim.org](mailto:marie@iaswim.org)

### **Within Five Days Following the Meet**

- **Send to the IASI Office:**
  - Meet Director Report (APP-12r)
  - Total number of athletes entered and total Outreach athletes entered
  - Coach Sign In Form (APP-29)
- **Send to the Official's Chair:** Phil Barnes [phil.barnes@iaswim.org](mailto:phil.barnes@iaswim.org)
  - Official's List of who worked at the meet, positions and number of sessions.
- **For Iowa Swimming Championship meets, Silver and Champs meets:**
  - Send to IASI Office the team and individual scores, team recipient of Sportsmanship Award.
  - Full Copy of the Meet Program

### **Within 21 Days:**

**Splash Surcharge/Fees: to the IASI Office**

**\*\*\* At this time Splash Fees are no longer collected for IASI registered athletes \*\*\***

**Splash fees will continue to be collected for any Out of LSC athlete**

**Iowa Swimming 432 46<sup>th</sup> Street, West Des Moines, IA 50265**

This must match the numbers of total athletes – outreach athletes according to the final MM Backup submitted to IASI.

### **Within Forty Five (45) Days**

- **Send the IASI Meet Financial Summary to the IASI Office** [marie@iaswim.org](mailto:marie@iaswim.org)

## **Additional Information**

The Host Club must retain all meet materials, timing equipment printouts, timer sheets, Meet Manager files for **one year**. If there are any issues with a meet they will be reviewed by the Sanction Committee and/or presented to the IASI Board at the next scheduled meeting and you will be advised of any action

**Outreach Swimmer Entries:** A club may enter an Outreach Swimmer into the meet for a total fee of \$5.00. This includes all individual and relay entries. The swimmer's name shall not be disclosed to the host team but will appear on their Financial Sheet. To verify the club's Outreach Swimmer the host club may email the entries and Financial Sheet to IASI Office. The IASI Splash Fee is waived for Outreach Swimmers.