

## PNA Meet Results Process – as of 12-12-13

[Doug Jelen](mailto:dougjelen@hotmail.com)

dougjelen@hotmail.com

22233 NE 28th PL

Sammamish, WA 98074

### Within 2 weeks of meet date mail the following items to Doug:

1. **Lane Timer Sheets** and **Relay Cards** for all events
2. All swimmers' **Entry Forms** (if entered using paper copies)
3. All **Timing Tapes or Printouts**, if the meet is electronically timed
4. **Heat Sheet** and/or corrected heat sheet (showing any re-seeding)
5. **Heat Sheet** for deck-seeded events (i.e., list of heat and lane assignments for deck-seeded events)
6. **Heat Sheet** for deck-entered events (i.e., list of heat and lane assignments for relays)
7. Copy of **Meet Results** and/or **Disk/USB/emailed backup file** of meet results including:
  1. Individual Events: Event name, age group, swimmer name, swimmer age, swimmer club, time
  2. Relay Events: Event name, age group, club & team name, name, age, and gender (for mixed relays) for each of the four swimmers, time
8. **Record Documentation** for any new national or world records
  1. Lane Timer Sheet and/or timing tape and
  2. record application for each record)
9. **Name and certification level of the Meet Referee.**
10. **Copy of the meet backup database** if using Hy-tek Meet Manager.

### Within 3 weeks of meet date:

Mail check for PNA meet fees to:

PNA Treasurer  
P.O. Box 12172  
Seattle, WA 98102-12172

Email Actual Income Statement to [pnameets@gmail.com](mailto:pnameets@gmail.com)