

# **UNITED STATES SWIMMING LOUISIANA SWIMMING, INC.**

Read this before the Meet

## **CONDUCT OF MANAGEMENT**

In addition to all other rules relating to the conduct of swimming meets held in the United States, the Louisiana swimming committee has voted the following requirements:

1. The times of all swimmers must be posted during the meet.
2. Sanctions must be completely closed correctly within 15 days following the competition. (Please refer to the United States Swimming, Louisiana Association Sanction Closing Report and the 2002 Louisiana Swimming Guide Book) on the web at <http://www.louisianaswimming.org/>. Failure to comply with the requirements of this report will result in the non-issuance of further Sanctions until a \$100.00 fee is paid.

## **RECORD APPLICANTS**

The host club is required to prepare a report, (Hy-Tek users also send results on a disk) for the Records Chairman. This report shall contain a list of all swimmers who equaled or bettered any Louisiana Association record. The report shall contain:

1. The name, age, U.S. Swimming ID, sex and club affiliation of the swimmer.
2. The stroke, distance, time, and event number for which the record is claimed.
3. The name of the meet and sanction number.

## **16 BEST TIMES AND 10 BEST RELAY TIMES**

The host club is required to prepare a report for the Records Chairman. This report shall contain a list of all swimmers who achieve reportable times during the meet for Age Group 16 Best Times and/or 10 Best Relay Times Tabulation. The report shall contain:

1. The name, age, sex, U.S. Swimming ID, and club affiliation of the swimmer.
2. The stroke and distance, and time to be reported.
3. The event number.
4. The name of the meet and the Sanction number of the meet.
5. Hy-Tek users send meet results on a disk.

## **FINAL RESULTS**

Final Sheets must be put together by age groups, and events (short to long free, back, breast, fly, I.M., and relays.) with both boys together & girls together. Use Pub order. Final sheets must have a cover containing the:

1. Sanction No.
2. Name of the meet.
3. Date of the meet.
4. Length of the course.
5. Type of timing equipment used.
6. Cover sheets must contain the Team Scores, Swimming Records and the 16 Best Times and 10 Best Relay Times Report, if applicable, or statement " NO REPORTABLE TIMES."

The ages of all swimmers competing in 8 & under, 10 & under and Senior events including relays must be listed after the swimmer's names in those events. Names of all relay swimmers must be listed on final sheet.

Disqualification's shall be noted in the space reserved for the official time. No time shall be recorded for disqualified swimmers.

# MEET CLOSE-OUT REPORT

**Within 15 days after the completion of your competition:**

1. This completed Sanction Closing Report,
2. A backup copy of the complete meet via email to laswimming@att.net, and
3. Ten percent (10%) of the total individual and relay fees (**separate check**), and
4. **Seven dollar (\$7.00)** surcharge per swimmer (**separate check**) shall be sent to:  
Judy Ramirez  
207 Dutton Court  
Slidell, LA 70461

**Within 15 days after the completion of your competition:**

1. A list of all Record Applicants, and
2. A list of all swimmers who have achieved reportable times for 16 Best Times and/or 10 Best Relay Times shall be sent to:  
George Klein, Record Chairman  
Shenandoah Street  
Kenner, LA 70065

**Meet Summary:**

I, \_\_\_\_\_, attest that I served as Head Referee at the meet. Start and finish times of each session are listed below:

	Start Time	Finish Time
1st Session	_____	_____
2nd Session	_____	_____
3rd Session	_____	_____
4th Session	_____	_____
5th Session	_____	_____

Officials working this meet were:

Assistant referee(s): \_\_\_\_\_

Safety Coordinator: \_\_\_\_\_

Starter(s): \_\_\_\_\_

Stroke/Turn Marshal(s): \_\_\_\_\_

\_\_\_\_\_  
Head Referee Signature

\_\_\_\_\_  
Date

**FINANCIAL SUMMARY:**

**Swimmer Surcharge:**

Number of Swimmers in Meet: \_\_\_\_\_ x \$7.00 surcharge = \$ \_\_\_\_\_

**Entry Fees (Individuals and Relays):**

Total Entry Fees: \_\_\_\_\_ x 10% to LSI = \$ \_\_\_\_\_

\_\_\_\_\_  
Sanction Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
Club Representative Signature