



SWIM TEAM ANNUAL TO-DO LIST

WHAT IS IT? WHEN IS IT DUE?

What	When
MEET NOTICES FOR SHORT COURSE SEASON: Note: Every Meet Notice must be reviewed/approved by the Meet Referee prior to MSI submission	July 15th
MEET NOTICES FOR LONG COURSE SEASON: Note: Every Meet Notice must be reviewed/approved by the Meet Referee prior to MSI submission	December 1st
POST MEET FINANCIAL REPORT: Note: Meet Operational List Checklist is due at the same time	Within 30 days of the last day of the meet.
SWIM MEET BID FORM - APPLICATION FOR SANCTION or APPROVAL	Spring Coaches Scheduling Meeting
ADDING A MEET TO EXISTING SCHEDULE: Request must be approved, and meet host notified, 30 days prior to first day of start of requested meet. If approved, a Meet Notice must be submitted, and sanction assigned, within 48 hours of notification of approval.	30 days prior to first day of start of requested meet
USA SWIMMING COACH MEMBERSHIP REQUIREMENTS:	As needed to stay current on all aspects
ATHLETE REGISTRATION AND FEE PAYMENT:	Anytime. Season starts September 1st
OUTREACH MEET FEE REIMBURSEMENT: Email required, completed form along with all backup documentation to: Office@md.org	Within 30 days of the last day of the meet
SCHOLARSHIP APPLICATIONS FROM ATHLETES:	Annually by March 1