



# REPORT OF SANCTIONED/APPROVED MEETS

(This report is required for USA Swimming/Arizona Swimming sanctioned or approved meet, including closed meets)

Host Team: \_\_\_\_\_ Sanction/Approval # \_\_\_\_\_

Meet Name: \_\_\_\_\_

Dates of Meet: \_\_\_\_\_ No. of Participants: \_\_\_\_\_  
Women Men Teams

## CALCULATION OF AMOUNT DUE ARIZONA SWIMMING

### 1. Sanction / Approval Fees

Fee Sanction / Approval (member entity) \$50.00 \_\_\_\_\_

Fee Approval (non-member entity) \$100 \_\_\_\_\_

2. AZ LSC Surcharges # of Swimmers \_\_\_\_\_ @ \$8.00 each \_\_\_\_\_

AZ LSC Surcharge (Approved-non-entity) # of Swimmers \_\_\_\_\_ @ \$10.00 each \_\_\_\_\_  
(Includes Open Water)

### 3. Equipment Rental

Minimum Rental Fee \$100.00 per day \_\_\_\_\_

Semi-Automatic System (2 button) \$125.00 per day \_\_\_\_\_

1 Full Pad System \$200.00 per day \_\_\_\_\_

2 Full Pad System \$300.00 per day \_\_\_\_\_

Prep for Delivery/Check-In \$50.00 (required) 50.00 \_\_\_\_\_

Set up/ Installation/ Assembly \$150.00 \_\_\_\_\_

**Note:** May be billed separately, but may be paid with this report or by separate check.  
Minimum Rental Fee \$100

4. One-half Time Trial Revenue \_\_\_\_\_

5. No-Show penalty \_\_\_\_\_

5. Miscellaneous (Ex: Sanction Revision fee/NO Show fees per fees schedule) \_\_\_\_\_

**Balance Due:** (Payable to Arizona Swimming, Inc. by check or web payment) \$ \_\_\_\_\_

(Note: Must be received in AZSI office within 21 days after meet to avoid penalty)

Check or Web Order No. Issued in payment of above: # \_\_\_\_\_

## INSTRUCTIONS FOR FILING REPORTS AFTER CONCLUSION OF MEET

√ Within 7 days of completion of meet, host team shall send a complete set of meet results in the appropriate electronic format (.cl2 file), to [results@azswimming.org](mailto:results@azswimming.org) with a copy to [office@azswimming.org](mailto:office@azswimming.org). Completed Coach Sign-In sheets, completed Official Sign-in Sheets, Meet Operations Personnel form, and OTS meet referee's report are also due to [office@azswimming.org](mailto:office@azswimming.org).

√ Within 7 days of completion of meet all awards must be distributed per Arizona Swimming Policy 201C.

√ Within 21 days of completion of meet, host team shall send, by mail or electronically: i) completed Report of Sanctioned / Approved Meet  
Attach the following:

√ Attach the Hy-tek Team Report – Entry Fee Summary with Scratches (Located in Hy-Tek Meet Manager – Reports).

√ Attach a copy of any written protests filed.

√ Attach a copy of any Reports of Occurrence.

√ Attach a copy of the meet session timelines.

√ Attach a list of athletes who “no showed” and include required no show fees payable to AZSI.

**Note: Failure to submit reports/ forms and pay fees due to AzSI may result in penalties being assessed in accordance with AzSI Policy.**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date