

Sectional Meet Host Responsibilities:



Post Meet Results:

- Send the following within 24 hours of completion of the meet to the [Central Zone Secretary/Treasurer](#):
 - 1) Compete unlocked backup of the meet
 - 2) Results in publication format
 - 3) TM Results File
- Send Final results to USA Swimming Headquarters
- Sanctioning LSC shall upload results including valid relay lead-off times to SWIMs

Financial Reports:

Submit preliminary financial reports to the [Central Zone Secretary/Treasurer](#) and the Zone Directors no later than thirty (30) days following the last day of competition. (Failure to submit a preliminary report to the Zone within thirty (30) days shall result in a fine of \$500.00. If a fine is not paid, no bid will be accepted from the host until the fine is paid and reports submitted.)

Use the **Zone Reimbursement Form** to request reimbursement for Meet Referee, Admin Referee, Evaluator travel/lodging expenses. (Up to \$2000 in total.) Receipts must accompany the request. Submit reimbursement form along with receipts to [Central Zone Secretary/Treasurer](#). ***Additional expenses incurred beyond the amount budgeted for by the Zone for MR, AR, and evaluator travel and lodging are the responsibility of the host club.*** (NOTE: Zone Reimbursement form will be sent to host by the Central Zone Secretary/Treasurer upon receipt of the after meet files.)

Central Zone Secretary/Treasurer will send invoice to host for the Central Zone Surcharge. This shall be due from host within 45 days of the last day of competition.

Submit all financial reports to USA Swimming in compliance with the host-USA Swimming contract and file the same report with the [Central Zone Secretary/Treasurer](#).

Central Zone Meet Host Responsibilities:

Post Meet Results:

- Send the following within 24 hours of completion of the meet to the [Central Zone Secretary/Treasurer](#):
 - 1) Compete unlocked backup of the meet
 - 2) Results in publication format
 - 3) TM Results File
- Send Final results to USA Swimming Headquarters
- Sanctioning LSC shall upload results including valid relay lead-off times to SWIMs

Financial Reports:

Submit preliminary financial reports to the [Central Zone Secretary/Treasurer](#) and the Zone Directors no later than thirty (30) days following the last day of competition. (Failure to submit a preliminary report to the Zone within thirty (30) days shall result in a fine of \$500.00. If a fine is not paid, no bid will be accepted from the host until the fine is paid and reports submitted.)

Use the **Zone Reimbursement Form** to request reimbursement for Meet Referee, Admin Referee, Evaluator travel/lodging expenses. (Up to \$2500 in total.) Receipts must accompany the request. Submit reimbursement form along with receipts to [Central Zone Secretary/Treasurer](#). ***Additional expenses incurred beyond the amount budgeted for by the Zone for MR, AR, and evaluator travel and lodging are the responsibility of the host club.*** (NOTE: Zone Reimbursement form will be sent to host by the Central Zone Secretary/Treasurer upon receipt of the after meet files.)

Central Zone Secretary/Treasurer will send invoice to host for the Central Zone Surcharge. This shall be due from host within 45 days of the last day of competition.

Submit all financial reports to USA Swimming in compliance with the host-USA Swimming contract and file the same report with the [Central Zone Secretary/Treasurer](#).