

Minnesota Swimming, Inc.
Swim Meet Sanction Condition Checklist

Revised 9/2007

Host Club _____ Meet Director _____

Meet Type _____

Meet Date(s) _____ Sanction # _____
Time Trial (If holding one) Sanction # _____

Sanction Fee Paid \$ _____ By _____ Check # _____

Proof of completion of the items on this checklist will determine whether a sanction deposit refund will be issued.

BEFORE THE MEET: Did you do the following? (See the "Before & After Meet" Sheet)

- Name your meet correctly? Year first, LSC code second, then your club code and any meet name you choose: Example: 2008 MN XYZ Fall Opener
- Send Webmaster, Michael Bougie, Cassy Shapley, Sheryl McGuire required files?
- Send Cassy Shapley the pre-meet MM .sd3 file to have the meet recon done? Send to Cassy as soon meet entries are 99% complete. Call if you have questions.**

AFTER THE MEET: Did you do the following? (See the "Before & After Meet" Sheet)

- All "After Meet" electronic files sent ?
_____ .html ~ Meet Results - with all teams in condensed and in publication order (not event order). Include relay names & lead splits, intermediate splits, and where applicable, swim-off, time trials, team points and individual high points. Time trials may be a separate file.
_____ .cl2 ~ Full meet results – must include all swimmers, not just MN swimmer, must include swim-offs, all relay names and lead-off splits and time-trials. (File/export/results for TM or OVC or T-16)
_____ MM Backup ~ file for the meet, after all the scoring.
- Page #1 of Financial Report Returned with proper fees paid to MSI? Must include a hard copy of the "Team Entry Fee" report from Hy-Tek.
- Page #2 of Financial Report Returned?
- Meet Officials Sig./Verification Form Returned? (Referee) _____
- Take all timing information to the MSI office, along with one hard copy of the final results?