

## Important Dates

September 9, 2011 Meet Acceptance Form and Sanction Deposit due for all meets.  
September 9, 2011 Email meet announcement template(s), session report(s) and meet event file(s) to CSI office at [ctswim.mccurdy@gmail.com](mailto:ctswim.mccurdy@gmail.com)

## Reminders

- Please use the meet template for your meet announcement. This may be downloaded from [ctswim.org](http://ctswim.org) (Policies and Procedures page) or emailed to you upon request. Open the template in Word and type in your meet information. Save and email the (1) template, (2) Hytek Sessions report and (3) hy3 meet event file to [ctswim.mccurdy@gmail.com](mailto:ctswim.mccurdy@gmail.com) as attachments.
- The meet database backup must be emailed to the office after the meet. Please ZIP the database and email as attachment.
- Meet Reports must be submitted online with 14 days of the meet. No paper and no PDFs, please.
- Surcharge may be paid online with VISA or MC at <https://shop.ctswim.org> Checks will be accepted also and must arrive with the 14 day period. Please mail checks to CSI c/o Ginger McCurdy, 1077 Silas Deane Hwy, PMB 152, Wethersfield, CT 06109
- Sanction deposits are fully refundable except for missed deadlines. Portions of the deposit will be withheld for late submission of meet announcements, reports and/or surcharge. Please read Sanction Policy.
- Any and all changes to your meet announcement must have approval from Program Operations.
- No meet announcements may be posted on club websites until approved by Program Operations.
- This list is not inclusive. Other requirements are listed in the Meet Manager's Guide. Please read the guide.

## Requirements

Upon condition of sanction, each host club must:

- Verify that all athletes are current members of USA Swimming. Run membership verification files by the Monday before the meet. All clubs must receive notice of registration problems by the Monday before your meet.
- Verify that all coaches are current coach-members of USA Swimming. All coaches must be asked to show a current USA Swimming coach card before entering the pool deck during your meet.
- All Meet Directors must be members of USA Swimming.
- All officials working the meet must be members of USA Swimming and have current credentials.
- Meet announcement, meet program and meet advertising must state, "Held under sanction of USA Swimming and Connecticut Swimming" and the sanction number.
- CSI Qualifiers that are "open" to out of state clubs, must contain a CT-only deadline giving CT clubs entry priority.
- All technical and administrative rules of USA Swimming must be followed.
- All warm-up/downs must be supervised.
- Procedures and policy stated in the meet announcement must be followed.
- This list is not inclusive. Other requirements are listed in the Meet Manager's Guide and USA Swimming rulebook. Please read these references. All registered meet managers will receive a rulebook from USA Swimming.