



## Procedures for Meet Update Posting on CSI Website

### Procedures for Meet Update Posting on CSI Website

- 1.) Any schedule change requires approval of the Program Operations Vice Chair unless it is unpredictable incident that occurred on the day of the meet, which will be handled by Meet Committee of the host team. Please refer to [Meet Interruption and Cancellation Policy](#).
- 2.) For Program Operations approval, please provide necessary information such as:
  - a. Session timelines (MM report)
  - b. Proposed changes
  - c. List of host teams
- 3.) For information update that does not require PO approval such as additional parking information, or PO approved update, meet host is responsible to send a full text to CSI Office. CSI Office will use the host provided information directly, unless the CSI Office or Program Operations determine it is inappropriate.
- 4.) Update for "What's New" shall be short concise sentence(s).
- 5.) Updates will be posted as text in the Announcements column of the Upcoming Meets page. Meet host is responsible to provide concise wording in an email to both [ctswim.mccurdy@gmail.com](mailto:ctswim.mccurdy@gmail.com) and [office@ctswim.org](mailto:office@ctswim.org).
- 6.) Meet hosts should also try to reach the guest teams by e-mail to the entry chair, head coach, or contact information provided in entry file.