

## Pacific Swimming Meet Reporting Requirements

Effective September 1, 2021, Pacific Swimming has made updates to their reporting requirements for all meets. To reduce the paperwork needed from our clubs, and streamline our procedures, we no longer require clubs to submit a meet financial report. Please read below to review the updated procedures.

### **Sanction Only Meets**

Once the meet is sanctioned, Pacific Swimming will generate an electronic invoice for the sanction fee and email it to the meet director within 3 days. Payment is due upon receipt of the invoice. A 10% late fee will be assessed if payment is not received 5 days before the start of the meet.

### **Pre-Meet Requirements**

Registration checks must be submitted to the Pacific Swimming Registration/Membership Chair no later than 3 days (72 hours) before the competition. If a registration check does not occur, the results from the competition will not be loaded into the SWIMS database.

### **Post Meet Requirements**

Post meet report completed by the Meet Referee is submitted to Laurie Benton.

Registrations collected at the meet must be received by the Registration/Membership Chair by 3 days (72 hours) following the meet. Please return the Meet Registration Report even if the non-registered athlete did not swim.

**After the above requirements are met, meet results will be loaded into SWIMS and posted on the website.**

### **Flat Fee Meet (Dual, Tri, Quad or Closed Invitational Meets)**

Athletes are charged one fee to enter the meet. Host Club determines the fee charged to the athletes. The percentage amounts due to Pacific Swimming effective September 1, 2021 are: 20% for a 1-day meet, 25% for a 2-3 day meet and 30% for a 4-day meet. There is no separate sanction fee required.

### **Pre-Meet Requirements**

Registration checks must be submitted to the Pacific Swimming Registration/Membership Chair no later than 3 days (72 hours) before the competition. If a registration check does not occur, the results from the competition will not be loaded into the SWIMS database.

Club(s) notifies Annie Stein of any MEFAP (MEFAP – Meet Entry Financial Assistance Program for Outreach Members) athlete **entries**. Annie confirms athletes are Outreach members and sends MEFAP Summary to Club. **Club collects and submits to the Treasurer splash fees for all entered MEFAP athletes.**

### **Post Meet Requirements**

Registrations collected at the meet must be received by the Registration/Membership Chair by 3 days (72 hours) following the conclusion of the meet. Please return the Meet Registration Report even if the non-registered athlete did not swim. Additionally, a Meet Referee Post Meet Report must be completed by the Meet Referee and received by Laurie Benton.

### **Meet Financials**

The Meet Summary report must be emailed to [msr@pacswim.org](mailto:msr@pacswim.org) no later than 48 hours after the conclusion of the meet. If you have multiple flat fees charged, please be sure to provide the documentation to indicate how many athletes per each flat fee (ex. if you charge 10&U \$20 and 11&O \$30, we will need counts for each category). If you are unable to email the Meet Summary or need assistance, please contact us at [msr@pacswim.org](mailto:msr@pacswim.org).

### **Meet Financials (continued)**

Once the meet summary report is received, Pacific Swimming will generate an electronic invoice and email it to the meet director no later than the end of business on the Friday following the meet.

Payment is due upon receipt of the invoice. A 10% late fee will be assessed if payment is not received within 15 days of the conclusion of the meet.

### **MEFAP:**

MEFAP athletes are entered into the meet either by the **host club (Entries submitted as Team Entries)** or **Annie Stein (entries submitted via FastSwims or SwimConnection)**. **Host and/or Entering Club shall notify Annie Stein of any MEFAP athlete entries processed and a Summary Report shall then be provided.** Splash fees (\$8 SC and \$14 LC) are collected from all MEFAP athletes **by the host club AT THE MEET**. Checks (**NO CASH**) are made payable to Pacific Swimming. After the meet, splash fees are mailed to the Treasurer.

**After the above requirements are met, meet results will be loaded into SWIMS and posted on the website.**

### **Standard Zone and LSC Meets**

	<b><u>Individual Entry Fees**</u></b>	<b><u>Relay Entry Fees**</u></b>
Preliminaries & Finals – Senior Meets	\$8.50	\$20.00
Timed Finals – Senior Meets	\$7.00	\$20.00
JO Championships	\$8.00	\$20.00
FW Championships	\$12.00	\$20.00
Other Preliminaries & Finals Meets	\$6.00	\$16.00
Age Group Meets	\$4.50	\$9.00
Time Trials	\$50.00 flat fee (includes sanction fee)	

Participation fee: \$8.00 for short course meets and \$14.00 for long course meets.

Host clubs of meets scheduled by Zone 4 may increase the participation fee amounts by \$1.00 per athlete.

### **Pre-Meet Requirements**

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### **Post Meet Requirements**

Registrations collected at the meet must be received by the Registration/Membership Chair by 3 days (72 hours) following the conclusion of the meet. Please return the Meet Registration Report even if the non-registered athlete did not swim.

### **Meet Financials:**

The Meet Summary report must be emailed to [msr@pacswim.org](mailto:msr@pacswim.org) no later than 48 hours after the conclusion of the meet. If you are unable to email the Meet Summary or need assistance, please contact us at [msr@pacswim.org](mailto:msr@pacswim.org).

Once the meet summary report is received, Pacific Swimming will generate an electronic invoice and email it to the meet director no later than the end of business on the Friday following the meet. Payment is due upon receipt of the invoice. A 10% late fee will be assessed if payment is not received within 15 days of the conclusion of the meet.

**After the above requirements are met, meet results will be loaded into SWIMS and posted on the website.**

**Mail invoice payments to: 14850 Hwy 4 Ste A #260, Discovery Bay, CA 94505**