SELF EVALUATION FOR NEW ENGLAND MEETS: This self-evaluation must be completed and returned to the New England Office with the meet financial report.

Club: __________________________________________ Date of Meet: ______________________________

_____ 1. Properly sanctioned with number on the meet information

_____ 2. Entry information in standard New England format.

_____ 3. Correct meet information

_____ 4. Meet Subscription:
   Did you use the 75/25 policy for accepting teams in your meet? _____
   If “yes” answer all questions:
   1. List the teams that entered by the date of first acceptance:

   2. List the teams that were invited in the 75%:

   3. List the teams that were accepted in the 25%:

   4. If a lottery was necessary, list the teams that were cut in the lottery process:

   5. List the teams that were accepted after the date of first acceptance:

   6. List the teams that entered after the date of first acceptance and were not accepted:

   If “no” answer questions 1, 4, 5, and 6

   If necessary, please use the back of this sheet.

_____ 5. Meet information sent to web master in a timely fashion

_____ 6. Meet run according to New England policies
   _____ A. An adequate number of Safety Marshals
   _____ B. 4 hour time limit
   _____ C. Format followed as published in meet information
   _____ D. Officials and timers from host team
   _____ E. All swimmers registered with USA Swimming with correct ID numbers  continued……
7. Please describe any problems with the facility or equipment:

_____ 8. Results posted promptly
_____   A. Results properly arranged
_____   B. One printed copy to New England office (in “publication order”)
_____ 9. Financial report returned to New England office within 6 weeks
_____10. Surcharges paid within 6 weeks.

Please explain any problems or deviations from New England policies:

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I certify that all New England policies have been followed and request the return of our $200 deposit.

Name: ___________________________________________ Date: __________________________

Please return the check to: Name:

Address:

May 2008