

CYSL MEET DIRECTORS CHECK LIST

_____ Meet information shall be sent to clubs 15 days prior to the start of the meet. **Failure to send meet information out 15 days to prior to the meet will result in a \$25.00 fine.**

DURING MEET

_____ Coaches credentials will be checked. Failure to do so will result in a \$25.00 fine.

_____ “CYSL Warm-up Procedures” will be distributed with the coaches packet. Failure to do so will result in a \$25.00 fine.

AFTER MEET

_____ Accurate final results will be sent to the all league officers and team attending the meet. Results shall be postmarked within 7 days of the last day of the meet (E-mail in pdf form is acceptable). If the CYSL secretary advises a club of a clerical error contained within meet closeout information, the said club will have 5 business days from date of notification to correct the error prior to the fine being levied. (The fine will accrue based upon the initial time limit specified.) **A fine of \$25.00 per week or part thereof over the 7 day limit for postmarking results to teams and officers. The following constitutes results. Failure to send any or all will result in a fine.**

_____ A meet manager backup shall be sent to the league secretary and the web master. File shall be postmarked within 5 days of the last day of the meet.

_____ A team manager import file shall be sent to each team with results within 5 days of the last day of the meet.

_____ An alphabetical list by team of swimmers shall be sent to the league secretary and postmarked within 5 days of the last day of the meet.

_____ List of officials by session with assignments shall be sent to the league secretary postmarked within 5 days of the last day of the meet.

_____ A hard copy must be sent to each team and league officers within 15 days. A pdf file can be E-mailed in lieu of hard copy. E-mail time stamp will be used.

NOTE: Failure to complete any or all of these tasks are subject to fine. All forms may be E-mailed if in pdf format.

MEET CLOSE OUT

_____ After determining the above is complete, the meet will be closed out, host clubs will be notified of any fines due. All fines must be paid prior to the team competing in that seasons league championship.