

Meet Directors Check List

- _____ Get Sanction Packet (from Sanctions@ilmsa.com Sanctions Chair or download from [ILMSA website](http://ILMSAwebsite))
- _____ Determine whether pool needs to be measured (if no previous pool length certification form has been filed with Sanctions Chair, if structural changes to the pool surface occurred since last measurement, or if moveable bulkhead is present requiring measurement in 3 lanes before and after each session). If measurement is required, send completed [Pool Length Certification Form](#) to Sanctions Chair.
- _____ Meet information must fit on **one side of a single page**. It should include the meet director's name, address, phone number and email address. Meet officials should also be listed, so they can be verified by the Officials/Safety Committee. Entrants will use the [ILMSA Consolidated Meet Entry form](#) which requests the competitor's name, address, phone number, email address and the name and phone number of an emergency contact person.
- _____ Mail sanction application form (either [competitive](#) or [non-competitive](#)) and sanction fee, made payable to **ILMSA** (\$50 per day of competition, \$10/day for non-competitive events):
ILMSA Sanctions Chair-Mark Mattson
800 Oak St
PO Box 344
Danville, IL 61834
- _____ When the meet is sanctioned, the Sanctions chair will add the sanction number to the meet information sheet. The Sanctions Chair will forward the meet information sheet to the ILMSA newsletter editor and webmaster. The Sanctions Chair will also post the meet information on the USMS Calendar.
- _____ Upon approval after the sanction number is issued, the meet information can be posted on your team's website, but not before sanctioning.
- _____ Verify meet entry name, age, sex and USMS number against USMS cards.
- _____ Positive check-in is recommended to ensure ALL swimmers are swimming in events that they had entered and also to **verify USMS registration** for every swimmer. Check for spelling of name, sex, age, date of birth, club/team affiliation to ensure it matches USMS card. Also, verify it with the ILMSA database. SWIMMERS' affiliations CANNOT be changed unless approved by the Registrar and/or Chair.
- _____ Ensure that warm-up/warm-down procedures are being followed. Recommend a safety marshal on deck during warm-ups. FEET First entry is required, except in designated sprint lanes.
- _____ Post heat sheets around the pool.
- _____ Timers should verify that the swimmer swimming in the lane and heat is the actual swimmer listed.
- _____ Post results on deck, allowing swimmers to check results during the meet.
- _____ Add to meet results any split notification requests separately from regular events.
- _____ Send a zipped Hy-Tek Meet Manager backup file of the meet to results@ilmsa.com via email within **14 days** of the meet date to be eligible to receive your sanction fee refund.
- _____ Resolve any corrections within 2 weeks of draft being posted on website.
- _____ After 2 weeks of posting, send final results to Joe Magiera, or notify him that no corrections are needed.
- _____ Complete and submit to U.S. Masters Swimming (currently Mary Beth Windrath) all necessary documentation for USMS or World records.
- _____ These requirements must be met in order to receive the sanction refund.
- _____ Retain all documents related to the meet for at least two years. This includes heat sheets, watch times, automatic timing recordings, entry forms, copies of forms submitted for USMS and World records, etc.