



MEET DIRECTOR REQUIREMENTS

BEFORE THE MEET:

- Acquire your sanction number by submitting the Application Request for Sanction completely filled out, a list of your order of events, or in the case of open competition events or closed invitationals and your complete meet entry packet, and the proper payment (payment amounts are listed on the bottom of the application request) to the Illinois Swimming Office.
- Application to Host Illinois Swimming Sanctioned Event found on the ilswim.org website under Forms

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| Mailing Address: | 1400 E Touhy Ave Suite 245 | Des Plaines, IL 60018 |
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- Deadlines are posted below:
 - January 15th all open competition scheduled meets for long course are due with a copy of the complete entry packet.
 - July 15th all open competition scheduled meets for short course are due with a copy of the complete entry packet.
 - January 15th all closed competition invitationals for long course are due with a copy of the complete entry packet.
 - July 15th all closed competition invitationals for short course are due with a copy of the complete entry packet.
 - Seven business days prior to a dual meet, time trial, conference meet or other closed competition, the sanction request application, payment and order of events MUST be received in the office.

IMPORTANT:

- NO MEET INFORMATION IS EVER TO BE SENT TO TEAMS WITHOUT THE SANCTION NUMBER PRINTED ON THE INFORMATION.
- FOR OPEN COMPETITION MEETS YOU MAY PROVIDE ILLINOIS SWIMMING WITH A LINK TO YOUR CLUB WEBSITE WHERE YOU WILL POST YOUR INFORMATION FOR TEAMS TO DOWNLOAD. THIS INFORMATION MUST ALSO HAVE THE SANCTION NUMBER ON IT, BUT WILL HOPEFULLY HELP YOU DEFER POSTAL COSTS.

REQUIREMENTS OF RECEIVING MEET ENTRY PACKETS FOR OPEN COMPETITION MEETS FOR POSTING TO ILLINOIS SWIMMING WEBSITE

- Once sanction is received teams must make all noted corrections to packets, insert sanction number and convert to pdf format file and return to the ISI office in 48 hours.

EXTREMELY IMPORTANT:

When hosting a competition with four (4) or more teams you MUST submit to the Illinois Swimming office on the Monday by noon prior to your competition, a complete Meet Manager back up file of your entries for a Pre Meet Recon. Any registration corrections returned to you from Illinois Swimming are the Meet Host's responsibility to correct prior to running the meet. Each individual team will be notified by Illinois Swimming to correct their own registration problems in their database. **The Meet Host may also be requested to receive payment and registration forms for athletes found competing but not registered. It is extremely important that these registrations and payments are forwarded to the Illinois Swimming office immediately on the exact day they are collected at the meet and an email sent to Illinois Swimming listing registrations received sent the same day.**

AFTER THE MEET:

- CHECK THAT ALL REGISTRATIONS COLLECTED WERE SENT TO THE ISI OFFICE ON THE EXACT DAY THEY WERE COLLECTED ON AT YOUR MEET
- ALL participating clubs must comply with Illinois Swimming Rules 203.10.1 – 203.10.3 and 203.11.3B as they pertain to final meet results
- The following MUST be received by the Illinois Swimming Office within 24 hours after the conclusion of your meet
 - A complete Meet Manager back up of your meet, emailed to the office.
- The following MUST be received by the Illinois Swimming Office within 10 (ten) business days of the conclusion of your meet.
 - Complete financial report and payment. (This form is attached to this email)
 - ISI Sanctioned Meet Results Certification to be filled out and submitted by your Meet Referee

If the above requirements are not met the following fines will be assessed by Illinois Swimming:

\$50.00 (fifty dollars) for dual meets, time trials and intra-squad meets
\$100.00 (one hundred dollars) for all open competition and closed invitationals

The following is a check off list for you to insure that you have met all your obligations to Illinois Swimming as Meet Director. All forms are in a downloadable format on the Illinois Swimming website.

- 1. **ALL** meet directors must send a complete BACK UP of their Meet Manager results to the Illinois Swimming office immediately at the conclusion of the meet via email.
ilswimoffice@sbcglobal.net
NO DISKS
In the body or text of the email please include HOST CLUB, DATE AND SANCTION NUMBER.
****Always remember to check if you attached the file prior to sending.
- 2. [Financial Report](#)
AND required payment payable to: Illinois Swimming
 - \$2.00 surcharge for each athlete entered in an individual event
 - 12% of all entry fees prior to scratches.
- 3. [ISI Sanctioned Meet Results Certification](#)
- 4. [Report of Occurrence Form](#)
- 5. Athlete and/or Non-Athlete Registration forms and payment received at the meet