

III. MEET SCHEDULING PROCEDURE.

The intent of this Meet Scheduling Procedure is to: (a) develop an orderly, well planned meet schedule for all swimmers within the ISI LSC; (b) to provide each meet host with the best chance of good competition with the maximum number of swimmers at each meet; and (c) satisfy USA Swimming's "Free Market" concept for swim meets within the ISI LSC.

A. The General Meet Schedule.

1. The Coach Representatives to the ISI Board of Directors shall present a General Meet Schedule to the ISI Board of Directors for approval at the ISI December Board meeting.
2. The General Meet Schedule shall provide dates only for the eight LSC Championship Meets for the forthcoming program year beginning September 1st and ending August 31st. For the purpose of the General Meet Schedule, the eight LSC Championship Meets are: the three winter Regional Meets, the 12 and Under LSC Short Course Championship Meet; the Senior LSC Short Course Championship Meet, the two summer Regional Meets, and the Summer LSC Long Course Championship Meet.
3. The Board of Directors will add the Spring and Fall House of Delegates (HOD) Meetings to the General Meet Schedule and approve the General Meet Schedule.
4. The approved General Meet Schedule shall be sent to all ISI club representatives and coaches and posted on the ISI website no later than January 31st of the calendar year.

B. The ISI Annual Schedule of Meets.

1. To host a meet, a club must complete the ISI Bid Application to Host a Meet (APP-4). All Bid Applications must be delivered to the ISI Administrative Vice Chair by March 15th of each calendar year. A club must complete one Bid Application for each meet the club wishes to host.
2. A requested meet will not be placed on the Schedule of Meets if the Bid Application is incomplete. A Bid Application is complete if:
 - a. The facilities for the meet (pool, park, shelters, etc.) are secured; and
 - b. The type of meet is indicated on the Bid Application. The following terms specify the type of meet:
 - i) A "-" indicates that the swimmers in each classification swim in the same event. For example, A-BB indicates there is only one event for both A and BB swimmers.
 - ii) A "/" indicates that there are separate events for each time classification. For example, A/BB indicates that there are separate events with separate awards for A and BB swimmers.
 - iii) A "Q-" indicates a swimmer may not participate in any event in which that swimmer has an ISI Qualifying "Q" time.
 - iv) A meet may have a separate classification for 8 & under swimmers.
 - v) Open indicates no time classification or cut.
 - vi) Novelty meets are a non-standard type of meet. For example, boys and girls in the same event, non-standard age groupings, etc.

The above terms can be used in combination such as A-BB-Open to indicate a meet intended primarily for A and BB swimmers, but with no cut times, all classifications in the same event.

3. A Bid Application will not be accepted if the Application proposes to host a meet on the same weekend as any LSC Championship Meets or on the same day as a HOD Meeting.
4. After March 15th but before the Meet Bid Committee Meeting, the Admin. Vice Chair will review and summarize all Meet Bid Applications. The Admin. Vice Chair return to bidders any Meet Bid Applications that have errors or questions. The Schedule of Meets will be sent to all Club Representatives and Coaches and posted on the ISI website before March 25th of each calendar year.
5. A club does not need to complete a Meet Bid Application for any dual, inter-squad meets, or triangular meet of less than 150 swimmers.

C. The Meet Bid Committee. The Meet Bid Committee will be made up of one representative from all ISI Clubs that have submitted a Meet Bid Application. Said committee shall meet on the second Saturday in April at a location and time to be determined by the Admin. Vice Chair. The meeting location must allow for clubs to participate in this meeting via conference call or video conference. In the event that the second Saturday in April is less than one week prior to the Spring HOD meeting, the meeting shall be moved to be held at least one week prior to said HOD meeting. Notification as to a time and place of the Meet Bid Committee meeting will be sent to all Club Representatives and Coaches and posted on the ISI website before March 25th of each calendar year. If the second Saturday in April is the day before Easter, then the Meet Bid Committee meeting will be held on the first Saturday in April.

1. Each club will be given one vote and one voice on the committee. The club's delegate must be designated at the time of roll call of attendance.
2. The purpose of this committee is to work with the clubs to establish the best meet schedule for the upcoming Winter and Summer seasons and to help clubs develop a meet that will assist with the development of the swimmers within the ISI LSC.
3. In order to be awarded meets, the club must have a representative attend the meeting. Participation via conference call or video conference shall suffice to satisfy this attendance requirement. If technical difficulty with video conferencing occurs at the site of the meeting, the meeting will be delayed one hour. An alternate to the meeting may be to call and participate by phone. The meeting may continue by conference call if all agree.
4. A club may bring forward Bid Applications at the meeting. At this time they shall become a member of the Meet Bid Committee, provided they are present before the start of said meeting.
5. The Senior Vice Chair and the Admin. Vice Chair will head the committee and neither shall vote. In case of a tie, the Senior Vice Chair will vote to break the tie.
6. Meeting Procedures:
 - a. The Senior Vice Chair will chair the meeting.
 - b. The Admin. Vice Chair shall call roll.
 - c. The chairpersons will provide a calendar and a list of all bids received prior to the meeting.
 - d. The Senior Vice Chair will ask for any new bids.
 - e. The committee will then add any new bids to the list.
 - f. The committee will vote on the bid for each LSC Championship Meet of the winter season, and working backwards to the season's beginning. The same procedure will be followed for the summer season. The summer season shall be

considered only after the winter season has been established.

- g. Each committee member will be given two minutes to explain any rationale pertaining to each particular bid.
 - h. Discussion pertaining to any bid will be limited to five minutes, but may be extended at the discretion of the committee chair.
- 7. The goal of the meeting is to let the clubs vote on the Annual Schedule of Meets which everybody is a part. By the meeting's conclusion, the following year's meet schedule should be established to the satisfaction of all clubs.
 - 8. Changes to meet bids and the Annual Schedule of Meets may occur up to one week before the Spring HOD meeting. All agreed upon changes to the Annual Schedule of Meets must be communicated in writing to the Senior Vice Chair, the Admin. Vice Chair with a copy of the Notice to the ISI Office.

D. House of Delegates Approval.

- 1. Once the Annual Schedule of Meets is established by the Meet Bid Committee, it will be brought to the Spring HOD meeting for approval.
- 2. No meet bids or schedule changes shall be accepted between the Meet Bid Committee meeting and the Spring HOD meeting.

E. Changes to the Schedule. Once the Annual Schedule of Meets is approved by the HOD, new meets may be added, moved or removed from the schedule, provided the club has met the following conditions:

- 1. The club must notify the Senior Vice Chair and the Admin. Vice Chair in writing and a copy of the notice must be sent to the ISI office.
- 2. The club must pay the applicable sanction fee and an additional fee equal to twice the applicable sanction fee for the type of meet that is being added, moved or removed from the meet schedule.
- 3. If circumstances beyond the club's control are the cause of the removal from the meet schedule, the club shall notify the Senior Vice Chair and the Admin. Vice Chair and a copy of the notice must be sent to the ISI office. They will then recommend to the Board of Directors if suspension of the additional fee is warranted. Suspension of the fee is voted upon by the ISI Board of Directors.