**Post-Meet Checklist**

Meet Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sanction # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please check off each item to acknowledge its completion:

**EMAIL TO ALL PARTICIPATING TEAMS:**

\_\_\_\_ PDF copy of results (single column, include subtracted splits, include entry times)

\_\_\_\_ Hytek results file (File 🡪 Export 🡪 Results for Swim Manager or SWIMS or NCAA or USMS)

**EMAIL TO ALASKA SWIMMING SANCTION OFFICER** (akswimsanctions@gmail.com):

\_\_\_\_ PDF copy of results (single column, include subtracted splits, include entry times)

\_\_\_\_ Electronic copy of “ASI Meet Financial Summary” (ASI website 🡪 Library 🡪 Meet Management 🡪 Financial Summary 🡪 [select Invitational or Championship])

\_\_\_\_ Hytek Athlete Entry Count (Reports 🡪 Teams 🡪 Team Rosters 🡪 Athlete / Entry Count)

\_\_\_\_ Electronic copy of this checklist signed by the Meet Director or other authorized team representative

**MAIL TO ALASKA SWIMMING TREASURER** (Wendy Kolberg, 13891 E. Jersey Loop, Palmer, AK 99645):

\_\_\_\_ Hard copy of “ASI Meet Financial Summary” (ASI website 🡪 Library 🡪 Meet Management 🡪 Financial Summary 🡪 [select Invitational or Championship])

\_\_\_\_ Check for the total fees due (from Financial Summary) payable to Alaska Swimming. Please write the meet name on the memo line of the check.

**EMAIL TO ALASKA SWIMMING TIMES CHAIR** (aktimeschair@gmail.com)

\_\_\_\_ Hytek meet backup (File 🡪 Backup)

\_\_\_\_ Hytek results file (File 🡪 Export 🡪 Results for Swim Manager or SWIMS or NCAA or USMS)

\_\_\_\_ PDF copy of results (single column, include subtracted splits, include entry times)

\_\_\_\_ Completed Records Request Form (ASI website 🡪 Records --> Record Request Form --> Alaska Swimming Records Request Form) [\*\*\*This document is required ONLY if a new record is set at your meet.\*\*\*]

**EMAIL TO AREA REPRESENTATIVE** (ALL AREA REPS IF STATEWIDE MEET) (email addresses can be found on ASI website 🡪 Listings/Resources 🡪 Board of Directors):

\_\_\_\_ PDF copy of results (single column, include subtracted splits, include entry times)

\_\_\_\_ Electronic copy of “ASI Meet Financial Summary” (ASI website 🡪 Library 🡪 Meet Management 🡪 Financial Summary 🡪 [select Invitational or Championship])

\_\_\_\_ Hytek Athlete Entry Count (Reports 🡪 Teams 🡪 Team Rosters 🡪 Athlete / Entry Count)

I certify that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (host team name) has met all post-meet obligations within the two weeks allowed following our meet.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Meet Director Signature Date