

MEET HOST TEAM'S ADMINISTRATION TIMELINE APPENDIX A											
<b>Gulf Swimming</b>	Pre-Meet Administration						Post-Meet Administration				
	At Least 8 Weeks		At Least 6 Weeks		2 Weeks	Monday prior to meet	No Later Than 3 Days	No Later Than 2 Weeks			
	Mail or Email	Email	Email	Email	Mail or Email	Email	Email	Mail	Mail	Mail	Mail
	Sanction Form Check Meet Announcement	Request for Equipment Rental (If Applicable)	Meet Announcement	EV3 Setup Files	Meet Entries Due Back Reconcile the Meet Entries	Timeline	MDB/CL/PDF Files to Webmaster (After Reconciling the Meet Results)	Results w/Time Standards Proof of Time Statement Name of Gulf Administrative Vice-Chair	Meet Directors Financial Report Form w/Check Meet Financial Statement	Meet Summary Report Form	Meet Evaluation Forms
Gulf General Chair	X										
Gulf Treasurer									X		
Gulf Technical Chair	X									X	X
Gulf Sanction Coordinator	X										
Gulf Equipment Coordinator		X									
Gulf Webmaster			X	X		X	X				
Host Team					X						
Participating Teams Requesting Paper Copies of Results								X			