

Virginia Swimming Board of Directors Meeting Minutes

Saturday April 28, 2018 - 7:00pm at Doubletree by Hilton, Midlothian VA

Call to Order

7:05pm

Bryan Wallin

Consent Agenda

- Minutes from February's BOD meeting
- Treasurer Report
- Submitted Committee Reports

Registrar's Report, proposed Legislative changes and Officials Report were pulled for further discussion. The remaining items from consent agenda were approved.

Bryan welcomed Matt Farrell- Chief Marketing Officer USA Swimming. He will address the HoD on Sunday; topics will include Safe Sport, Technical suits for 12 and unders, and Flex Membership marketing plans.

Finance Division Reports

- Treasurer Report

Bob Rustin

April to date report is out, month has not closed. Significant overspends are senior champs and short course travel. This is not a sustainable position for the organization and will be discussed further with the budget.

- Finance Committee

Bill Geiszler

Proposed budget has been sent to everyone, which includes roughly \$12,000 deficit for year. Two goals for next year are to increase revenue and better control expenses. Finance Committee is proposing an increase in meet rebate fees of \$0.15 per swim, and the relay rebate fee to increase to double the splash rebate fee. This 0.15 increase will add \$35,000 to our income levels. Currently on target to achieve numbers for this year. The committee would like to decrease travel reimbursement amounts; we have overspent by \$14,000 in this area. Bill reviewed the history of this Travel Reimbursement Plan. Proposed a two tier reimbursement rate starting next year. Non-USA swim meets would be reimbursed at a lower amount. This will be voted on as part of the proposed budget for next year.

We have gone to plan of keeping 125% in reserve. This was proposed by Finance Committee and approved by the HoD. We must have large amounts available in the checking account a couple times each year to pay USA Swimming for registrations. Under current plan we have had available funds to pay USA Swimming and continue operating LSC until all registration fees are collected from clubs. Discussion ensued that a planned deficit each year is not the way to run our organization. Board members want to know what is long-term plan.

Club Development program was put into place to try to burn \$50,000 for two years. This was planned to get down to the 125% in reserve. This was previously voted on and approved by the BoD. During the second half of the year, there is less income coming into the organization. Bob has to keep a large cash reserve for expenses during this time. Cash flow must be carefully controlled.

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Bryan asked if we can keep functioning with this budget plan?

Finance Committee feels that we can, if we can increase revenue, which has been proposed. We have now spent down the extra funds that we were holding in reserve. We need to start planning for the next 2-3 years. **Quad plan needs to be re-evaluated based on financial situation of our organization.**

Finance committee includes Bob Rustin, Gordon Hair, Bill Geiszler, Dave Henderson, Will Murphy, Karen Sizemore and Mary Turner assisted with budget as the Executive Director.

Mary Turner shared that in the past we have had a deficit planned for budget. We need to adapt our thinking to 'do we need to spend it?' instead of 'we have had the money, let's spend it!'. We need to tighten our belts and find a way to increase revenues to VA Swimming.

Long discussion ensued regarding budget, increasing fees, and possible tiered system for reimbursement. Thus will be brought up again in HoD meeting on Sunday.

Administrative Division Reports

- Registration/Membership Mary Turner

Action items – Should we consider combining awards celebration and athlete clinic to one single weekend? Easier to book Olympic athletes for Fall months – they are involved in training during spring months. Mary will discuss this with Athlete committee tomorrow during committee meetings, but would like this idea endorsed by the board. This would be a change for Fall of 2019. Jessica made a motion for board to endorse this, and Mike seconded the motion. Voted and approved.

We will be voting tomorrow on adopting Flex Membership. LSC must endorse this for clubs to be able to offer this if they choose. Mary would like to travel to clubs to promote Flex membership for clubs who have learn to swim programs and or high school programs.

Bill moved that VA Swimming endorse Flex membership program. Seconded and approved.

- Officials

Mary had a question – can we conduct online training using Zoom? **Mary and Dan to discuss this later offline.** We are now looking for officials for Zones, which requires an application.

Bryan thanked Mary and Emily for their work with the awards ceremony today.

- Technical Planning Report submitted
- Officials Committee Report submitted

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- Rules and Regulations Report submitted

Kevin ran through the list of policies to be voted on tomorrow at HOD meetings. Please see attached information for complete review of Legislation and Policy and ByLaw changes.

- Club Development Report submitted

Age Group Division Reports

- Age Group Committee Report submitted
- Disability Committee Report submitted

Senior Division Reports

- Senior Committee Report submitted
- Diversity Committee Report submitted

Operational Risk Division

- Operational Risk Committee Report Gordon Hair

Gordon would like clubs to do a better job of reporting accidents so we can have better data. Only reported 9 accidents over the past 12 months from six teams. Three of the 9 reported were head bumps and they were all returned to play. Gordon proposed that if there is a head injury at practice, they should be finished for the night.

Gordon feels we are not doing the best job on concussions, accidents, and meet Marshalls (numbers at meet and training). We had previously agreed that Marshalls need training and at least review the list of duties before the meet. Three Marshalls at meet is current requirement—Gordon feels this number should be increased to four.

Athletes would prefer not having adults in locker rooms. This can be a problem depending on facility. Need to look at facilities and improve this area. Going into locker rooms or bathrooms should be two-deep actions.

Kevin Hogan asked about our means of communication regarding safety measures to the members of Virginia Swimming. Kevin suggested that we might need to utilize social media to get information out to clubs. Gordon feels that we have done a good job of communicating Safety requirements.

Kevin feels we need to use different mechanisms to communicate and do it more frequently within our LSC. We need to be more effective.

Jessica asked about sending out materials with Registration info, but Mary thought clubs were getting too much information at this time, and that this info may be overlooked. Kevin thought that designating a calendar to help communicate information could be useful.

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- Open Water Coordinator Stephanie Suhling

Nothing to report.

- Athlete Committee Report submitted

Old Business

- VSI Hall of Fame

Bill has made limited progress, but has talked to Doug Fonder. Maybe start a HOF on the website. ***Wants to put together small committee to formulate requirements. This item should remain on old business items.***

- Swimmer surcharge - Should VA swimming set better policies around this item?

Some clubs are charging a higher surcharge. Swimmer fee is listed as \$2.50, but some clubs add money to this surcharge. The opinion of the board is that clubs should not be able to charge additional fees. Currently, clubs can charge what they want for heat sheets, and they can set up Heat Sheet on Meet mobile. There can be a charge or no charge. Meet mobile does keep a portion of this revenue.

Many older swimmers are attending meets on their own or as part of team travel. They should not have additional charges. John made a motion to not allow any additional charges to the swimmer fee of the established \$2.50. Seconded by Jessica. There is a new proposal to make the surcharge \$2.50. The fee structure is currently in the policy, so people are finding a way around this policy. We need to revise the language regarding meet fees then vote on this before we can make a motion to limit additional fees. The fees are part of our procedures, so this requires additional notice to Board of Directors before a vote. The motion set forth by John was withdrawn.

New Business

- Age Group Task Force – Drew, John, Gordon and Mary

The task force met to discuss problems with District Champs meets. There is too much difference in District Champs Meets between regions. If VSI wants to promote and subsidize this meet, then the meet should follow the same format in all areas of the LSCs.

Suggestions: 12 and unders would be pulled out of this District Champs meet, and limits would be set on events. Events offered must be the same at all meets. Age Group Committee will come up with a set order of events for this meet. Drew wants board to endorse the findings of the Age Group Champs Task Force. The board agreed to endorse these suggested changes.

- Crisis Management Team- Spokesperson

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Kevin has asked to step down from this position. Kevin McHaney was suggested as the candidate to fill this role. **Bryan to ask Kevin McHaney about this position.**

In attendance:

Mogan Cordle, Mary Turner, Emily Fagan, John Stanley, Gordon Hair, Jessica Simons, Stephanie Suhlig, Grace Edwards, Sarah Gaston, Matt Farrell, Peter Maloney, Mile Salpeter, Bob Rustin, Bill Geiszler, Drew Hirth, Dan Deemers, David Strider, Kevin Hogan, Bryan Wallin, Ashby Marcey.

Adjournment – 9:35pm then Re-convened at 12:00pm Sunday April 29, 2018

We will discuss what happened in Committee meeting plus tie up a few loose ends.

- Finance Committee Bill Geiszler

Couple items not mentioned last night:

1. Increase VA Swimming portion of seasonal athlete fee from \$9.00 to \$12.00.
 2. Increase club membership fee to \$150.00 with \$50.00 discount if register by December 1. This is designed to get clubs to register early, not increase revenue.
- Age Group Committee – Drew Hirth

Spirited discussion regarding District Champs Taskforce Recommendations. Pro and cons discussed and committee agreed to all Task Force Recommendations with the exception of 2 bullet points. 8 & under Champs will not be required across all 4 Districts and the Districts can continue to have a format that fits best for teams in each specific District. All other bullet points were adopted.

Starting with 2018 LC Age Group Champs, the 13-14 800 Free relay will be added to the order of events.

2018 LC Age Group Champs: 10 & unders will now compete in Prelims with all other age groups. Chase Starts will be used if needed.

Motion – The board will endorse task force recommendations as revised by the committee. Voted and approved.

- Senior Committee -Morgan Cordle reporting for Steve Hennessy who was unable to attend.

Travel reimbursement was large portion of discussion. ISCA would be reimbursed as an In LSC reimbursable meet. This meet would be reimbursed at 50%. A task force will be formed to review reimbursement tier system. This would go into affect for 2018/2019 budget.

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Convention

Currently VA swimming pays expenses for those who can vote at convention - 6 votes plus 2 at-large members. We also send Safe Sport rep and Athlete reps. We have a non-athlete member of a national committee who wants to know if his expenses will be paid. Peter made motion that Virginia swimming would cover the cost. Drew seconded the motion. Motion carries. ***Mary will let the coach know that we will cover cost.***

Summer League – Someone asked if VA Swimming would observe summer league meets? Board was in agreement with Terry that we do not start observations of summer league meets.

Motion to adjourn at 12:48pm.

DRAFT

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Item #1

Result: Passed. **VSI Bylaws**

604.1.3

ATHLETE REPRESENTATIVES - Two (2) Athlete Representatives shall be elected, one each year for a two-year term, or until their respective successors are elected. At the time of election, an Athlete Representative must (a) be an Athlete Member or a Seasonal Athlete Member in good standing; (b) be at least sixteen (16) years of age or at least a sophomore in high school; (c) be currently competing, or have competed during the three (3) immediately preceding years, in the program of swimming conducted by VSI or another LSC; and (d) have his or her place of permanent residence in the Territory and expect to reside therein throughout at least the first half of the term (other than periods of enrollment in an institution of higher education). The election of Athlete Representatives shall be conducted by an secure electronic ballot or other means annually during VSI's short course senior swimming championship, or other regularly scheduled meet designated by the Board of Directors. The balloting shall take place at a meeting called for that purpose by the Athletes Committee, or failing that, at a time during a time period and in a manner designated by the Board of Directors. The Athlete Representatives elected shall be determined by a majority of the votes cast. Athlete Members Any Virginia Swimming athlete who is in good standing present and voting who are at least thirteen (13) years of age or older is eligible to vote.

Item #2

Result: Passed. **Policies**

J. CLASSIFICATIONS, TIME STANDARDS and ENTRIES

4. Entry times must have been achieved in USA Swimming sanctioned or approved competitions, or observed swims. "Coaches Times" (CT's) or "No Times" (NT's) are permitted whenever specified in the meet announcement. Coaches Times must be slower than an A time. Entries using Coaches Times (CT's) or No Times (NT's) are not permitted at Age Group Champs, or Senior Champs or for 14 & under swimmers participating at Regional Champs. Coaches Times may be no faster than a BB time must be slower than an A time.

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Item #3

Result: Passed.

J. CLASSIFICATIONS, TIME STANDARDS and ENTRIES

6. Illegal Entries Participation in Meets

1. Any of the following will be deemed to be an illegal participation entry:
 1. (1) Entries using fraudulent and/or non-verifiable entry times that are not in accordance with the entry guidelines as specified in the meet announcement.
 2. (2) Athlete competed in the meet in the incorrect age group.
 3. (3) Athlete not registered with USA Swimming prior to the first day of the meet.
 4. (4) Athlete is entered in the meet as attached to a club when, in fact, the athlete is unattached or attached to another team.
 5. (1) Entry does not conform to the qualifying time standard.
 6. (2) Entry was not achieved in the time frame stated in the meet invitation.
 7. (3) Swimmer competed in the incorrect age group or sex.

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2. If an illegal entry is discovered after the entries have been sent in and prior to the competition, the host club shall contact the club or person responsible for submitting the entry and have them to take corrective action. If no action is taken, the entry will be scratched and the entry fee forfeited.
3. If a it is suspected that an athlete participated in the meet illegally, illegal entry is discovered after the event is swum, the Meet Director, Meet Referee, or designated VSI Times oOfficer may challenge the entry shall submit documentation of the offense to the Executive Director and Administrative Vice Chair.
 - (1) Proof-of-Time: TIf the offense is a fraudulent or non-verifiable time, the burden of proof shall be borne by the challenged club or, or if unattached, by the individual athlete if unattached. The proof of time must include the name and date of the meet where the time was achieved and a copy of the official event results as it appears in the USA-S national database or the official meet database. The proof of time must be submitted within 7 seven days of being challenged.
 - (2) Restoration of Time: If, upon receiving documentation in the required timeframe, the entry is deemed to be legal, the event must be rescored and re-awarded. A Once a decision has been reached as to whether or not illegal participation occurred, the meet host shall be responsible for correcting the scores and awards as necessary. If corrections are required, the meet host shall send a corrected copy of the meet results must also be published database to the VSI Business Office so that the corrected meet results can be published.

7. Penalties and Fines

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1. A fine of up to \$100 per event may be assessed for any of the following illegal participation in a meet.:
 1. (1) Entries using fraudulent and/or non-verifiable entry times that are not in accordance with entry guidelines
 2. (2) Illegal entries (see section above for definition)
 3. (3) Swimmer not registered with USA-S prior to the first day of the meet
 4. (4) Submitting a document that indicated a swimmer is properly registered with USA-S for a meet when, in fact, that swimmer is not properly registered.
 5. (5) Entering a swimmer as attached to a club when, in fact, that swimmer is unattached. (Applies to VSI and non-VSI competition)
2. Any event in which a swimmer illegally participates shall be rescored and any corrections to the awards shall be made.
 - c.b.If the swimmer is representing a club in competition, the fine will be levied on the club; if unattached, the fine will be levied on the swimmer.
 - c. Assessment of Penalties and Payment of Fines: Meet officials will immediately Any illegal entry or participation shall be reported violations to the VSI Executive Director and Administrative Vice Chair or General Chair who will bring the issue to the VSI Board of Directors or Executive Committee then investigate the circumstances. If appropriate Once it is verified that the entry or participation was illegal, a fines will then be assessed according to guidelines approved by the VSI Board of Directors.
 4. . Unless the swimmer If the athlete was swimming unattached, the fine is imposed on the athlete; if the athlete was swimming attached to a club, the fine is all fines for the violations under this policy are imposed on the club the swimmer athlete was representing in during the competition.
 5. Fines are considered due and payable immediately upon receipt by the violating club. Fines levied by meet officials may be paid on the spot to the Meet Director who shall forward any payments received to the VSI Treasurer. In all other circumstances fines shall be remitted directly to the Treasurer. Fines not remitted within fourteen (14) days shall automatically be doubled. Should a fine remain unpaid after thirty (30) days, the swimmer and the club they were representing shall be notified by the General Chair and suspended from competition within the jurisdiction of VSI until such time as the fine is paid. The assessment of any fine or penalty may be appealed to the VSI Administrative Review Board within 30

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business days of notification of the fine. Fines are considered due and payable immediately upon receipt of notification, even if the assessment of the fine is appealed to the VSI Administrative Review Board.

6. Fines are to be submitted to the VSI Business Office.
7. Fines not remitted within fourteen (14) days after notification shall be automatically doubled.
8. Should a fine remain unpaid after thirty (30) days, the athlete (if the fine was imposed on the athlete) or the club (if the fine was imposed on the club) shall be notified of

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their suspension from competition in VSI-sanctioned meets until such time as the fine is paid.

d.i. The assessment of any fine or penalty may be appealed to the VSI Administrative Review Board within thirty (30) business days of notification of the fine.

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Item #4

Result: Passed.

Policies

L. SANCTION AND APPROVAL PROCESS

1. The purpose of the sanctioning and approval process is to ensure that swimming competition under the jurisdiction of the VSI local swimming committee (LSC) conforms to the rules, regulations, policies, and procedures of both VSI and USA Swimming. Sanctions and approvals are granted to a host team sponsoring approved competitions within the VSI LSC.
 1. Sanction requests are for competition under the auspices of USA Swimming guidelines and all of the participants registered with USA Swimming.
 2. Approval requests are for competition under the auspices of USA Swimming guidelines and some of the participants registered with USA Swimming
2. VSI, through action of the VSI BOD, may reserve two weekends per year for leadership and education events as planned by the LSC. Meets shall not be held on these weekends.
3. The host team for the meet will submit a request for sanction or approval to the **Administrative Vice Chair VSI Business Office** along with a draft meet announcement, a check for the sanction fee, and meet expense worksheet (if required) 60 days prior to the scheduled date of competition. The minimum information required for a sanction/approval to be issued is a list of events, the date, time, and location of the meet, check for the sanction/approval fee, the name and contact information of the meet director, and the name and contact information of the referee for the meet. Sanction and approval request forms are available on the VSI website or may be obtained from the VSI Administrative Vice Chair or VSI Technical Planning Chair. At the option of the host team, and with the agreement of the Administrative Vice Chair, the sanction/approval fee may be paid after completion of the meet with the meet rebate fees and other fees remitted to VSI.
4. **Draft meet announcements are also to be forwarded to the General Chair, Technical Planning Chair, Age Group Chair, Senior Chair, and Membership/Registration Coordinator. These should also arrive 60 days prior to the scheduled date of the meet.** The meet director will coordinate directly with the **Technical Planning Administrative Vice Chair**, and make all necessary corrections to the meet invitation. Once the **Technical Planning Administrative Vice Chair** approves the meet invitation, a sanction number will be issued and the Meet Director will publish and distribute the invitation announcement. Distribution to all participating teams should be 45 days prior to the scheduled start date of the meet. Draft meet announcements received fewer than 60 days prior will be subject to the following penalties:
 - a. Received 1 to 7 days past the original due date: \$50 per day.

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2. Received 8 or more days past the original due date: \$100 per day.
3. Should the penalty remain unpaid after thirty (30) days, the club shall be notified of their suspension from competition in VSI-sanctioned meets until such time as the penalty is paid.
- c.d. The assessment of the penalty may be appealed to the VSI Administrative Review Board within thirty (30) business days of notification of the penalty. On-time payment of the penalty is required, even if the assessment of the penalty is appealed to the VSI Administrative Review Board.
5. Teams from outside the VSI LSC are welcome to participate in designated meets held by VSI throughout the year. These teams must conform to the same eligibility and registration criteria as established for all VSI teams in the meet.
 1. Additional requirements for visiting teams may be imposed to control the size of the meet and quality of competition. For example, visiting teams can be required to enter with an "AA" time standard while VSI teams may enter with an "A" time standard.
 2. To further control entries, out of LSC entries may have a specified entry deadline that is distinct from the entry deadline for VSI teams. VSI teams who enter prior to the VSI entry deadline shall always be given priority for entry over out-of-LSC teams.
 3. USA Swimming teams from outside the VSI LSC who wish to host sanctioned meets within the VSI LSC boundary must apply for a VSI Sanction under the procedures listed above and conform to all VSI rules, regulations, policies, and procedures. Furthermore, before approving a request for a sanction or approval, VSI may require out-of-LSC host teams to invite all, or a portion, of the registered VSI teams to these meet.
6. When meets are held by any team from another LSC or by another LSC within VSI borders (and vice versa), the fees assessed by the LSC in which the meet is being held will be as provided within any reciprocal agreement that exists between the LSCs involved. In the case where no reciprocal agreement exists, the fee structure shall be as if the meet were a regularly scheduled VSI meet. (All reciprocal agreements are appended to the Policies/Procedures.)
7. Sanction or approval requests may be denied if in the opinion of the Board of Directors the host team is unable to conduct and officiate the meet in accordance with standards prescribed by VSI and USA Swimming, including, but not limited to, adherence to VSI timelines and process, and adherence to the four hour rule for 12 & under swimmers.

A sanction/approval may also be denied if a meet unacceptably conflicts with the published VSI meet schedule. District, Region, Summer Awards, Age Group Championship, and Senior Championship meets are all on protected weekends.

A sanction/approval may also be denied for other reasons, including, but not limited to the following items: failure to submit results, financial reports and/or fees within the prescribed time; repeated issues with air quality; repeated issues with overcrowding and excessive timelines; an inability of the host team to provide sufficient officials and other volunteers; and any failure to provide a safe environment for the swimmers to compete.

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Likewise, a sanction/approval may be revoked for all of or specific sessions of a meet if it is determined that it was not conducted in accordance with prescribed standards.

8. A host team will be notified via email within 10 days of any denial of a sanction or approval request. The denial of a sanction or approval will include the reasons for the denial and instructions for appeal to the Zone Sanction Appeal Panel (ZSAP). Any host team denied a sanction or approval may file an appeal with the Zone Sanction Appeal Panel within 5 days of receiving denial from VSI. A petitioner must file the appeal in writing via email with the two Zone Directors of the Eastern Zone. Documentation to be presented includes:
 1. Meet information (supplied by the petitioner)
 2. Reason for denial (supplied by VSI)

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3. Pertinent LSC rules, timelines, process (supplied by VSI)
4. Reasons for appeal (supplied by the petitioner)

The Zone Sanction Appeal Panel is authorized to direct VSI to issue a meet sanction or approval in those instances where, in the ZSAP's judgment, the rules and policies have not been properly applied or when the ZSAP believes that competitive opportunities for athletes are being unfairly denied.

The Zone Sanction Appeal Panel's decision is final and there is no further appeal.

PROCEDURES

H. MEET MANAGEMENT PROCEDURES

The host club shall run the meet using meet management software that can produce an output file that is suitable for entry into the SWIMS and participating team databases.

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:
 1. Sanction
 2. Location
 3. Facility
 4. Meet Director – phone number and email address
 5. Eligibility – who may come

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6. Disability Swimmers – entry instructions
7. Format – number of sessions, who will swim in each session
8. Warm-up - warm-up times and start times
9. Entries - how many events per session, any special qualifications and when and to whom they should be sent.
10. Fees – any special fees, event fees, swimmer surcharge.
11. Awards – how events will be awarded, with or without separate age groups broken out.
12. Seeding – deck seeding instructions, positive check times
13. Penalties – penalties for non-registered swimmer and for fraudulent entry times.
14. Rules – USA Swimming Rules and Regulations.
15. Officials – Include name of Meet Referee and name and contact information for your Club Officials Chair.
16. Safety – warm-up safety procedures.
17. General – directions, parking, heat sheets and canteen provisions. Any other
18. Facility Rules – special facility rules and standard aquatic facility safety rules
19. Directions – List directions or list website source to find directions (optional)
20. Hotels – list hotel information for traveling teams (optional)
21. 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](#) [VSI Business Office](#). Meet announcements for dual meets, time trials, and intra-squad meets will be reviewed by the

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Technical Planning Chair **VSI Business Office**, who will then recommend approval to the Administrative Vice Chair once all requirements are met. All other meet announcements will be forwarded for review by individuals selected from the following groups (if possible, coaches, officials, and parents should all be represented):

1. Administrative Vice Chair or Representative
2. Officials Chair
3. Age Group Chair or Representative
4. Senior Chair or Representative
5. Membership/Registration Coordinator/Administrator
6. Senior Coach Representative
7. At-Large Representative (another person with considerable experience in meets and the problems involved)

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All of the above individual would review the meet announcement and report within 3-5 days any needed changes and/or problems to the Technical Planning Chair. When the Technical Planning Chair gives the approval to the Administrative Vice Chair, the sanction shall be issued.

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 **Administrative Vice Chair and Technical Planning Chair** **VSI Business Office**. 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** **VSI Business Office**.
6. When the Technical Planning Chair 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** **VSI Business Office** for review and posting to the VSI website.
2. If you plan to use the VSI timing equipment, arrange with the VSI Equipment Coordinator for use of the system.
3. Arrange for the necessary certified officials. (The Club Officials Chair may do this. The meet referee should be consulted also.)
 1. Referees – 1-2/session
 2. Starters – 1-2/session
 3. Stroke & Turn judges – 2 or more/session
 4. 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.)
 5. Clerk of Course – 1/session (assistants as needed)
 6. Head Timer – 1/session
 7. Marshals, instructions for Marshals included on separate page)
 8. 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).

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a. Consider how swimmers will be called to the blocks and decide if you need additional help for younger swimmers.

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2. Also plan for needed supplies – DQ cards, watches (at least 1/lane plus 2 extra), bell, counters, pencils, paper, labels etc.
3. 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 are 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 Membership/Registration Coordinator. (List of swimmers and registration numbers). Look under File – Export- USS registration in Win-MM. Send to [registration chair](#) [VSI Business Office](#) via email immediately following the close of entries.
 1. 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 CHAIR IMMEDIATELY.
 2. Meet Manager backup file copy of the seeded meet for the Technical Planning Chair. Send via email no later than ten (10) days prior to the first day of the meet or two (2) days after the close of meet entries, whichever date is earlier. This file will be used to confirm the length of all sessions.
 3. Warm up schedule – remember that number of swimmers/team varies by session.
 4. 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.
 5. Timer cards or Lane timer sheets.
 6. Swimmer rosters (2) 1 for scoring table and 1 for Clerk of Course.
 7. 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.

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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, bell and counters if required.
4. Remain readily available in case of questions or problems.

Step 5 – At end of meet

1. Provide teams with meet file upon request.

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2. Arrange for return of any VSI equipment. Be sure to document any problems and malfunctioning equipment.

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 Administrator Business Office.
 1. The results database (unlocked) should be sent to VSI Administrator Business Office by email as soon as possible.
 2. 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 Business Office, Treasurer, Administrative Vice Chair, and Technical Planning Chair.

Item #5

Result: Passed.

L. SANCTION AND APPROVAL PROCESS

7. Sanction or approval requests may be denied if in the opinion of the Board of Directors the host team is unable to conduct and officiate the meet in accordance with standards prescribed by VSI and USA Swimming, including, but not limited to, adherence to VSI timelines and process, and adherence to the four hour rule for 12 & under swimmers.

The Administrative Vice-Chair may deny a sanction/ or approval may also be denied for the following nonexclusive list of reasons:

1. if If a meet unacceptably conflicts with the published VSI meet schedule. District, Region, Summer Awards, Age Group Championship, and Senior Championship meets are all on protected weekends.
2. A sanction/approval may also be denied for other reasons, including, but not limited to the following items: fFailure to submit within the prescribed time period the results, financial reports, and/or fees from a previous meet within the prescribed time.
3. Repeated issues with air or water quality at the selected venue.
4. Repeated issues with overcrowding and excessive timelines at previous meets.
5. an inability of the host team to provide a history of not providing sufficient the minimal number of required officials and other volunteers at previous meets; .

e.f. and aAny failure to provide a safe environment for the swimmers to compete.

8. Prior to a meet, the Executive Committee of the VSI Board of Directors, by a majority vote, may revoke the sanction or approval for all, or specific, sessions of the meet if sessions with 12 & under swimmers have not been planned such that competition can be completed in 4 hours or less.

8.9. The VSI Board of Directors, by a majority vote, Likewise, a may revoke the sanction/ or approval may be revoked for all, of or specific, sessions of a meet if it is determined that it was not conducted in accordance with prescribed standards the USA Swimming Rules & Regulations in effect at the time of the meet.

Item #6

Result: Passed

M. MEET MANAGEMENT POLICY

1. All Meet Management Procedures as outlined in the Virginia Swimming Procedures Manual must be followed.

2. If to of

a.

b. c.

d.

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the meet host fails to submit the meet registration file as required in the VSI Procedures the VSI Business Office or if it fails to notify participating teams or unattached athletes corrections that are need for entries, a fine of \$100 will be assessed.

Fines are considered due and payable immediately upon receipt of notification, even if the assessment of the fine is appealed to the VSI Administrative Review Board.

Fines are to be submitted to the VSI Business Office.

Fines not remitted within fourteen (14) days after notification shall be automatically doubled.

Should a fine remain unpaid after thirty (30) days, the host club shall be notified of their suspension from competition in VSI-sanctioned meets until such time as the fine is paid.

a.e. The assessment of any fine or penalty may be appealed to the VSI Administrative Review Board within thirty (30) business days of notification of the fine.

ITEM #7

Result: Passed.

O. MEET RESULTS AND FINANCIAL REPORTS

1. Meet Results: Host clubs are required to distribute accurate and complete meet results to all participating clubs and meet data backup to the VSI Administrative Office within (7) days of the close of the meet. The administrative office will distribute copies of the results to others within VSI on an as-needed basis. Failure to distribute within the allotted time will subject the host club to a fine of \$25.00 per day for each day late. Results are to be provided in the same format as originally provided by the participating team.
2. Financial Reports and Fees: Host Clubs are required to submit via email the meet financial report detailing all receipts and disbursements in connection with a sanctioned or approved meet. This report is due to the Treasurer and the Technical Planning Chair on the proper form within thirty (30) days of the close of a meet. Financial report forms are available on the VSI website. Failure to submit the report and fees within sixty (60) days of the close of the meet will subject the host club to a fine of \$100.00. For each additional thirty (30) day period that the report and fees have not been received, the host club will be subject to a fine of \$100.00. The Board of Directors may also impose additional penalties including withholding of sanctions for future meets for failure to submit the report and fees.
3. Payment of Fines:
 1. Fines are considered due and payable immediately upon receipt of notification, even if the assessment of the fine is appealed to the VSI Administrative Review Board.
 2. Fines are to be submitted to the VSI Business Office.
 3. Should a fine remain unpaid after thirty (30) days, the club shall be notified of their suspension from competition in VSI-sanctioned meets until such time as the fine is paid.
 4. The assessment of any fine or penalty may be appealed to the VSI Administrative Review Board within thirty (30) business days of notification of the fine.