**CHECK LIST**

#  60 Days before the First Day of the Meet

1. Meet announcement in correct meet format to Technical Planning,

South Carolina Swimming office, and Sanctions chair technical.planning@sc-swimming.org; sanctions@sc-swimming.org; scswimminglsc@gmail.com

1. Application for sanction/approval/time trial to Sanctions chair sanctions@sc-swimming.org
2. Application fee to SCS office
3. Meet referee confirmation via email or letter to Sanctions chair sanctions@sc-swimming.org

 \*Meet referee and meet director must be members of USA Swimming

#  45 Days before the First Day of the Meet

 Sanction/approval number must be included in meet announcement

1. Final meet announcement must be sent to SC Swimming website for posting: sanctions@sc-swimming.org

 Meet set up as Year/SC/Club Code/Meet Name

1. Event file must be sent to SC Swimming website for posting

\*Meet announcement may not be distributed, shared, or posted until the sanction/approval is received **AND** included in the meet announcement

#  Monday before the First Day of the Meet

If electronic meet management is used, a SD3 file to be used by USA Swimming for registration reconciliation must be sent to Sanctions chair, SC Swimming office and the, SCLSC SDD.

sanctions@sc-swimming.org

scswimminglsc@gmail.com

sdd@sc-swimming.org

 \*All meet files must be corrected based on the results of the Pre-Meet

 Reconciliation.

#   Prior to start of the meet (after entries are finalized)

1. Complete back-up must be sent to Sanctions chair

sanctions@sc-swimming.org

  **During the Meet**

\* Any swimmer who is unattached must appear on posted day of meet results as “UNxxx” where the xxx is up to the first three of the athlete’s new club.

 \* Warm-up procedures shall be posted at clerk-of-course.

 \* Any swimmer who is deck entered into the meet must provide proof of

 registration. Acceptable proof is USA Swimming Registration Card or a

 roster supplied by USA Swimming in the Club Portal.

 \*All clubs are required to run meets using software that will generate a

 .cl2 file for results.

#  36 Hours after the Conclusion of the Meet

1. Post-Meet Reconciliation file (SD3/cl2) must be sent to Sanctions chair and SC Swimming office.

 sanctions@sc-swimming.org

 scswimminglsc@gmail.com

2.Preliminary meet results (cl2) must be sent to participating teams, SWIMS facilitator, and SCLSC SDD. Please copy sanctions chair.

sanctions@sc-swimming.org

 jchatlosh@earthlink.net

sdd@sc-swimming.org

 \*All meet files must be corrected based on the results of the Pre-Meet

 Reconciliation.

#  Postmarked within 15 Days after the Last Day of the Meet

Meet close-out documentation must be sent to the following committee chairs, SC swimming office, and SCLSC SDD:

* Corrected/final meet results (cl2)
* PDF results in publication order
* Complete meet back-up
* Financial report
* Team Entry Fee report

general.chair@sc-swimming.org

admin.vicechair@sc-swimming.org

senior@sc-swimming.org

age.group@sc-swimming.org

technical.planning@sc-swimming.org

 jchatlosh@earthlink.net

sanctions@sc-swimming.org

treasurer@sc-swimming.org

officials@sc-swimming.org

scswimminglsc@gmail.com

sdd@sc-swimming.org

 \*Meet profit check labeled with name of meet and as a profit check

 Must be sent to SC Swimming office.

 \*Sanctioned/approved meets and time trials that charge no fee are

 required to submit financial report.

 \* Meet results must follow this format: Year/SC/Club Code/Meet Name

 on title line, date, location, and pool length must appear on every page

 and the pages must be numbered.

 \*UNxxx must be UN-SC, etc in order to be uploaded into SWIMS

 \*Any scores, team or individual, if kept, must appear in the meet results.

 \*For relays, the information listed under the heading will include: order

 of finish, club code, team members in order of swim, and legal splits.