

Central Zone Pool Meet Deadlines

Revised December 2024

Activity	Timeframe	Responsibility
Year Prior to Meet		
Bid application to Zone Directors	2 years prior to meet	Meet Host
Bid presentation	2 years prior to meet	Meet Host
Assignment of Meet Referee, Admin Referee, and Evaluator	By January	Central Zone Officials Chair
Ensure entry chair has been identified and approved by the Central Zone	By January	Meet Host, Host LSC
Post on Host webpage regarding hotel list	January	Meet Host
Mail/email medal and ribbon plan to Director of Championship Meets	January	Meet Host
Identify photographer and confirm photographer with Central Zone	January	Meet Host
Central Zone review of Meet Information	January-February	Central Zone
Meet Host review of Meet Information	January-February	Meet Host
Build meet files w/records, time standards, event limits, and send to meet host	January-February	Central Zone
Meetings to review Meet Information and meet details	February-April	Central Zone
Order medals	March	Meet Host
Confirm LSC contact information	March-April	Meet Host
Meet information posted to the Central Zone webpage	Mid-Late April	Central Zone
Meet sanctioned	Mid-Late April	Host LSC
Application for OQM for Officials	Mid-Late April	Host LSC Officials Chair
Assignments of key officials	Summer	Central Zone Officials Chair, Meet Referee
Summer of Meet		
Meet planning – hospitality, logistics, parking, etc.	Spring-Summer	Meet Host
Ensure large crash area with tables for each LSC will be available at facility throughout meet	Spring-Summer	Meet Hpst
Receive entries and resolve entry issues	Summer	Entry Chair
Communication between Zone and site leadership	Summer	Central Zone, Meet Host
Gain approval from Central Zone for the practice and team photo day schedule	1 month prior to the meet	Central Zone, Meet Host
Email and post warmup assignments for practice day and team photos	3-4 weeks prior to the meet	Meet Host
Week of Meet		
Reminder of warmup and team photo schedule	7-10 days prior to meet	Meet Host
Entries Close – 12 PM host local time	Monday prior to meet	Entry Chair
Preliminary psych sheet and LSC team entries emailed to LSCs for review – 9 PM host local time	Monday prior to meet	Entry Chair
Corrections to entries due – 12 PM host local time	Tuesday prior to meet	Entry Chair
Team photos and practices	Thursday	Meet Host
Central Zone Championship Meet!	Thursday-Sunday	All!
After Meet		
Send unlocked meet backup and PDF copy of results to Central Zone Secretary	Within 24 hours of the meet	Meet Host
Participate in post Zone meet review	Month after meet	All
Financial reports to Central Zone Secretary	Within 30 days of the meet	Meet host
Meet information may be destroyed	365 days after meet	Meet host