

**UNITED STATE 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 APPLICANTSThe 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 and 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 RESULT

Final sheets must be put together by age groups, and events (short to long free, back, breast, fly, I.M., and relays.) with 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 course
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 sheets.

Disqualifications 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 laswimmingmeets@gmail.com 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:
 LA Swimming Meets
 P.O. Box 61812
 Lafayette, La 70596

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): _____

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= \$ _____