DISTRIBUTION OF VIRGINIA SWIMMING MEET INFORMATION

DRAFT INVITATION (75 days prior to the meet)

Use the appropriate <u>Meet Invitation Template</u>. Email MS Word document to:
Meet Referee (for review and assistance in preparation)

SANCTION REQUEST (60 days prior to the meet)

Use the **Sanction Request Form**. Automatically emailed to:

Admin Vice Chair

Technical Planning Chair

FINAL DRAFT INVITATION (60 days prior to the meet)

Email MS Word document to:

General Chair
Admin Vice Chair
Age Group Chair

Senior Chair

Technical Planning Chair

Registration Chair

(for review and comment)

REVISED INVITATION (immediately upon correction)

Email MS Word document to:

Meet Referee (for final review and comment)

<u>Technical Planning Chair</u> (for approval)

SANCTIONED INVITATION AND MM SETUP FILE (45 days prior to the meet)

Email approved MS Word document and zipped MM Events file (Webmaster only) to:

Meet Referee (for execution)

<u>Webmaster</u> (for posting to the VSI website - official distribution)

Business Manager/Office (for filing)

REGISTRATION FILE (7 days prior to start of the meet)

Email MM USA-S Registration export file (sdif meet name.sd3) to:

Registration Chair (for verification of USA Swimming membership)

MEET RESULTS (within 3 days of the end of the meet, corrections as appropriate)

Email MM Backup file (SwmmBkup-meet name.zip) to:

Webmaster (for posting to the VSI website – official distribution)

Technical Planning Chair (for review)

National Times Coordinator (for submittal to SWIMS)
Records Chair (for records verification)

Business Manager/Office (for filing)

FINANCIAL REPORT (within 30 days of the end of the meet)

Use <u>Meet Financial Report</u> or <u>Championship Meet Financial Report</u>. Email MS Excel document and check (Treasurer only) to:

Technical Planning Chair (for review)

<u>Treasurer</u> (for approval and filing)