**Post-Meet Checklist**

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

This form is to be checked off, signed and attached to the Sanction Officer packet.

 TO ALL PARTICIPATING TEAMS:

 Copy of meet results as required to be emailed to Team address. This does not include any complimentary copies given to the coach at the meet.

TO THE SANCTION OFFICER (akswimsanctions@gmail.com):

 **Email** the following;

Electronic Copy of the final results

 Electronic Copy of the ‘Summary of Entries’

 Electronic Copy of the ‘ASI Meet Financial Summary’

 Electronic Copy of this checklist signed by Meet Director or other authorized team representative

TO THE ASI TREASURER (mcarthurs@hotmail.com)

 Check for the Total Fees Due from Financial Summary payable to ALASKA SWIMMING

 Original ‘ASI Meet Financial Summary’

TO TIMES CHAIR (aktimeschair@gmail.com)

 Export of meet backup from Hytek Meet Manager

 Export of meet results from Hytek Meet Manager

TO RECORDS/OVC CHAIRMAN: (aktimeschair@gmail.com)

 Copy of the page of Final Results with RECORD OF SWIMMER. Complete copy of Final Results if Championship Meet

 State Record/OVC entry card (completed according to ‘State Records’ instruction sheet)

TO AREA REPRESENTATIVE (All Area Reps if Statewide Meet)

 Email the following;

Copy of Final Results

 Copy of ‘Summary of Events’

 Copy of ‘ASI Meet Financial Summary’

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

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

Meet Director Signature Date