

	POLICY & PROCEDURE	PROCEDURE NUMBER: 850
	Subject: PROGRAM PRINTING SERVICE- AZSI CHAMPIONSHIP SERIES	EFFECTIVE DATE: 8-17-2016 Revised 7-31-2017

I. Abstract

Arizona Swimming recognizes that publishing the program for AzSI Championship Series meets is expensive. In order to assist our Host Clubs, AzSI will print the initial meet program (i.e. seeded preliminaries program) for Host Clubs at a substantially reduced cost when compared to cost of Host contracting with print shops.

Printing is available for the initial meet program ONLY.

- a. No reprints for seeding or other errors are available. Printing of finals program or daily updates is not available from AzSI.
- b. This procedure does not extend to Psyche sheets except for those events in the seeded preliminary program that require positive check-in and as a result, are not seeded.

II. Qualifying Meets – AzSI Championship Series Meets

- a. Age Group State Championships, short and long course
- b. Senior Open Championships, short and long course
- c. 8 under Championships, short course
- d. Junior Olympic Champs short and long course

III. Delivery of Program for Printing

- a. Complete program in pdf format and delivered electronically to AzSI.
 - i. Delivered via email or in person
 - ii. Program will be assumed to be in correct order to print, including covers, if any
 - iii. No extra pages or changes permitted; program is limited to front and back cover and the seeded preliminary program produced by HyTek or other meet software.
 1. Advertising pages are not allowed.
- b. Complete printed program in exact print order.
 - i. AzSI will scan into pdf, print one copy which MUST be approved by Host Club prior to printing.
 - ii. Absent approval of Host Club, program will not be printed

- iii. No extra pages or changes permitted; program is limited to front and back cover and the seeded preliminary program produced by HyTek or other meet software.
 - 1. Advertising pages are not allowed.
- c. Hy-Tek, jpeg, .tif, or similar files are not acceptable, electronic copies must be in pdf format.
- d. All seeded preliminary program pages must be printed in three column format with multiple events per page. Programs submitted in other formats will not be printed.

IV. Timing of Printing

- a. AzSI needs at least at least four entire work days to print the programs due to printer limitations.
 - i. Last minute printing is not available.
- b. Host Club is responsible for picking up printed programs from office.
 - i. Shipping of programs is not available due to time constraints

V. Printing Options

- a. All programs will be printed duplexed
- b. The program will be printed in black and white on 20 pound white paper.
- c. The number of programs printed will be limited to 50% of the number of athletes participating in the meet but in no case more than 300 programs.

VI. Pricing of Printing & Payment

- a. Price for the program is available on the AzSI Annual Statement of Fees and Charges and is subject to change at any time.
- b. All printing charges must be paid at time of delivery of programs.
 - i. Payment may be made by cash, check or credit card.

Updates:

Date	by Whom	Basic Abstract	Sections	Control #
09/24/14	BOD	codification of procedure	All	14-18
8/17/16	BOD	update	II, V, VII	16-026
7/31/2017	GC	hskg	II	16-049