Add the following to Policies:

J. MEET MANAGEMENT POLICY: All Meet Management Procedures as outlined in the Virginia Swimming Procedures Manual must be followed

Add the following to VSI Procedures:

MEET MANAGEMENT PROCEDURES: Host Club will appoint a meet director who must be a registered member of USA Swimming.

Step 1 – 60 days prior to the start of meet

1. Determine who will process your meet entries (Meet Entry Person). That person must be computer literate, have (or have access to) a computer and printer and be familiar with the HYTEK Meet Manager program your team will be using.
2. Prepare the meet announcement with close consultation of the meet referee using the Virginia Swimming meet announcement template (as posted on the Virginia Swimming website). If in doubt examine a previous meet announcement or from another club hosting a similar meet. The following sections should be included:
   a. Sanction
   b. Location
   c. Facility
   d. Meet Director – phone number and email address
   e. Eligibility – who may come
   f. Disability Swimmers – entry instructions
   g. Format – number of sessions, who will swim in each session
   h. Warm-up - warm-up times and start times
   i. Entries - how many events per session, any special qualifications and when and to whom they should be sent.
   j. Fees – any special fees, event fees, swimmer surcharge.
   k. Awards – how events will be awarded, with or without separate age groups broken out.
   l. Seeding – deck seeding instructions, positive check times
   m. Penalties – penalties for non-registered swimmer and for fraudulent entry times.
   n. Rules – USA Swimming Rules and Regulations.
   o. Officials – Include name of meet referee and name and contact information for your club officials chairman.
   p. Safety – warm-up safety procedures.
   q. General – directions, parking, heat sheets and canteen provisions. Any other
   r. Facility Rules – special facility rules and standard aquatic facility safety rules
   s. Directions – List directions or list website source to find directions (optional)
   t. Hotels – list hotel information for traveling teams (optional)
   u. Order of events by session.
3. If you have any questions about organizing your meet or composing a meet announcement consult the Technical Planning chair.
4. Submit draft of the meet announcement via email to the Technical Planning Chair who will forward it to the following:
   a. Meet Referee
   b. Admin Chair
   c. Officials Chair

d. Age Group Chair
e. Senior Chair
f. Registration Chair/Business Office Manager
g. Senior Coach Rep

5. If you are going to request a meet fee structure other than what is provided in this manual you must submit a meet fee worksheet to the Admin Chair and Technical Planning Chair. A copy of this worksheet can be found on the VSI website. **If you are uncertain how to do this consult the Technical Planning Chair.**
6. When the Technical Planning finalizes the meet announcement, the sanction number will be issued. Turnaround time for approval usually is 7-14 days. The announcement will be posted to the Virginia Swimming website.

Step 2 –45 days prior to the first day of the meet

1. Have your host meet entry chair set up the meet on Meet Manager as specified in the meet announcement, events in correct sessions, events divided by age group if necessary, and any scoring set up if applicable. All correct fees and surcharge must be included in the meet event setup file. Use a 30 second interval between heats. Also you must include the meet sanction number. Upon completion the meet event setup file should be sent to the technical planning chair for review and posting to the VSI website.
2. If you plan to use the VSI timing equipment, arrange with the Timing Equipment Chairman in your geographical area for use of the system.
3. Arrange for the necessary certified officials. (**The club officials chairman** may do this. The **meet referee** should be consulted also.)
   a. Referees – 1-2/session
   b. Starters – 1-2/session
   c. Stroke & Turn judges – 2 or more/session
   d. Administrative table workers – 1 CTS operator, 1 Timing judge, 1 Recorder (if individuals have cross training in these areas it is very helpful. Also a 2nd Timing judge is useful for 12 & Y sessions.)
   e. Clerk of Course – 1/session (assistants as needed)
   f. Head Timer – 1/session
   g. Marshals, **instructions for Marshals included on separate page)**
   h. Other helpers – ribbon writers, lane timers as needed
4. Plan for pool preparation – when and where the CTS will be set up, who will program it, the location of public address system, hospitality, snack bar, swim shop (if appropriate).
   a. Consider how swimmers will be called to the blocks and decide if you need additional help for younger swimmers.
   b. Also plan for needed supplies – DQ cards, watches (at least 1/lane plus 2 extra), gun or bell, counters, pencils, paper, labels etc.
   c. A computer for scoring and at least one printer, in addition to the one for the CTS, will be necessary.

Step 3 – As entries for the meet arrive:

1. Process the meet entries and enter them into MM as they are received. Do NOT wait until the entry deadline to begin entering the entry information into MM. Monitor the projected timeline for each session as entries as processed. (Note: as the timeline can be affected by seeding, you should confirm

each session length only after doing a preliminary seed of the meet.)

2. **Resolve problems with the clubs concerned.** All entries must include official USA Swimming registration numbers and the LSC for each team should be listed.
3. Check all entries (email files, computer disks, and Master Entry Sheets (manual entry)) for accuracy in regard to time standards and age groups.
4. **Hard copy of email and disk entries and fees must be received prior to start of the meet.**
5. After all clubs are entered prepare the following reports: including in the meet header the meet date, course (25 yards, 25 meters, or 50 meters), and sanction number.
   a. **Registration report for Registration Chairman.** (List of swimmers and registration numbers). Look under File – Export- USS registration in Win-MM. Send to registration chair via email <u>immediately</u> following the close of entries.
   b. Time lines for all sessions. (using 30 sec. interval between heats) If there are problems with the 4 hour rule or with sessions that are too short – **CONSULT THE MEET REFEREE &TECHNICAL PLANING CHAIRMAN IMMEDIATELY.**
   c. **Meet Manager backup file copy of the seeded meet for the Technical Planning Chair**. Send via email <u>no later than ten (10) days prior to the first day of the meet or two (2) days after the close of meet entries</u>, whichever date is earlier. This file will be used to confirm the length of all sessions.
   d. Warm up schedule – remember that number of swimmers/team varies by session.
   e. Psych sheet or Heat sheet (if pre-seeded meet). May be posted on a website if desired. Remember to print extra copies for coaches and officials.
   f. Timer cards or Lane timer sheets.
   g. Swimmer rosters (2) 1 for scoring table and 1 for Clerk of Course.
   h. Information for coaches – team roster, list of team entries (individual and relay).
6. **Bring your meet referee up to date (meet director or host officials' chair).** Tell the meet referee of the availability of other officials, number of swimmers, and session timeline reports.

Step 4 – Meet day. Turn over technical control of meet to referee.

1. Provide him with a heat sheet, a list of officials, and session length data.
2. Have marshals present before warm-up begins and announcer available early to call for coaches, officials, and timers.
3. Make sure meet supplies for head timer, referee, and clerk of course are available, including all necessary forms, DQ cards, relay take-off slips, gun or bell and counters if required.
4. Remain readily available in case of questions or problems.

E. Step 5 – At end of meet

1. Provide teams with meet file upon request.
2. Arrange for return of CT+S. **Be sure to document any problems and malfunctioning equipment.**

F. Step 6 – After the meet

1. Prepare the hard copy results for any team that has specially requested them. Email the results database (unlocked) to the VSI business office manager.
   a. The results database (unlocked) should be sent to VSI office manager by email as soon as possible.
   b. Results must be sent out no more than 7 days after the meet. 1 or 2 days is preferable.
2. Prepare and mail financial report. This is due in 30 days. Send to the VSI treasurer and technical planning chair.