

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:

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