

## Meet Directors Check List

- \_\_\_ Get Sanction Packet (from [Sanctions@ilmsa.com](mailto:Sanctions@ilmsa.com) Sanctions Chair or download from ILMSA website)
- \_\_\_ 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 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. 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 and sanction fee:  
Made payable to ILMSA (\$50 per day of competition):  
ILMSA Sanction Chair-Leslee Vittone  
800 Oak St  
PO Box 344  
Danville, IL 61834
- \_\_\_ When the meet is sanctioned, the sanction 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 issue the meet information can be posted on your teams website, but not before sanctioning.
- \_\_\_ Verify meet entry name, age, sex and USMS number against USMS card.
- \_\_\_ 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 and age to ensure it matches USMS card.
- \_\_\_ Ensure that warm-up/warm-down procedures are being followed.  
Recommend a safety marshal on deck during warm-ups.
- \_\_\_ 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 results to Top Ten Recorder, Joe Magiera within **14 days** of the meet: [Results@ilmsa.com](mailto:Results@ilmsa.com) in order 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 Mary Beth Windrath all necessary documentation for USMS or World records.
- \_\_\_ 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.