

## DISTRIBUTION OF VIRGINIA SWIMMING MEET INFORMATION

### DRAFT INVITATION (75 days prior to the meet)

Use the appropriate [Meet Invitation Template](#). 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)  
[Technical Planning Chair](#) (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)  
[Webmaster](#) (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)  
[Top 10 / NTC Chair](#) (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 [Meet Financial Report](#) or [Championship Meet Financial Report](#). Email MS Excel document and check (Treasurer only) to:

[Technical Planning Chair](#) (for review)  
[Treasurer](#) (for approval and filing)