

# *Hawaiian Swimming*

September 21, 2008

To: Hawaiian Swimming Member Clubs

From: Lynne Nakamura, Treasurer

Re: Procedures for Post-Meet Reporting

This is a reminder to all teams regarding the procedures for post meet reporting for host clubs.

- ❑ All hosting teams must submit a Meet Financial Report, postmarked no later than 14 days from the last day of the meet. The current version of the Meet Financial Report can be found at on the Hawaiian Swimming website at:  
<http://www.hawaiianswimming.org/Pages/Documents.html>
- ❑ Include the Team Entry Fee Summary report which is generated from your Meet Manager program.
- ❑ Payment for appropriate LSC fees must accompany your Meet Financial Report.

In accordance with the Hawaiian Swimming Rules and Regulations a \$50 penalty will be assessed to the host club for noncompliance.

Reports and payments should be mailed to:

Hawaiian Swimming  
c/o Lynne Nakamura  
P.O. Box 893193  
Mililani, HI 96789

Thank you all for your cooperation.