

South Carolina Swimming Meet Directors Check List

60 DAYS BEFORE MEET

_____ Send copy of meet information to Technical Planning. Send copy of meet information, application, and bid fee to Sanctions Chair. No sanction will be issued without proper documentation. Note: Meet Referee, meet director, and safety marshal must be members of USA Swimming.

_____ If changes are requested by Technical Planning, they shall be made in a reasonable time. Revised meet information shall be sent to Technical Planning and Sanctions.

_____ The meet referee shall send an E-mail to the Sanction Chair indicating they are willing and able to act as referee.

_____ After final approval from Technical Planning, you will be issued an “USA Swimming Official Sanction”. This number shall be included in the meet information. (See USA Swimming Rules 202.3.1-8)

45 DAYS BEFORE MEET

_____ Meet information shall be sent to clubs 45 days prior to the start of the meet. **Failure to send meet information out 45 days prior to the meet will result in a \$50.00 fine.**

3 DAYS BEFORE MEET

_____ If meet management software is used, a USA-S Registration export file (.sd3) shall be sent to the LSC Office for verification of membership in USA Swimming. If an individual entered in the meet is not registered, you will be contacted by E-mail. **Failure to submit file will result in a \$50.00 fine.**

DURING MEET

_____ Post “USA Swimming Official Sanction” at pool.

_____ Post “SC Warm-up Procedures” at pool.

_____ Verify athlete registration in USA Swimming for those deck entering. Non-registered athletes cannot compete.

AFTER MEET – POSTMARKED WITHIN 15 DAYS

_____ Accurate final results in publication order and financial statement shall be emailed to the following committee chairs: General Chair, Administrative Vice Chair, Senior Chair, Age Group Chair, Technical Planning Chair, OVC Chair, Sanction Chair, SC Swimming Office and a copy to each participating team.

_____ An electronic results file shall be sent to the OVC Chair and the Sanction Chair to load into the SWIMS database.

_____ An alphabetical list of athletes by club shall be sent to the Sanctions Chair.

_____ List of officials by session with assignments shall be sent to the Sanctions Chair (E-mail) or office (mail).

_____ Financial Statement shall be sent to the Treasurer.

_____ Checks shall be sent to the office.

_____ If meet was a state championship, medals must be returned.

_____ If meet management software is used, an USA-S Registration export file (.sd3) shall be sent to the Registration Chair and office for verification of membership in USA Swimming.

_____ After championship meets, the host team will be billed for medals distributed. Any discrepancies between monies due and medals returned must be reconciled prior to closing out a championship meet.

NOTE: Failure to complete any or all of these tasks as defined by the SC Swimming Policies and Procedures are subject to a \$50 fine.

MEET CLOSE OUT

_____ After determining the above is complete, meets will be closed out. Refunds will be disbursed minus any fines. If fines exceed the bid fee, the meet director and host club will be advised to remit these funds.

This list is subject to change, it is ultimately the clubs responsibility to send required documentation to individuals listed in the South Carolina P & P.

Karen Alexander - Sanctions/Registration Chair
Pixabugg@bellsouth.net

Roy Dessloch - Technical Planning
tgcoach@aol.com

Maggie Boliek – General Chair
magbol99@charter.net

Colleen Rzczycki – Admin-Vice Chair
Colhhi@aol.com

Jack Maddan - Senior Chair
jackhmaddan@yahoo.com

Tim Conley/Lee Hutchens - Age Group Chairs
tcsolo710@yahoo.com
lordmaul85@gmail.com

Wolfgang Edlmann - Website
wolfgang.edlmann@sc-swimming.org

Jeff Chatlosh – SWIMS (OVC)
jchatlosh@earthlink.net

Bill Sweezer - Treasurer
was10assoc@yahoo.com

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Columbia SC 29210
scswim@earthlink.net

All Teams That Competed