

Reminders and Requirements – Short Course 2018 – 2019

Important Dates

- August 31, 2018** Meet Acceptance Form and Sanction Deposit due for all meets.
- August 31, 2018** For meets to be held in October-December, 2018: Email meet announcement template(s), PDF session report(s) and meet event file(s) to CSI office at ctswim.mccurdy@gmail.com
- October 5, 2018** For meets to be held in January-March, 2019, including Regional Championships: Email meet announcement template(s), PDF session report(s) and meet event file(s) to CSI office at ctswim.mccurdy@gmail.com

Reminders

- Please use the SC18_19 meet template for your meet announcement. This may be downloaded from ctswim.org ([Meet Management](#) page). Open the template in Word and type in your meet information. Save and email the (1) template, (2) session report PDF, and (3) meet event file to ctswim.mccurdy@gmail.com as attachments.
 - **Announcements generated with out-dated meet templates will be returned to the host. Please note that this also applies to announcements generated on the correct template where updated template language is overlaid with copied language from old templates; please be judicious with copy/paste!**
- The meet database backup must be emailed to ctswim.mccurdy@gmail.com after the meet. Please ZIP the database and email as attachment; unzipped databases are corrupted by email transmission and are therefore useless.
- [Meet Director Report](#) must be submitted online within 14 days of the meet. This report will take you straight to the shopping cart to pay the meet surcharge online. Surcharge amount for meets held in a SCY pool is 20 percent; surcharge for meets held in a long course pool is 10 percent. Checks will be accepted also and must arrive with the 14 day period. Please mail checks to CSI c/o Ginger McCurdy, 28 Farms Village Rd, Wethersfield, CT 06109
- 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 NEW [Sanction Policy and Fee](#) policy. Fines are involved.
- Any and all changes to your meet announcement must have approval from Program Operations.
- **Clubs may NOT accept entries and/or distribute meet event files until receiving approval and notification from Program Operations.**
- **Furthermore, host clubs must accept entries following the procedure stated in the meet announcement.**
- **Host clubs may be asked to present Program Operations with date/times entries were received.**
- **If in violation of this directive, Program Operations reserves the right to rescind a host's sanction.**
- 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. Be sure to follow up on any registration issues before the meet, as fines will be levied to both the host team and the entering team if an unregistered swimmer participates in a 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.
- Meets must be run with an [Administrative Official](#) in attendance.
- All technical and administrative rules of USA Swimming must be followed.
- CSI Warm-Up Policy must be followed. All warm-up/downs must be supervised.
- Procedures and policies 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.