



MEET DIRECTOR REQUIREMENTS

BEFORE THE MEET:

- Acquire your sanction number by submitting the Application Request for Sanction completely filled out, a list of your order of events, or in the case of open competition events or closed invitationals your complete meet entry packet, and the proper payment (payment amounts are listed on the bottom of the application request) to the Illinois Swimming Office.
- Application to Host Illinois Swimming Sanctioned Event (form attached)

Mailing Address:	3166 S. River Rd. Suite 30	Des Plaines, IL 60018
	<u>Always</u> waive signature	

- Deadlines are posted below:
 - January 15th all open competition scheduled meets for long course are due with a copy of the complete entry packet.
 - July 15th all open competition scheduled meets for short course are due with a copy of the complete entry packet.
 - January 15th all closed competition invitationals for long course are due with a copy of the complete entry packet.
 - July 15th all closed competition invitationals for short course are due with a copy of the complete entry packet.
 - Seven business days prior to a dual meet, time trial, conference meet or other closed competition, the sanction request application, payment and order of events MUST be received in the office.

IMPORTANT:

- NO MEET INFORMATION IS EVER TO BE SENT TO TEAMS WITHOUT THE SANCTION NUMBER PRINTED ON THE INFORMATION.
- FOR OPEN COMPETITION MEETS YOU MAY PROVIDE ILLINOIS SWIMMING WITH A LINK TO YOUR CLUB WEBSITE WHERE YOU WILL POST YOUR INFORMATION FOR TEAMS TO DOWNLOAD. THIS INFORMATION MUST ALSO HAVE THE SANCTION NUMBER ON IT, BUT WILL HOPEFULLY HELP YOU DEFER POSTAL COSTS.

REQUIREMENT OF WHO MUST RECEIVE MEET ENTRY PACKETS FOR OPEN COMPETITION MEETS

- All teams who hosted meets on the previous season's schedule
- All teams who are hosting meets on the current season's schedule.

EXTREMELY IMPORTANT:

When hosting a competition with three (3) or more teams you MUST submit to the Illinois Swimming office on the Monday prior to your competition, a complete Meet Manager back up file of your entries for Pre Meet Recon. Any registration corrections returned to you from Illinois Swimming are the Meet Host's responsibility to correct prior to running the meet. Each individual team will be notified by Illinois Swimming to correct their own registration problems in their database. **The Meet Host may also be requested to receive payment and registration forms for athletes found competing but not registered. It is extremely important that these registrations and payments are forwarded to the Illinois Swimming office immediately on the exact day they are collected at the meet.**

AFTER THE MEET:

- CHECK THAT ALL REGISTRATIONS COLLECTED WERE SENT TO THE ISI OFFICE ON THE EXACT DAY THEY WERE COLLECTED ON AT YOUR MEET
- ALL participating clubs must have a **HARD COPY** of the final results sent to them. Posted results to your website do not relinquish the hard copy requirement. Please make this timely as many clubs may need your results for proof of time for meet entries. This is very important for teams hosting end of the season competition. Options for printed hard copy are as follows:
 - Print and make copies and mail results
 - E-mail the HTML results document that Hy-Tek Meet Manager can produce for you.
- The following MUST be received by the Illinois Swimming Office within 10 (ten) business days of the conclusion of your meet.
 - A hard copy of your complete results
 - A complete Meet Manager back up your meet, (this may be emailed to the office immediately at the conclusion of the meet).
 - Complete financial report and payment. (This form is attached to this email)
 - ISI Sanctioned Meet Results Certification

If the above requirements are not met the following fines will be assessed by Illinois Swimming: \$50.00 (fifty dollars) for dual meets, time trials and intra-squad meets

\$100.00 (one hundred dollars) for all open competition and closed invitationals

The following is a check off list for you to insure that you have met all your obligations to Illinois Swimming as Meet Director. All forms are in a downloadable format on the Illinois Swimming website. If you are viewing this while on line you may click the blue hyperlink to connect you to the form directly.

1. **ALL** meets must send a complete BACK UP of their Meet Manager results to the Illinois Swimming Office: ilswimoffice@sbcglobal.net

Disks are no longer necessary. In the body or text of the email please include HOST CLUB, DATE AND SANCTION NUMBER. ****Always remember to check if you attached the file prior to sending.

2. **HARD COPY FINAL RESULTS:** refer to instructions under After the Meet on page one of this document.
- Open Competition, Invitationals, Conferences: Send to Illinois Swimming and all participating clubs even if you posted them to your website
 - Dual Meets, Tri Meets, Intra-squad competitions, etc. Send to all participating clubs Illinois Swimming does not need a copy.

3. [Financial Report](#)
AND required payment payable to: Illinois Swimming
- \$1.00 surcharge for each athlete entered in an individual event
 - 10% of all entry fees prior to scratches.

4. [ISI Sanctioned Meet Results Certification](#)

5. [Report of Occurrence Form](#)

6. Athlete and/or Non-Athlete Registration forms and payment received at the meet