

## After the Meet Instructions

Once you have completed competition of the swim meet, there are two steps you must complete prior to submitting the results to CT Swimming:

1. If you didn't do so during the course of the meet, review every heat of every event for splits that don't make sense. Frequently these are very fast splits that occur when a counter (or cheering teammate) accidentally hits the pad before the swimmer touches at the end of a lap. All valid splits are loaded into the CT Swimming database FAST, and are eligible for championship entry, Top 16 status, records, etc., so it is important that they be either correct or not there at all. If necessary, contact the swimmer's coach if you are unsure if the split is valid. If it is invalid, delete that split from the event's results. More information on this process can be found in the [Meet Manager's Guide](#).
2. Move all unattached swimmers into a single UN team by LSC. For instance, if you have unattached swimmers entered as WYWU, CPAU, etc., all those swimmers should be moved into UN-CT prior to submitting your meet database to the office. If you should have UN swimmers from another LSC, they should be in your final database as a separate UN team, not lumped in with the CT unattached swimmers. For instance, unattached swimmers from the Metro region should be in the team UN-MR. The number of UN teams in your final database should be less than or equal to the number of LSC's attending your meet.

Within 14 days of the end of the meet, you must:

- Email a zipped copy of the final meet database to [ctswim.mccurdy@gmail.com](mailto:ctswim.mccurdy@gmail.com). It is important that this database be ZIPPED because unzipped databases are corrupted by email transmission and are therefore useless.
- Calculate the surcharge due for the meet in accordance with the CT Swimming [Surcharge Policy](#). Note that the surcharge percentage is determined by the type of pool (SCY or LCM) in which the meet took place, not the season (Short Course or Long Course) in which it took place.
- Log in to your club's [FAST administration page](#) and fill out the online Meet Director Report. This is found on the lower right of the club administration page, under the header Secured Forms. Near the bottom of that report, you will find this section:

Surcharge payment by check or credit card?\*  Credit  Check  No surcharge owed

If you select credit card payment, you will be automatically directed to the payment site. If you select check, please upload a check image and send the check (payable to CT Swimming) to Ginger McCurdy at the address listed on the form. Please put "Surcharge" and the meet sanction number on the memo line.

- Sanction deposits (\$300) 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 the [Sanction Policy and Fee](#) policy.