# **APPENDIX C - Host & Zone Officer Duties Checklist for East Zone Meets**

(This appendix is updated by the East Zone Technical Chair)

**SCHEDULE**

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| **Pre-Meet Announcement** |
| **Action** | **Deadline** | **Additional Information** |
| Draft | November 1 | Submit to the Zone Board Technical Chair for proofreading. Requested replies to be sent to meet host, Zone President, Vice Chair, Technical Chair, Officials Chair, and Scoring Chair. |
| Complete | November 30 | Zone Secretary will email to EZ mailing list |
| Pre-Meet Replies Due | December 31 | For 13-15, Jr., Sr. Combined Zone Championships  |
| January 15 | Invitationals |
| March 31 | For Zone Age Group/ Intermediate (June) |
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| **Final Meet Announcement** |
| **Action** | **Deadline** | **Additional Information** |
| Draft | 6 weeks prior to meet | Submit to Zone board Technical Chair for proofreading. Requested replies to be sent to meet host, Zone President, Vice Chair, Technical Chair, Officials Chair, and Scoring Chair. Submit to Technical Chair for proofreading **Meet entry deadline is 14 days prior to first day of competition.** |
| Complete | 4 weeks prior to meet | Zone Secretary email to EZ mailing list |
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| **Final Meet Schedule** |
| **Action** | **Deadline** | **Additional Information** |
| Draft | 10 days before meet | Submit to Zone Technical Chair for approval |
| Final  | Monday before meet | Email to club contacts listed on Entry Form A, officials, Zone President, Vice Chair, Technical Chair, Officials Chair, and Scoring Chair. |
| Figure Drawing (when applicable) | New rules?  | Done by the Technical Chair and shared with the Zone by the Secretary |
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| **Meet Wrap Up** |
| **Action** | **Deadline** | **Additional Information** |
| Results Emailed to Zone Board | 3 days after competition | To be reviewed by the Zone Scoring and Technical Chairs for final approval |
| Results Emailed to Zone | 1 week after competition | Emailed to the Zone mailing list by the Zone Secretary |
| Awards Invoice | 2 weeks after competition | Submitted by the Vice Chair to the meet host and Zone Treasurer |
| Reimbursement | 30 days after competition | Submit to Zone Treasurer |

**DUTIES OF ZONE OFFICIALS DURING COMPETITION**

Officials Chair

The Officials Chair will send out the assignments for judges/officials to the meet host, zone officials attending the meet and the scoring staff. If the Officials Chair cannot attend all or part of the meet, they will designate a substitute to perform their duties at the meet, and will notify the zone board and the meet host of their substitute. The Officials Chair (or their substitute) will make any necessary last-minute changes to the judge/official assignments for competition and communicate them to the scoring staff, meet hosts, and other officials. Any question regarding officials or their duties will be answered by the Officials Chair. In the event there are any judges in training who will be taking written, practical or oral tests during competition, the Officials Chair is responsible for organizing the testing and communicating to the meet host of any necessary equipment, paperwork or forms.

Technical Chair

The Technical Chair will review the meet entries and notify the meet host and entering clubs of any qualification or registration issues. If the Technical Chair cannot attend all or part of the meet, they will designate a substitute to perform their duties at the meet, and will notify the zone board and meet host of their substitute. The Technical Chair (or their substitute) will answer any questions regarding competition rules, penalties and disqualifications that occur before the start of competition. During competition the event Referee is the final arbiter of the rules of the current event. **Before any awards event, the Technical Chair or someone appointed by them and the Officials Chair or meet referee appointed by Officials Chair must review the results and approve them as final results.** If possible, the Technical Chair should initial every page of officially approved results before an awards event begins. Those same results must be sent electronically to the Technical Chair and Scoring Chair for distribution after the end of competition.

Scoring Chair

The Scoring Chair will review the meet entries for compatibility with the scoring program as they are sent in, and will contact the clubs regarding any errors or omissions. **The Scoring Chair is not responsible for running scoring during any East Zone meet.** Host clubs must provide their own scoring staff for any meets they host. Host clubs can request assistance from the Scoring Chair, either to help run scoring for a zone meet or to be available to answer questions remotely during a meet, however neither can be guaranteed. The Scoring Chair is responsible for assisting any interested zone members in learning how to use the USA AS scoring program, but only during dates and times set in advance by the Chair.

Vice Chair

The East Zone provides award medals, neck ribbons and ribbons at cost to meet hosts at cost. When the meet host has tentative numbers on how many of each event and age category they need to communicate them to the Vice Chair. The Vice Chair will arrange for the East Zone awards to arrive at a meet in time for the awards ceremonies. If the Vice Chair is not present they will send instructions on how to present and distribute the awards. The Vice Chair and the meet host should communicate in advance of competition to arrange for meet staff to assist with setting up and presenting the awards. The Vice Chair will invoice the meet host after the inventory is rechecked. If the meet host wishes to be present at the pre- and post-meet inventory checks, they must communicate this to the Vice Chair well in advance of the start of competition.