

Some suggested planning tools that facilitate compliance include:

- Using meet management software to monitor the timelines as entries are processed.
- Selection of a heat interval appropriate for the session.
- Being aware of the number of swimmers appropriate for the number of lanes available and distances offered.
- Adequate meet staffing such that marshals, timers and other meet personnel are properly trained and in place.
- Keeping equipment (computers, timing systems, printers, etc.) in proper working order.

Should you have any questions regarding the above, please contact me.

A handwritten signature in black ink that reads "Daniel W. McAllen III". The signature is written in a cursive style with a long, sweeping underline.

Daniel W. McAllen III, Chair, USA Swimming Rules & Regulations Committee
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