



2014 STATE SWIM & DIVE

QUALIFYING MEET APPLICATION PACKET

Before a meet can be approved as a State Qualifying Meet, the following checklist must be completed and verified:

- The meet must be entered by the host school on the school login page and request sanctioning from the AIA.
- A completed AIA Qualifying Swim Meet Application Packet must be submitted to Erin Shields at the AIA swim@aiaonline.org. The swim meet application packet must include: a meet flyer or document with the details of the meet (location, time, rules, awards, process for submitting entries, scoring, results, etc.).
- The participating schools
- Names of the Referee, Meet Director and Timing Equipment Operator.
- Which timing system the meet will use. (pads, two-button system, etc)
- A 2014 AIA Qualifying Swim Meet Application Form.

Once an approved qualifying meet is completed, the meet director must forward a results export file, complete written results in .pdf format, and a completed Post Meet Report to the AIA Tournament Coordinator (erinmbshields@gmail.com) within **24 hours** of completion of the meet.

- The Post Meet Report must include the names of the five certified meet officials.

Hy-Tek Swimming Meet Manager is the software that is to be used for entries, scoring and results of the qualifying meet.

AIA approved abbreviations must be used in state qualifying meets. A list of school abbreviations can be found on the Swim & Dive page of AIA365.

2014 AIA QUALIFYING SWIM MEET APPLICATION

NAME OF MEET: _____ DATE OF MEET: _____

MEET DIRECTOR: _____ E-mail _____

CELL PHONE _____ HOME PHONE _____

HOST SCHOOL: _____

SCHOOL ADDRESS: _____

SITE OF MEET: _____

CRITERIA FOR A STATE QUALIFYING SWIM & DIVE MEET

- AIA state qualifying swim & dive meets must be sanctioned and approved by the AIA for any state qualifying time or score to be achieved.
- A meet flyer outlining the details of the meet (location, time, rules, awards ,process for submitting entries, etc.) must be attached to this application.
- Five or more schools must participate in the meet.
- Five certified officials to include: Starter, Referee and S&T's, plus a Timing Equipment Operator and Meet Management Software Operator. (**Names of all officials must be included in the Post Meet Report**)
- Electronic timing system must be used. (pads or two-button system)
- State qualifying meet must follow the NFHS Rules Book.
- The Meet Director must forward a **results export file, complete written results in .pdf format, and a completed Post Meet Report** to the AIA Tournament Coordinator for Swim & Dive. (Erin Shields swim@aiaonline.org) within **24** hours of completion of meet.

Officials List (for approval of Meet Application):

Referee _____

Meet Director _____

Timing Equip. Operator _____

MEET DIRECTOR _____ Date: _____

(signature)

QUALIFYING MEETS MUST BE APPROVED

NO LATER THAN AUGUST 20, 2014

Send application to: Erin Shields

swim@aiaonline.org



2014

POST MEET REPORT

STATE QUALIFYING SWIMMING INVITATIONAL

Name of Meet: _____

Meet Date: _____

Meet Director: _____

Referee: _____

Starter: _____

Stroke & Turn: _____

Stroke & Turn: _____

Timing Equipment Operator: _____

Meet Management Software Operator: _____

Send post meet report to: Erin Shields
swim@aiaonline.org Fax # 602-385-3779