

J. MEET MANAGEMENT POLICY

1. All meet management procedures as outlined in the Virginia Swimming Procedures Manual must be followed
2. *USA Swimming Rules and Regulations* Section 205.3.1(F) requires that: “With the exception of championship meets, the program in all other age group competition shall be planned to allow the events for swimmers 12 years and younger to be completed in four (4) hours or less for a timed finals session or in a total of eight (8) hours or less per day for a preliminaries and finals meet.”
3. Virginia Swimming (VSI) policy has extended this 4-hour rule to also apply to any meet regardless of the age of the swimmers; VSI-hosted meets, meets for 13 & Older, A-level or higher only swimmers, and distance meets (e.g., 1650/400 IM events only) are exempt from the policy. Mini-meets are also subject to the 4-hour rule.
4. The 4-hour rule was put in place to ensure that athletes, especially our younger and less experienced swimmers, would not be expected or required to spend an excessive amount of time at a meet. If meets are too long, the concern is that younger athletes (and their parents) will divert their interest to other sports where the competition time is much shorter. The extended length of meet sessions is a frequent comment on the ‘meet evaluations’ that are received by Technical Planning.

A. MEET MANAGEMENT

1. Host Club will appoint a meet director. The meet director will be registered with USA Swimming as a non-athlete and conform to all registration requirements. The meet director will follow the meet director procedures outlined in Appendix B.
2. The following procedures must be utilized by all Clubs hosting meets in order to ensure compliance with the USA-S and VSI 4-hour rule. [Note: the following procedures assume that the Hy-Tek Meet Manager (MM) program will be used. If another program is used, similar procedures should be adopted.]
 - a. Include in your meet announcement the following statement (or equivalent): “The Meet Director reserves the right to limit entries, events or heats, or to modify the meet format, in order to conform to the 4-hour session and other VSI rules.” You should also include in your meet announcement any provisions that may be followed (see below) if it becomes necessary to stay within the 4-hour rule.
 - b. Set-up each session of your meet well ahead of the meet entry deadline; use a 30-second interval to compute the timeline for each session.
 - c. 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.)
 - d. When the 4-hour limit is reached for any session, determine whether you can modify the format of the meet as provided in the meet announcement to stay within the 4-hour limit. If not - do not accept or process any more entries for that session.
 - e. Notify all clubs (or individuals) with additional entries for that session that the entry limit has been reached for that session and that no further entries can be accepted. You should offer the club the option of accepting their entries into other sessions of the meet, or returning the club’s entire entry.
 - f. Notify the Meet Referee and Technical Planning Chair when a session length has been exceeded. The Meet Referee and Technical Planning Chair must approve all changes in format; the Technical Planning Chair will notify you within 24 hours that your change has been approved. Notice that a session has been closed can be posted on the VSI website, and the Technical Planning Chair can help advise whether other meets on the same (or subsequent weekend) are available to accept the excess entries.
 - g. In addition, no later than ten (10) days prior to the first meet day or two (2) days after the close of meet entries, whichever date is sooner, SEND A MM BACKUP FILE COPY OF THE COMPLETE SEEDED MEET TO THE

TECHNICAL PLANNING CHAIR. This file will be used to confirm the length of all sessions.

3. The following meet format modifications may be considered to avoid exceeding the 4-hour session limit. However, as noted above, the meet announcement should have included the possibility of these changes. All affected Clubs must be notified of these changes when they are made – e-mail notification is acceptable. The Technical Planning Chairs must be notified when any of these changes are implemented:
 - a. Elimination of relays from the session.
 - b. Running certain distance events as a separate session after the completion of the regular session. This can only be done for distance events of 400 yards/meters or longer. A distance event may be moved to an earlier meet day (e.g., Friday evening before a Sat/Sun meet) if covered in the Meet Info.
 - c. Moving an event(s) from one course to the other course when a meet is being conducted in two simultaneous courses at the same facility.
 - d. Limiting the number of heats in certain events, or in all events of the session. Keep in mind that this procedure will affect the C-level swimmers to a greater degree when they are included in the meet.
 - e. Elimination of a specific event.
 - f. Splitting a multiple age-group session into separate sessions for each individual age group – e.g., a session initially scheduled for both the 11-12 and 13-14 age groups can be split into separate 11-12 and 13-14 sessions. Each session must have an appropriate warm-up period, and the earlier session should not start more than one hour before the original scheduled starting time; in addition, any subsequent sessions (i.e., later in the same day) should not be adversely affected by the change.
 - g. Reduce the number of allowed entries per swimmer in a session; however, provision must have made in the entry process for each swimmer to identify the event(s) to be dropped and the restriction must apply to all swimmers in the affected age group.
4. The following changes CANNOT be used to resolve a long session:
 - a. Split an extended session into two sessions having the same age groups by inserting a 'break' into an existing session.
 - b. Eliminate planned or announced 'breaks' if a warm-down facility is not available and 'breaks' were offered in the meet information.
5. Advising Teams that They Did Not Get into the Meet One of the hardest things for a Meet Director to do is sending entries back and tell a team that there is no more room

in the meet. You will be told repeatedly that, “We are here for the good of the swimmers and our swimmers need to swim in your meet!” Take this argument to heart and remember that you do no one a favor – either the swimmers properly entered in your meet or those you turn away – if accepting them transforms the meet into a nightmare with six-hour sessions.

APPENDIX B: MEET MANAGEMENT (The meet director must...)

A. 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 your meet announcement using the Virginia Swimming meet announcement template (Appendix C). If in doubt examine an invitation from another club. **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 chairman.**
 4. Submit draft of the meet invitation via email, including confirmed name of referee **Technical Planning Chair** and the draft invitation alone to the following VSI officers:
 - a. **Admin Chair**
 - b. **Officials Chair**
 - c. **Age Group Chair**
 - d. **Senior Chair**
 - e. **Registration Chair/Business Office Manager**
 - f. **Senior Coach Rep**
 5. If you are going to request a meet fee structure other than what is provided in this manual your must submit a meet fee worksheet to the Admin Chair and Technical Planning Chair. **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.
 7. As soon as the business office manager is informed of the meet director's name, a list of addresses of the teams to receive meet announcements

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

1. Have your entries person 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. Also you must include the meet sanction number.

2. Send a copy of the approved to all meet participants. **Confirmation of receipt of the meet announcement should be requested.** Meet announcements should also put on your team web site. The VSI webmaster can post a link to your site on the VSI web page. Directions to your pool and local hotels may also be placed on a website.
3. Arrange with the Colorado Timing System Chairman in your geographical area for use of the system.
4. 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 (**must be members of USA Swimming, instructions for Marshals included on separate page**)
 - h. Other helpers –, ribbon writers, lane timers as needed
5. 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.

C. Step 3 – after receipt of entries (10 days prior to the start of the meet)

1. Check email files, computer disks, and Master Entry Sheets (manual entry) for accuracy in regard to time standards and age groups.
 - a. **Resolve problems with the clubs concerned.** All entries must include official USA Swimming registration numbers. LSC for each team should be listed.
 - b. **Hard copy of email and disk entries and fees must be received prior to start of the meet.**
2. 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. Time lines for all sessions. (using interval between heats is 30 sec.) If there are problems with the 4 hour rule or with sessions that are too short – **CONSULT THE MEET REFEREE & TECHNICAL PLANING CHAIRMAN IMMEDIATELY.**
 - b. Warm up schedule – remember that number of swimmers/team varies by session.
 - c. 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.
 - d. **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 immediately following the close of entries.
 - e. Timer cards or Lane timer sheets.
 - f. Swimmer rosters (2) 1 for scoring table and 1 for Clerk of Course.
 - g. Information for coaches – team roster, list of team entries (individual and relay).
3. **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.
4. Timelines for the various sessions and any unresolved problems.

D. 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 disk upon request. Remember to have a few extra disks. Instructions for preparing disk are in the following section.
2. Arrange for return of CTS. **Be sure to document any problems and malfunctioning equipment.**

F. Step 6 – After the meet

1. **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 immediately following the end of the meet.
2. 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.**
3. Prepare and mail financial report. This is due in **30** days. Send to the VSI treasurer and technical planning chair.

APPENDIX C: MEET ANNOUNCEMENT TEMPLATE

	<p>MEET TITLE Type of Meet Date SANCTION NO.</p>	<p>Hosted by Team Name (or Logo)</p>
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SANCTION:	Held under the sanction of USA Swimming/Virginia Swimming, Inc., SANCTION NO: VS- _____
LOCATION:	Facility Name, address, phone number
FACILITY:	<ul style="list-style-type: none"> • Course, length of pool, depth of pool (new requirement – must be included) number of lanes, with non-turbulent lane lines, and special pool characteristics. Timing system. Indoor or outdoor. • The competition course has been certified in accordance with current <i>USA Swimming Rules and Regulations</i>, Article 104.2.2(C). The copy of such certification is on file with USA Swimming <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • The competition course has not been certified in accordance with current <i>USA Swimming Rules and Regulations</i>, Article 104.2.2(C).
MEET DIRECTOR:	Name Email phone
ELIGIBILITY:	<ul style="list-style-type: none"> • Open to all USA Swimming athletes registered by the first day of the meet. • No on deck USA Swimming athlete registration will be permitted. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Open to all Virginia Swimming athletes registered by the first day of the meet. • No on deck Virginia Swimming athlete registration will be permitted. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Open to all Virginia Swimming athletes registered by the first day of the meet in ___ District Teams in ___ District are: _____. • List any other discriminating factors for eligibility of the meet (qualifying times, qualifying periods, classifications, age restrictions, etc.) • 2009-2012 NAG time standards are in effect. (as appropriate) • Age on _____ (first day of the meet) will determine age for the entire meet.
DISABILITY SWIMMERS:	<ul style="list-style-type: none"> • Athletes with a disability are welcomed and shall provide advance notice of desired accommodations to the Meet Director. • The athlete (or the athlete's coach) is also responsible for notifying the session referee of any disability prior to the competition.
FORMAT:	<ul style="list-style-type: none"> • All _____ swimmers will swim in the _____ session. • All _____ swimmers will swim in the _____ session. • All events will be timed finals. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • All _____ swimmers will swim a preliminary session in the morning session. The top _____ swimmers in _____ age groups will swim the final session each day.
WARM-UP:	<ul style="list-style-type: none"> • Morning sessions: Warm-ups at _____; competition starts at _____. • Afternoon sessions: Warm-ups at _____; competition starts at _____. • Distance sessions: The pool will be opened for _____ minutes of open warm-ups immediately following the finish of the _____ session(s), with the distance session competition starting _____ minutes thereafter. • The approximate start time for the distance sessions will be posted on the _____ (host name) website no later than _____ (date), and will also be emailed to the contact person of the participating clubs. The distance sessions will start no earlier than the estimated times.

	<ul style="list-style-type: none"> • Lane assignment and warm-up times for individual clubs will be posted on the _____ (club name) website no later than _____ (date), and will also be emailed to the contact person of the participating clubs. • If the morning session runs late, afternoon warm-ups will begin immediately after the morning session ends. • Depending on the number of entries, the meet director reserves the right to change the start time and format of warm-ups. Teams would be notified not later than _____ (day, date)
ENTRIES:	<p>DEADLINE FOR THE RECEIPT OF ENTRIES IS ____ (DATE-TEN DAY PRIOR TO MEET START).</p> <ul style="list-style-type: none"> • Entries must be submitted in _____ (course) times using Hy-Tek Team Manager and Commlink-2 software, or on a VSI master entry sheet. • Teams submit entries as an e-mail attachment • A Team Manager printout of entries must be included or the meet checklist/summary sheet with the name of the person to contact in case of questions must accompany the entries, regardless of how they are submitted. • Coach's Time (CT) and "No Time" (NT) entries will be accepted for events in which a swimmer does not have a time of record. CT may not exceed a "B" time. All entry times other than CT must have been achieved in USA Swimming sanctioned, approved, or observed competition. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Coach's Times (CT) will be accepted for events in which a swimmer does not have a time of record. CT may not exceed a "B" time. All entry times other than CT must have been achieved in USA Swimming sanctioned, approved, or observed competition. • "No Time" (NT) entries will not be accepted. • Swimmers may enter a maximum of ____ <i>individual events and</i> ____ <i>relay event per</i> ____. • Relay teams must be designated A, B, C, etc., if more than one per club is entered per event. • Entries will be processed in the order received and accepted to the greatest extent possible without exceeding the 4-hour/session timeline limit. • The Meet Director reserves the right to limit entries in any events, if necessary, to prevent too lengthy a session. This may include combining heats and events, which actions may require reseeding. • Email entries to: _____ (email address) • Mail entries to: _____ (Name & address) • IMPORTANT: If entries are sent via Express Mail/FedEx/Airborne/UPS/etc., please ensure that a signature is NOT required for delivery as this will delay the receipt of your entries. • Deck entries will be accepted in the order received for swimmers already entered in the meet, to the extent that open lanes are available. No additional heats will be added. Deck entries must be submitted to the Clerk-of-Course on the provided forms. (Optional if you choose to accept deck entries.)
FEES:	<p>Individual events: \$3.00 Relay events: \$12.00 Swimmer surcharge: \$2.50 per person (entered in the meet in any capacity)</p> <ul style="list-style-type: none"> • Checks should be made payable to: _____ (Host Team Name). • Payment must be received by _____ (three days prior to meet start) for email entries. Payment must be included with all mailed entries. • Failure to pay entry fees by this deadline could result in teams being barred from the meet.
AWARDS:	<ul style="list-style-type: none"> • Individual events: Ribbons will be awarded for first through ____ place (number of lanes) <ul style="list-style-type: none"> ○ 13 & Older events will be given separate awards for 13-14 and 15 & Over age groups. ○ 11 & Older events will be given separate awards for 11-12, 13-14, and 15 & Older age groups. ○ 10 & Younger events will be given separate awards for 9-10 and 8 & Younger age groups. ○ Heat winner ribbons will be awarded for all 10 & Younger individual events. • Relay events: Ribbons will be awarded for first through ____ place (half the number of lanes).

SEEDING:	<ul style="list-style-type: none"> All events, except events _____ will be pre-seeded. 8 & Younger swimmers in the morning sessions must report to the Clerk of Course and they will be escorted to the blocks from there (optional). Swimmers in the afternoon sessions should report directly to the blocks for their events. Events _____ will require a positive check-in to swim. Positive check-in will close at _____. SWIMMERS FAILING TO POSITIVELY CHECK-IN WILL NOT BE ALLOWED TO SWIM THE EVENT. Events _____ will be swum fastest to slowest and alternating heats of girls and boys (optional, but must be included if you intend to run the event in this manner).
PENALTIES:	<p>Penalties for entries using fraudulent and/or non-verifiable entry times:</p> <ul style="list-style-type: none"> Swimmer shall be marked as exhibition for the event entered illegally and the event shall be re-scored and awarded. Club may be fined \$100 for each offense, and a record of such offenses shall be kept and published as part of the official meet results. Clubs entering swimmers not legally registered with United States Swimming by the first day of the meet may be fined \$100 per swimmer in each event so entered. If the swimmer is representing a club in competition, the fine will be levied on the Club. If the swimmer is unattached, the fine will be levied on the swimmer.
RULES:	<ul style="list-style-type: none"> The current USA Swimming Rules and Regulations will apply. Swimmers in the meet, unaccompanied by a USA-S coach must be certified by a USA-S coach as proficient in performing a racing start or must start each race from within the water. Ensuring compliance is the responsibility of the swimmer or the swimmer's legal guardian. The overhead start procedure will be used for the _____ sessions, and may be used for the _____ sessions at the discretion of the Referee. The scratch procedures listed in the current <i>USA Swimming Rules and Regulations</i>, Article 207.12.6, sections D and E only will be in effect and modified as follows: The scratch rule regarding finals will apply to both heats (final and consolation), of all _____ events, excluding _____ (timed final events). (Optional Statement for meets with prelims/finals. In accordance with VSI Policy, only those coaches who have current, valid USA Swimming credentials will be permitted to act in a coaching capacity at this meet. Coaches who do not possess these credentials will be required to leave the deck area.
OFFICIALS:	<p>Meet Referee: _____ (name) Email: _____ Phone: _____</p> <ul style="list-style-type: none"> Officials at all positions will be required for this meet. Team Officials Chairpersons should submit the names and session availability of certified officials, as well as the names and session availability of trainees to _____ (officials coordinator) no later than _____ (date). Announce any officials meetings, length, and time
SAFETY:	Virginia Swimming Meet Safety Procedures will be in effect.
TIMERS:	Clubs will be required to provide timers in proportion to the number of swimmers they have entered in each session. The number of timers required per club and their lane assignments will be posted on the _____ (host club website) no later than _____ (date), and will also be emailed to the contact person of each of the individual clubs.
GENERAL:	Information pertaining to but not limited to: Hospitality, concessions, heat sheets, swim shop, etc.
FACILITY RULES:	Special facility rules and standard aquatic facility safety rules
DIRECTIONS:	List directions or list website source to find directions (optional)
HOTELS:	Hotel information for traveling club (if appropriate)

