

## South Central Zone Championships Pre-Meet Admin Official and Meet Director Check List

Verify that no relay only or individual entries are allowed after online registration closes. Swimmers may drop/scratch an event but they may not add an event.

Verify that estimated timeline, meet program for seeded heats and psych sheet for distance events is emailed out to all competitors no later than one day prior to the beginning of the swim meet.

If this is a bulkhead pool, verify that pool is measured prior to the start of the first session and after each session thereafter.

Verify that there is a printer attached to the console computer and that it is set up to print all console results throughout the swim meet.

Verify that positive check in is being taken and processed by the AO.

Verify that officials know USMS rules and the differences between USA and USMS rules.

Download and import zip files into HyTek Meet Manager:

USMS National Records from <https://www.usms.org/comp/recordsmm.php>

For meter meets only, World Aquatics World Records from  
<https://www.worldaquatics.com/masters/records>

Zone Champs meet records from <https://usmssouthcentralzone.org/records>