**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](mailto: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](mailto:sanctions@sc-swimming.org)

[scswimminglsc@gmail.com](mailto: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](mailto: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](mailto:general.chair@sc-swimming.org)

[admin.vicechair@sc-swimming.org](mailto:admin.vicechair@sc-swimming.org)

[senior@sc-swimming.org](mailto:senior@sc-swimming.org)

[age.group@sc-swimming.org](mailto:age.group@sc-swimming.org)

[technical.planning@sc-swimming.org](mailto:technical.planning@sc-swimming.org)

[jchatlosh@earthlink.net](mailto:jchatlosh@earthlink.net)

[sanctions@sc-swimming.org](mailto:sanctions@sc-swimming.org)

[treasurer@sc-swimming.org](mailto:treasurer@sc-swimming.org)

[officials@sc-swimming.org](mailto:officials@sc-swimming.org)

scswimminglsc@gmail.com

[sdd@sc-swimming.org](mailto: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.