

## Important Dates

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|----------------|---|
| March 19, 2011 | Meet Acceptance Form and Sanction Deposit due for all meets, except long distance meets.  |
| March 19, 2011 | Email meet announcement template(s), session report(s) and meet event file(s) to Ginger McCurdy: <a href="mailto:ctswim.mccurdy@gmail.com">ctswim.mccurdy@gmail.com</a> |

## Reminders

- Please use the current LC 2011 meet template for your meet announcement. This may be downloaded from ctswim.org ( [http://ctswim.org/ctswim/policies/policies.htm#Swim\\_Meets](http://ctswim.org/ctswim/policies/policies.htm#Swim_Meets) ). Open the template in Word and type in your meet information. Save and email the (1) template, (2) Hytek Sessions report and (3) meet event file to [ctswim.mccurdy@gmail.com](mailto:ctswim.mccurdy@gmail.com) as attachments. If your meet has qualifying times, be sure to include them in the Session Report.
- 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.
- 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 and other policy stated on the [Policy and Procedure](#) page. 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.
- Meet announcement, meet program and meet advertising must state, "Held under sanction of USA Swimming and Connecticut Swimming" and the sanction number.
- Long Course meets held June 1 or later must contain a CT-only deadline.
- 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.

## Useful CSI Web Site Links

### Manuals

[Meet Manager's Guide](#)

[Wing-to-Wing" Hytek MM](#) user manual, by Rick LaFrenier

[Manual for Computer Operators at the Meet](#) by Rick LaFrenier

[Timing Correction Procedures](#) by Rick LaFrenier revised 02.26.10

[Excel spreadsheets](#) (with and without formulas) for timing system corrections

### Other

[Approved Meet Policy](#) [Approved Meet Online Application](#)

[Athlete Registration Policy](#)

[Athletes Entering Sanctioned Meets Without A Coach](#)

[Coach Certification and Attestation Policy and Form](#)

[Adapted Swimming](#) and [Self-Classification Guide](#)

[Handicapped Spectator Policy](#)

[Handicapped/Elderly Accessibility](#)

[Wesleyan University Lawn Policy](#)

[Procedures for Over-Subscribed Meets](#)

[Scratch \(No-Show\) Procedure](#)

[Meet Interruption and Cancellation Policy](#)

[Meet Cancellation Policy for LC Age Group Championship](#)

[Short Course Qualifier and 8/U Meet Guidelines](#)

[Distance Events](#)

[Warm-Up Procedures](#)

[Warm-up Guidelines for Meet Safety Marshals](#)

[Prize Policy](#)

[Outreach Athlete Entry Fees for CSI Championship Meets](#)

### [Meet Forms](#)

[Coach Attestation Policy and Form](#)

[Insurance Certificates On-Line](#)

[Report of Occurrence Form and Instructions](#)

[Meet Evaluation Form](#) and [On-line Meet Evaluation Form](#)

[Official Assignment](#)

[Official Assignment](#)- Huffman Version

[Pool Layout](#)

[Relay Take-Off Sheets](#)

Lap Count Sheets ([500](#), [1000](#), [800](#), [1650](#) and [1500](#))

[DQ Slips](#)