

CENTRAL ZONE POOL MEET DEADLINES:

RESPONSIBILITY	DATE	ACTIVITY	PAGE
Zone Director	March 15	Review/approve Meet Info – Notify MH	
Championship Coordinators	January 15	Mail meet packet (templates/manual/etc) to Meet Hosts	
Championship Coordinators	March 1	Approve medal design	
Championship Coordinators	March 1	Correct/Approve Meet Invitation/Flyer-mail to Zone Directors for final approval	
Championship Coordinators	by April 15	Site visit completed if necessary	
Championship Coordinators	May 15	Make sure host mails/posts meet info by date.	
Championship Coordinators	During Meet	Observe meet. Assemble evaluation	
Championship Coordinators	15 Days after meet	Send meet evaluation to Zone Directors	
Championship Coordinators	30 Days after meet	File for reimbursement	
CZ Secretary	December 15	Mail/email LSC contacts to meet hosts.	
CZ Secretary	March 1	Mail/email updated LSC addresses to MH	
Zone Records Chair	May 15	Send electronic version of records to MH	
Zone Records Chair	May 15	Send electronic backup file w/records, time stds, event limits to MH and Webmaster	
LSCs	April 15	Mail/email name of LSC entry contact to MH	
LSCs	Mon 6 pm meetWk	Electronic copy of meet entries to MH (\$200 fine if after 6pm)	
LSCs	Mon 6 pm meetWk	Email/fax hard copy entries (pool/open water), and required forms (Relay Only, SWAD, Fee Summary, Staff) to MH	
LSCs	Tue Noon Meet Wk	Submit any corrections to original entry to MH (No new swimmers).	
LSCs	Start of Gen Mtg	Submit entry check.	
Prospective Meet Host	Prior to annual mtg	Bid application to Sr Zone Director	
Prospective Meet Host	At CZ meeting	Presentation to LSC reps	
Meet Host	January 1	Mail/post on CZ website advance hotel list to LSCs	
Meet Host	February 1	Mail/email medal plan to USA Swimming and Championship Meet Coordinators – prior to order	
Meet Host	February 15	Meet Information to Championship Meet Coordinator	
Meet Host	April 1	Apply for National Certification for Officials	
Meet Host	May 15	Post Meet Info on CZ website	
Meet Host	Mon 9pm Mt Wk	E-mail team entries/psych sheet reports to LSCs/ Post entries on CZ website	
Meet Host	Tues 6 pm Meet	Post warm-up and start times to CZ website for all sessions	
Meet Host	Within 24 hrs of Meet End	Publish results electronically to CZ website; send unlocked backup to CZ Secretary and CZ Records Coordinator and appropriate file to Swimming World	
Meet Host	20 Days after	Mail/email meet evaluation summary to CZ Championship Meet Coordinator, CZ Zone Directors, and CZ Secretary Mail CZ splash fee to CZ Treasurer	
Meet Host	30 Days after	Preliminary financial reports to CZ Directors and Secretary	
Meet Host	Per Contract	All finalized reports to USA Swimming and finalized financial report to CZ Secretary	
Meet Host	6 months after	Meet information may be destroyed	