

WISCONSIN SWIMMING, INC.

POLICY 2.4 HOST CLUB RESPONSIBILITY

- 2.4.1. The Meet Host must post the meet information on the LSC website for all LSC sanctioned and/or approved open Meets. When a Meet Host posts its Meet Information, the Meet Host must include a Meet Event File for the purpose of importing events into team management software. The Meet Host must post, or when requested, must mail Meet Information at least twenty-one (21) days prior the entry deadline.
- 2.4.2. If the published Meet Information is changed, the host club must notify teams of these changes. If the changes prevent clubs from fulfilling their reservation, the unused reservation moneys must be refunded.
- 2.4.3. Seven (7) days before all Sanctioned meet, or unless or less as-deemed by the LSC prior to a State Championship, the Meet Host must send an .sdi file to the LSC Registration Officer to insure that all athletes entered in a Sanctioned meet are current member athletes of USA Swimming. A complete meet back-up must be sent to the LSC Treasurer seven (7) days before all Sanctioned/Approved meets, or less as deemed by the LSC prior to the State Championship.
- 2.4.4. Meet Final Results (see Policy 1.01, Section 1.6). The Meet Host must send Meet Final Results as follows:
- A. Meet Results must be sent to the LSC Web Administrator and LSC Treasurer to be posted on the LSC website within fourteen (14) days after the meet in three forms:
 - 1. Locked Database
 - 2. Results file to be imported into a Team's database
 - 3. PDF results in standard publication format
 - B. The Administrative Chair and Treasurer must be sent the completed Meet Report (completed in full as per Section 2.4.5A-D) and as specified in Section 2.4.8 in electronic form within twenty-one (21) days after the Meet.
 - C. In cases where a USA Swimming National Meet, requiring NTVs, has an entry deadline less than seven (7) days after the Meet, Meet Final Results must be sent electronically to the NTV/Records Coordinator and Registration Coordinator at least twenty-four (24) hours before the USA Swimming National Meet entry deadline.
 - D. LSC Registration Coordinator, LSC Treasurer and Administrative Chair, in electronic form, a complete Meet Backup format, and an SDI format file containing an export of USA Swimming registration data within seven (7) days after the Meet.
- NOTE: "Electronic Form" means a file created by meet management which may be sent by electronic mail (email) or posted to a website. In cases where Meet Final Results in electronic form are not available for any reason, printed Meet Final Results must be distributed.
- 2.4.5. A Meet Host must prepare Meet Final Results as follows:
- A. Identify fully the meet, e.g., name, sanction/approval number, location, date, pool length on each page
 - B. Identify teams participating by full names and locations.

- C. Identify unattached swimmers with their LSC status, e.g., UN-WI, UN-IL, etc.
- D. Provide First and Last names, ages and team affiliations for all swimmers.
- E. Provide event information in publication order by:
 1. Separating events by age group and gender;
 2. Listing events in the following order: Freestyle events, Backstroke Events, Breaststroke Events, Butterfly Events, Individual Medley Events, Freestyle Relay Events and Medley Relay Events;
 3. Listing events from shortest distance to longest distance within each stroke/event.
- F. Treat prelim/final meet formats and lead-off swims as one event.
- G. Provide first and last names of competing relay swimmers, their ages, and their order of swimming.

2.4.6. For LSC Championships Meets, the Meet Final Results also must include:

- A. All relay lead-off splits from an automatic timing system.
- B. Team or Individual scores, if applicable.
- C. Time Trial results in same format as Meet Final Results, e.g., the same order as the Meet Final Results. Mixed gender events are not acceptable for entering Time Trial Results into the USA Swimming SWIMS Database.

~~2.4.7. If a Meet Host accepts out of state entries, the Meet Host may require these competitors to show valid USA Swimming membership cards before they compete. The requirement to produce this card shall be stated in the Meet Information.~~

2.4.7. Each participating group member is responsible for insuring that all entered swimmers are validly registered USA Swimming athlete members for all Sanctioned Meets. Any swimmer who has entered the Meet and is not registered as a USA Swimming athlete member may not swim in a Sanctioned meet unless the Meet Host is accepting deck registration on the day of the Meet in order to participate.

2.4.8. In addition to Meet Final Results, the Meet Host must submit the following reports for Sanctioned Meets:

- A. Meet Report, to WSI Administrative Chair and Treasurer within twenty-one (21) days of the meets.
- B. Meet Financial Statement, to WSI Administrative Chair and Treasurer within twenty-one (21) days of the meet.
- C. Hard Copy of the Meet Financial Statement along with the check for travel fund and splash fees to the LSC Treasurer within twenty-one (21) days of the meet.

RATIONALE: To streamline the meet results and to allow Wisconsin Swimming to go paperless in submitting their results.

Respectfully Submitted by: David J. Anderson and Jeanne Drzewiecki
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