	Policies and Procedures	
Subject: UTSI Hosted Meet Operations	Document Number: 630 Version Number: 8	Effective Date: May 11, 2021 Last Revision: May 9, 2023

Table of Contents

1. POLICY OVERVIEW

Quick Tip: The main body of information is in three (3) sections.

- **Two Sections contain required policies.** Section 4 contains policies applicable to all UTSI hosted meets. Section 5 contains additional policies for championship meets hosted by UTSI.
- **The Appendix at the end of this document and the accompanying Appendix Digital Folder, contain information useful to meet leadership but not required.**

1.1. Sections two (2) and three (3) give general information applicable to the entire document.
1.2. Section four (4) contains required policies for use at ALL UTSI hosted swim meets
1.3. Section five (5) contains required policies for use at CHAMPIONSHIP meets hosted by UTSI. These are for use at championship meets in addition to the policies contained in section four.
1.4. Section six (6) lists documents and forms applicable to this policy.
1.5. Sections seven (7) and eight (8) outline administrative procedures and responsibility for ongoing policy implementation and distribution.
1.6. The Appendix contains information intended to help meet leadership. It does not contain items meet leaders are required to use, unless specified as such. The Appendix for this policy includes both the

- Appendix information at the end of the document, and
- A digital Appendix folder with related files. This folder is posted on the UTSI Policies and Procedures page and is numbered the same as this policy.

1.7. The meet policies in sections four (4) and five (5) are organized into the following categories. The Appendix is ordered the same way.

- Leadership
- Safety
- Physical Resources
- Financial
- People
- Information/Communication

1.8. Some headings may not have content yet. They were inserted as placeholders to help guide future updaters of this policy.

2. PURPOSE OF POLICY AND PROCEDURE

2.1. To establish clear policies and decision-making authority regarding UTSI hosted swim meet operations.

2.2. To preserve helpful resources and institutional knowledge regarding swim meet hosting.

2.3. To provide policies, guidelines, and other helpful information to current and future meet leadership.

2.4. To provide model guidance and information to UTSI member clubs and their meet leadership.

3. DEFINITIONS

3.1. **Appendix:** Supplementary material located at the end of some Utah Swimming Policies and/or Procedure documents. Appendix material is not mandated policy and therefore does not require board approval to change.

3.2. **Championship Meets:** The UTSI Championship Meets are Utah Short Course Age Group Championships, Utah Short Course Senior Championships, and Utah Long Course Championships. Other meets may be designated as such by the UTSI Board and use UTSI Championship procedures.

3.3. **Club**: Currently registered as a club of USA Swimming and Utah Swimming. The Club and all non-athletes listed in the club portal or club application must be in good standing with USA Swimming and Utah Swimming with no requirements missing, "Not Met" or expired.

3.4. **In Good Standing**: See *Membership* Article of Utah Swimming Bylaws for guidelines regarding membership status.

3.5. **LSC:** Local Swim Committee, the regional governing body for USA Swimming. The LSC for the state of Utah is Utah Swimming.

3.6. **Meet Referee:** As defined by USA Swimming. Key points: This person may, or may not, be affiliated with the meet host organization. The referee files a meet report with the LSC Officials Chair after the meet.

3.7. **Non-Championship Meets:** Any meet held within the LSC not designated as a Championship Meet including the B or BC Finale or equivalent.

3.8. **Quick Tip:** Information included but not required.

3.9. **UTSI:** Utah Swimming, Inc. A Utah not-for-profit corporation.

3.10.   **UTAGS:** Utah Age Group Swimming. Often used as short name for the LSC Age Group Championship meet.

4. UTSI HOSTED SWIM MEET OPERATIONS POLICIES (These apply to all meets, both Championship and Non-Championship meets hosted by UTSI)

All meets, _both_ championship and non-championship, hosted by UTSI must be conducted under USA Swimming Rules and Regulations, UTSI Rules and Regulations, and where applicable, UTSI Policies and Procedures. This includes following meet credentialling and other Utah Swimming policies as well as the requirements in this section.

NOTE: UTSI typically hosts championship meets but reserves the right to host other types of meets to fulfill the mission of the organization. For example, any committee may opt to host a meet to gather people and advance their programming.

4.1. LEADERSHIP Related Policies (Required at All UTSI Hosted Meets)

Quick Tip: Information for specific roles including Officials, the Meet Director, and other individual meet leaders and workers is in the *PEOPLE* section.

4.1.1. Meet Planning Committee

All UTSI hosted meets will have a Meet Planning Committee which includes, at minimum, the following people. This committee ensures that at a minimum, the meet runs according to USA Swimming and Utah Swimming Rules and Regulations, policies, and other requirements.

4.1.1.1.   At least one board member

4.1.1.2.   Meet Director of the swim meet

4.1.1.3.   Meet Referee of the swim meet

4.1.1.4.   Administrative Official/Referee of the swim meet

4.1.1.5.   Coach Rep (Need not be the UTSI Board of Director Coach Rep, but can be)

4.1.1.6.   Athlete Rep(s) (Sufficient to make up 20% of the committee. Need not be UTSI Board of Director Athlete Reps, but can be)

4.1.1.7.   *Recommended*: A member of the UTSI Safety Committee

4.2. SAFETY Related Policies (Required at All UTSI Hosted Meets)

4.2.1. The UTSI Board Member over Safety shares information with meet leadership from USA Swimming, Utah Swimming, and other approved sources to promote Safe Sport and Operational Risk requirements and best practices at meets.

4.3. PHYSICAL RESOURCES Related Policies (Required at All UTSI Hosted Meets)

4.3.1. Facility

Adequate venue for scope, size, and all aspects of the meet, including warm-ups, competition, meetings, etc.

4.3.2. Equipment and Supplies

Quick Tip: Utah Swimming has some supplies that are available for UTSI hosted meets and other events. Contact the UTSI Administrative Assistant to the Board to find out more. Additionally, the facility may have equipment and/or supplies available or that could be available if provided for in the contract.

4.3.2.1. Timing

USA Swimming rules designate system requirements for specific purposes such as inclusion in SWIMS, various record requirements, etc. Provide a working timing system suitable to the level of competition at the meet.

4.3.2.2. Other

In addition to timing equipment, other equipment and supplies will be needed too. **Quick Tip**: The Appendix has links to a sample *Equipment and Supplies List*.

4.3.3. Support for Personnel

Tables, chairs, tents, and hospitality (if the meet length or conditions warrant) are all examples of things you might need to support coaches, officials, and other people running the meet.

4.4. FINANCIAL Related Policies (Required at All UTSI Hosted Meets)

4.4.1. Meet Budget

Each year the UTSI Board of Directors approves an organization budget. This includes a budgeted amount for each of the UTSI hosted championship meets. Utah Swimming will pay or reimburse meet expenses up to this pre-determined budget amount. Any overage must be approved in writing by the Meet Director and the Board Member with administrative authority for the meet.

The UTSI Board Member with administrative authority for the meet and the Meet Director will create a detailed meet budget within the budgeted amount designated by the board.

4.4.2. Reimbursement Request Procedure

See policy #430 (Financial) on the UTSI Policies and Procedures webpage for details. Questions may be directed to the board member assigned to the meet committee.

4.4.3. Meet Vendors

Money UTSI receives from vending will be earmarked for the future meet costs. Vending contracts must be negotiated within any standing UTSI contract stipulations.

4.5. PEOPLE Related Policies (Required at All UTSI Hosted Meets)

Quick Tip: The Appendix has extensive additional resources.

4.5.1.Officials

See policy #251 *Officials Policy* on the UTSI Policies and Procedures webpage

4.5.2.Meet Director and Other Meet Host Leadership

4.5.3.Trained Meet Workers

4.6. INFORMATION/COMMUNICATION Related Policies (Required at All UTSI Hosted Meets)

Swim meet related information shared before, during, or after the meet should be both timely and distributed to all involved.

4.6.1.Meet Announcement

4.6.2.Other Meet-Related Information/Communication

5. UTSI HOSTED CHAMPIONSHIP MEET OPERATIONS POLICIES (These only apply to championship meets hosted by UTSI)

In addition to the operational policies listed above that are in force at all meets hosted by UTSI, *championship* meets have additional requirements including the following.

5.1. LEADERSHIP Related Policies (Required at UTSI Hosted Championship Meets)

Quick Tip: Information for specific roles including Officials, the Meet Director, and other individual meet leaders and workers is in the PEOPLE section.

5.1.1.1. Accountability to the General Chair and Board of Directors

UTSI Championship Meets are hosted by Utah Swimming. As such, meet leaders are accountable to both the General Chair directly and the Board of Directors. Early in the season, the Championship Meet Steering Committee Chair and General Chair must develop a deadline plan for each championship meet to be hosted by UTSI that season. (See sample plan in Appendix)

5.1.2. Championship Meet Steering Committee

See Policy #50 *Committee Handbook* in the UTSI Policies and Procedures for important information about this committee.

The *Championship Meet Steering Committee*, as defined in the *Committee* Handbook (UTSI policy #50) has the authority to specify and govern general and shared championship meet parameters. The committee focuses on all upcoming UTSI Championship meets not just one meet.

The *Meet Planning Committee* (see below) works out the details of their specific meet within the parameters set by *The Championship Meet Steering Committee.* (More in Policy #50 *Committee Handbook* found on the UTSI Policies and Procedures webpage and in the *Championship Meet Hospitality* section below.)

5.1.2.1.   Any decisions approved by this committee must be recorded in meeting minutes posted on the UTSI website. If the decision affects meet operations, it should also be added to this policy document or digital folder for future reference.

5.1.3.   Meet Planning Committee (One for each: Senior State, UTAGS, or Senior/Age Group Long Course State(s)")

See section 9 of policy #50 *Committee Handbook* for important information about this committee.

Championship meets must use a meet planning committee as designated in policy #50 *Committee Handbook* found on the UTSI Policies and Procedures webpage. The focus of this committee is only the one championship meet they are leaders for. This committee works within the parameters set by rules, regulations, policies, and the *Championship Meets Steering Committee.*

The Championship Meet Steering Committee and Officials Chair or Committee must name the members of this committee at least three (3) months prior to the meet. Earlier is preferred.

5.2. SAFETY Related Policies (Required at UTSI Hosted Championship Meets)

5.3. PHYSICAL RESOURCES Related Policies (Required at UTSI Hosted Championship Meets)

5.3.1.   Facility

5.3.1.1.   The dates and location of each championship meet should be posted on the UTSI website at least one (1) year in advance. Earlier is preferred.

5.3.2.   Timing and Computer Equipment

5.3.3.   Other Equipment and Supplies

5.3.4.   Support for Personnel

5.3.4.1.   LSC Provided Lodging

5.3.4.1.1.   Utah Swimming pays for lodging, typically hotel rooms, for some championship meet leadership positions at the discretion of The Championship Meet Steering Committee.

5.3.4.1.2.   Meet leader lodging costs are paid out of the meet budget. If the meet is an Officials Qualifying Meet (OQM) lodging costs for evaluators come out of the Officials budget.

5.3.4.1.3.   LSC Paid Lodging Duration

5.3.4.1.3.1. If the first session begins at or after 4 pm, the LSC will pay for a stay beginning the first day of the meet. With checkout being the day following the last session of the meet.

5.3.4.1.3.2. If the first session begins before 4 pm, the LSC will pay for a stay that begins the day before the first day of the meet. With checkout being the day following the last session of the meet.

5.3.4.1.3.3. If a person in lodging provided by the LSC wishes to extend their stay beyond the limitations mentioned here, they must make and pay for these arrangements themselves.

5.3.4.1.3.4. Persons staying in lodging provided by the LSC may also check-out early if they choose. If possible, please prevent charges for unused lodging and let the travel specialist know as soon as possible.

5.3.4.1.4. Accommodations

5.3.4.1.4.1. The LSC Travel Specialist will seek to reserve hotel rooms with 2 beds, based on availability.

5.3.4.1.4.2. If lodging arrangements are something other than hotel rooms, all USA Swimming and LSC Athlete Protection Policies must be complied with, including MAAPP and policy #302 (Athlete Protection Policies).

5.3.4.1.5. **Reimbursement**

5.3.4.1.5.1. If a person entitled to LSC paid lodging wishes to make their own lodging arrangements, they may be reimbursed up to but not exceeding either the amount they paid or the amount the LSC would have paid for the standard lodging offered, whichever is less.

5.3.4.1.5.2. See policy #430 (Finance) for reimbursement instructions.

5.3.4.1.5.3. **Deadline for reimbursement request**. All requests for reimbursement must be received by the UTSI Treasurer within two weeks of the last day of the meet and include the required receipt(s) and LSC reimbursement form.

5.3.4.1.6. Exceptions

5.3.4.1.6.1. A person filling one of the roles that the LSC provides is not required to stay in the provided lodging or seek reimbursement for alternative lodging. If this is the case, the person should notify the meet director or Officials Chair as soon as possible that they will not need the room.

5.3.4.1.6.2. LSC paid for lodging is not transferable. If the person filling the meet role will not stay in the room, the LSC will not pay for it.

5.3.4.1.6.3. Any exceptions to the above policy must be approved by the Executive Committee.

5.3.4.2. Championship Meet Hospitality

5.3.4.2.1. Intent

It is the intention of Utah Swimming to provide meals during championship meet sessions for coaches and officials to (a) limit their out-of-pocket expenses, and (b) provide exceptional meet continuity and quality for the athletes by helping to attend to the nutritional needs of coaches, officials, and essential meet workers.

5.3.4.2.2. Authority

The standards set in this policy shall serve as the default. The *Championship Meet Steering Committee* may set alternatives by a majority vote except for changing penalty fine amounts.

5.3.4.2.3. Championship Meet Hospitality Parameters

5.3.4.2.3.1. Every year, before November 20, *The Championship Meet Steering Committee* will determine the general hospitality parameters and verify the hospitality host clubs for the next year of UTSI Championship Meets. The intent of the hospitality parameters is to set forth the minimum acceptable standard of hospitality for the meet. The Hospitality Host has the option to provide more, but not less than the parameters set by the committee.

5.3.4.2.3.2. Hospitality parameters include:

5.3.4.2.3.2.1. HOW MUCH AND WHEN: Determine the minimum number of meals and snacks to provide each session. (For example: On days when prelims and finals session occur, the hospitality host shall provide at least 1 meal and a snack each session. Also, water will be available on deck or delivered on deck at least every three hours.)

5.3.4.2.3.2.2. WHO GETS: Determine which positions qualify to receive hospitality. (Consider coaches, officials, volunteer leadership, meet marshals, timers, clerk of course and others who may be required to work a full session.)

5.3.4.2.3.2.3. WHO PROVIDES: Determine which club(s) will provide hospitality at which upcoming championship meets. Clubs may request or be asked to host and then negotiate terms with the committee, such as present or future championship meet volunteer commitments. Or the committee may invoke the *Default Hospitality Host Schedule* included with this policy.

(1) Other Championship Meet Hospitality Decisions Made by *The Championship Meets Steering Committee*

5.3.4.2.3.3. Other championship hospitality business or decisions handled at least annually by the committee include:

5.3.4.2.3.3.1. The *Default Hospitality Host Schedule* included in this policy shall be updated, invoked, or declared dormant for the next year as circumstances warrant. An updated schedule, including championship meet hospitality assignments for the next competition year and a current (within a year) default calendar shall be included either within the body of this policy or the Appendix.

5.3.4.2.3.3.2. Any changes in the *Default Hospitality Host Schedule* determined by the committee will be emailed to club contacts, coaches, and officials, added to this policy, and posted on the UTSI website within 30 days of the decision.

5.3.4.2.3.3.3. If circumstances warrant revisions after the initial decisions are made, The Championship Meets Steering Committee may change the parameters as needed. Any change(s) must be promptly communicated to meet leadership, member clubs, coaches, and officials. The UTSI Administrative Assistant to the Board must also

document any changes in this policy and update any postings on the UTSI website.

5.3.4.2.3.4. Host Notification

5.3.4.2.3.4.1.   The Championship Meet Steering Committee Chair shall notify the hospitality host club(s) of their obligation to provide hospitality, the meet dates and location, and of the parameters set by the Championship Meet Steering Committee within 3 weeks of the committee's decision. Also, let them know that a budget will be determined by the Meet Director and board member with administrative responsibility for the meet. Let them know of the deadline for the budget decision. Let them know that they may contact the meet director and give input on the needed budget. The host may provide more, but not less than the parameters outlined by *the Championship Meet Steering Committee*.

5.3.4.2.3.5.

5.3.4.2.4.   Hospitality Budget

5.3.4.2.4.1. **Who Sets the Budget:** The Meet Director and Board Member with Administrative Responsibility for the Championship Meet set the budget in consultation with the Hospitality Host Team(s) no later than 4 weeks before the first day of the meet.

5.3.4.2.4.2. **Reimbursement**: See UTSI Policy #430 *Financial* for information on expense reimbursement

5.3.4.2.4.3. **Notification:** The Meet Director shall consult with the Hospitality Host Team(s) about the needed budget. And with the board member over the meet, determine the total hospitality budget and contact the hospitality host(s) at least six (6) weeks prior to the meet. Earlier is preferred.

5.3.4.2.5.   Meet DIrector Notification to Meet Attendees About Provided Hospitality

5.3.4.2.5.1. Sometime before the first day of the meet, the Meet Director will let all teams contacts, coaches, and officials the number of meals and snacks will be provided . This may be done as early as decided by the Championship Meet Steering Committee and as late as 48 hours after the initial entry deadline. One way to do this is for the meet directorB to prepare an email and ask the UTSI Club Liaison person to all the coaches, club contacts, and officials. Then, the meet director can send it to the meet committee members.

5.3.4.2.6.   Default Hospitality Host Schedule

5.3.4.2.6.1. If no team asks, or accepts the request, to be the Hospitality Host, the *Default Hospitality Host Schedule* will determine the Hospitality Host Team(s) for the meet.

5.3.4.2.6.2. All clubs are required to participate in providing Hospitality as assigned in the *Default Hospitality Host Schedule* if there are no other arrangements approved by the *Championship Meet Steering Committee*.

This requirement is regardless of the number of qualifiers the assigned team has qualifying or attending the meet.

5.3.4.2.6.3. A team that is smaller than 200 registered athletes will be paired with another small team to run hospitality.

5.3.4.2.6.4. *The Championship Meet Steering Committee* may modify the default schedule with a two-thirds majority vote of the committee.

5.3.4.2.6.5. The schedule should show not only potential upcoming assignments, but also record previous the Hospitality Host Team(s) for the past eight (8) years, if possible.

5.3.4.2.6.6. The *Championship Meet Steering Committee* updates the *Default Hospitality Host Schedule* annually before November 20th.

5.3.4.2.6.7. The UTSI Administrative Assistant to the Board maintains *the Default Hospitality Host Schedule* as directed by the Championship Meets Steering Committee.

5.3.4.2.6.8. Teams not used to host hospitality as designated by the schedule will be "bumped forward" rather than skipped or removed from the future responsibility to host.

5.3.4.2.6.9. Teams who host hospitality outside of their regularly assigned schedule may have future assignments modified by *the Championship Meets Steering Committee*.

5.3.4.2.6.10. The *Default Hospitality Host Team(s) Schedule* will be posted on the UTSI website. Changes will be made to the posted version within 30 days of *Championship Meet Steering Committee* decisions regarding Hospitality Host Team(s) and schedule changes.

5.3.4.2.7. Penalty

5.3.4.2.7.1. Teams that fail to provide championship meet hospitality after agreeing to do so or, when using the *Default Hospitality Host Schedule,* teams that decline assignment or fail to provide hospitality as assigned will be assessed a fine. See UTSI Policies and Procedures #430a (Table of Fines and Fees) for amount and location of additional terms.

UTSI Default Hospitality Host Schedule			
Year	Senior SC Champs	UTAGS	Long Course Champs
2014	SUSA	CHAT	PCS
2015	OA	CHAT	KEARNS
2016	UVRA	CHAT/SLSL	WFFM
2017	WOW/CCAT	CUDA/PS	PSC/EAT
2018	CVM/LA	SURF/RACE	UTES/DART
2019	HAST	SDAT/BEST	OTAC/SLSL
2020	SUSA/MAC	PCS/RUSH	*Not Held*
2021	OA/WVA	WFFM	SWAT/KEARNS
2022	UVRA	HAT/CHAT	

5.4. FINANCIAL Related Policies (Required at UTSI Hosted Championship Meets)

5.4.1. Late Entry Fees and Fine

5.4.1.1.   Late entries for UTSI Championship meets, as defined in the meet announcement, shall be charged an *additional* fine per participant and double the event entry fees. These late entry fees are in addition to the standard surcharge and other regular fees. All fees for the late entries must be paid before the start of the first session in which the late-entered athlete will compete. Late entry fees are separate from correction fees. Fine amount is located in UTSI policy #430a Table of Fees and Fines.

5.4.2. Championship Meet Late Payment Fine

5.4.2.1.   Teams must submit payment for UTSI hosted championship meets prior to the start of the meet or as stated in the meet announcement.

5.4.2.2.   Failure to submit payment by deadline will result in the loss of good standing with Utah Swimming until payment is made and a fine. See UTSI policy #430a Table of Fees and Fines for amount and location of additional information.

5.4.2.3.   Only the Age Group Chair, Senior Chair, or Administrative Vice Chair of Utah Swimming may grant an exemption to the above policy. If an exception is granted, all payments are due within 45 days of the completion of competition. Failure to submit payment by the deadline will result in the loss of good standing with Utah Swimming until payment is made and a fine. See UTSI policy #430a Table of Fees and Fines for amount and location of additional information.

5.4.3. Championship Meet Absent Volunteer Fine

5.4.3.1.   All teams are expected to meet their volunteer requirements for Utah Swimming sponsored championship meets. Failure to meet volunteer obligations may result in a penalty fine per occurrence. See Utah Swimming policy #430a Table of Fees and Fines for fine amount and location of more information.

5.5. PEOPLE Related Policies (Required at UTSI Hosted Championship Meets)

5.5.1. Officials

5.5.2. Meet Director and Other Host Leadership

5.5.3. Trained Meet Workers

5.6. INFORMATION/COMMUNICATION Related Policies (Required at UTSI Hosted Championship Meets)

5.6.1. Time Standards

5.6.1.1.   **Age Group and Long Course Championship Meet Time Standards**: Reviewed and may be re-set annually by the Championship Meets Steering Committee and are subject to approval by the UTSI Board of Directors. (Previously used formulas located in the Information/Communication section of the Appendix.)

5.6.1.2.   **Senior Short Course Championship Meet Time Standards**: Reviewed and may be re-set annually by the Senior Swimming Committee and are subject to approval by the UTSI Board of Directors.

5.6.2. Championship Meet Time Standards Publication

The UTSI Administrative Assistant to the Board will ensure that UTSI Championship Time Standards are posted on the website and emailed to all club contacts within 2 weeks of HOD or the official determination of the standards.

5.6.3. Meet Announcement

5.6.3.1. Meet Announcement Publication Deadline

5.6.3.1.1. UTSI Championship Meet Announcements shall be published on the website and sent to UTSI Club Contacts no later than seven (7) weeks before the first day of the meet. Earlier is preferred.

5.6.3.2. Entry Information

5.6.3.2.1. Entry Correction Guidelines, Fees, and Fines

5.6.3.2.1.1. Corrections to the initial entries will be accepted until the deadline specified in the meet announcement.

5.6.3.2.1.2. Corrections include change of entry times and change of individual events for swimmers already entered into the meet.

5.6.3.2.1.3. • All corrections/changes will be fined per event change in addition to regular entry fees and surcharges. Unproven times are subject to a fine if not corrected before the scratch deadline for that event. Athletes with an unproven time in an event will not be permitted to swim that event. (Unproven time policy listed in UTSI policy #601 Meet and Event Sanctions: Required Statements. Fine amounts listed in UTSI policy #430a Table of Fees and Fines.)

5.6.3.2.1.4. • All changes must be submitted via e-mail using the entry form included with the meet announcement. If no form is included, the *Uniform Meet Entry Form* available on the UTSI website may be used. No new electronic files may be submitted.

5.6.3.2.1.5. • No changes or corrections will be accepted after the correction deadline.

6. RELATED DOCUMENTS AND FORMS

6.1. Championship Meet Deadlines Planner

6.2. USA Swimming Rulebook (www.usaswimming.org/rulebook)

6.3. *Utah Swimming Rules and Regulations* (See UTSI website > Governance Tab for link)

6.4. UTSI Beehive Finale policy #605 (UTSI Policies and Procedures webpage)

6.5. **All** related UTSI policies and procedures, especially those in the ***Meets and Events*** and ***Safety: Safe Sport and Operational Risk*** **sections** and the following.

6.5.1. All UTSI Policies and Procedures are posted on UTSI website on the Policies and Procedures page

6.5.2. #50 *Committees Handbook* on the UTSI Policies and Procedures webpage

6.5.3. #251 *Officials* policy on the UTSI Policies and Procedures webpage

6.5.4. #401 *Workforce Related Policies* on the UTSI Policies and Procedures webpage

7. NOTIFICATION

7.1. The current *Default Hospitality Host Schedule* will be posted on the Utah Swimming website.

7.2. Annually, within 30 days of any updates to the *Default Hospitality Host Schedule,* the UTSI Administrative Assistant to the Board will email the updated hospitality schedule to all club contacts. The email should include a link to this policy and invitation to address questions to a member of the current *Championship Meets Steering Committee*. (May link to online committee roster if current.)

7.3. The Championship Meets Steering Committee Chair, or designee, will notify the club(s) in charge of hospitality for an upcoming State Championship meet at least eight (8) weeks in advance of the first day of the meet. This person will also notify the club(s) of the number of meals and snacks to provide each session and to whom they should be offered.

7.4. Within one week of confirming the person who will fill the role, the Championship Meets Steering Committee Chair, or designee, will share this policy with the Meet Director and Meet Referee for the upcoming State Championship meet(s.)

7.5. At least four (4) to six (6) weeks before each UTSI hosted meet, the UTSI Safety Chair or designee invites the Meet Director and Referee of each meet to use the resources provided by USA Swimming and Utah Swimming, including the required "Safety" sections of this policy.

7.6. The Meet Director will email all UTSI club contacts, coaches, and officials notifying them of the of the hospitality provided at their meet. (I.E. The number of meals and snacks and provided to whom) provided at their meet. This may be done as early as the Championship Meet Steering Committee decides and as late as 48 hours after the initial entry deadline.

7.7. The General and Championship Meet Steering Committee chairs will be notified at the end of each season via the Leadership Task Calendar (LTC) (located on the UTSI Policies and Procedures webpage) of the need to meet early in the next season and plan the deadlines for the next season championship meet(s). (Sample plan available in Appendix.)

8. DISTRIBUTION OF POLICY AND UPDATING

8.1. Policy will be posted on the UTSI website.

8.2. Annually, between August 1 and November 20, the Championship Meets Steering Committee will review this policy and update as needed paying special attention to *the Default Hospitality Host Schedule*.

8.2.1. Are all the teams listed for future assignments still viable?

8.2.2. To facilitate club success, ensure the schedule has tentative assignments for at least the next three years and finalize the assignments for the upcoming swimming year.

8.3. Every year, before November 20, The Championship Meet Steering Committee will determine the general hospitality parameters for the next year of UTSI Championship Meets.

8.4. Annually and before December 15, after any policy updates and schedule finalization, the Championship Meets Steering Committee Chairperson or designee will send the updated schedule to the UTSI Administrative Assistant to the Board and request they send it out to all clubs as set forth in the Notification section.

8.5. The UTSI Administrative Assistant to the Board/Treasurer shall add changes and decisions made by the *Championship Meets Steering Committee* that affect championship meet operations to the either this policy document or the policy digital folder within 30 days of committee approval. Note the date, the affected area, and who instructed the change in the *Change Log.*

NOTE: Only the board can change required policy. However, the committee may make other changes or instruct the saving of other files.

CHANGE LOG

Version	Date	Description of Change/Section(s)	Author or Editor	Authority
1	5/11/2021	Policy created to replace old policy #622: *Hospitality at Championship Meets* and expand information to other aspects of meet hosting. The previous hospitality policy was enacted 11/8/2016. The statement on meet vendors included here was voted on by the board, accepted, and recorded in the minutes of the 6/10/2014 Board Meeting but never formally included in policy until now.	Cathy Vaughan, Maureen Schiffman, Teri Rhodes	BOD
2	11/9/2021	Inserted *Corrections Guidelines* for UTSI hosted Championship Meets	Cathy Vaughan	BOD
3	11/15/2021	Updated wording and policy numbers	Serena Werner	BOD
4	12/14/2021	Updated 5.4.1.1 to include "All fees for the late entries must be paid before the start of the first session in which the late-entered athlete will compete."	Stan Crump	BOD
5	2/8/2022	Correlated with revised Table of Fees and Fines (Policy #430a)	Cathy Vaughan	BOD
6	3/8/2022	Correlated policy with changes made to Championship Meet STEERING Committee changes in policies #1a, 20, and 50.	Cathy Vaughan	BOD
7	11/8/2022	Moved time standard information from Rules and Regulations into policy and formula into Appendix	Cathy Vaughan	BOD
8	5/9/2023	Delegated authority for LSC paid lodging and "Thank You" gift cards for championship meet leadership to the Championship Meets Steering Committee. Added requirement that the Championship Meets Steering Committee meet early each season and create a deadline plan. (See appendix for sample plan) Changed notification of clubs in charge of hospitality from six weeks to eight weeks. Added *Quick Reference: Policy Mandated Deadlines for Championship Meets* and *Championship*	Susan Winter, Trent Weight, Serena Werner, Suzie Shepherdson, Cathy Vaughan	BOD

		Meets Deadline Planner to appendix and other related changes.		

APPENDIX

The *Appendix* was created to hold links, lists, files, and other information that might be helpful for future meet leaders. It does not contain policy or requirements unless specifically noted. The intention is for the *Appendix* section to grow as future meet leaders add what worked well for them.

Add future information here or in the *Appendix Folder* on the *UTSI Policies and Procedures* webpage. The UTSI webmaster can add the file(s) to the appropriate folder(s). To aid use, add future resources in the applicable area or folder.

II. Quick Reference: Policy Mandated DEADLINES for Championship Meets

The following deadlines are mandated by policy. This quick reference table is provided as a courtesy. Please confirm deadlines with policy. In the case of discrepancies, the policy deadline overrules. Additional deadlines not mandated by policy are found in the *Championship Meet Deadlines Planner.*

III. Pre-Meet

- **Set meet dates and negotiate and sign contracts with facility:** Two (2) years before meet.
  - The Championship Meet Steering Committee (CMSC) sets the meet dates. (Policy #50 (Committee Handbook – CMSC section)
  - The Age Group and/or Senior Chairs negotiate and sign contracts with the facilities. (Policy #50 (Committee Handbook – CMSC section)
- **Develop a deadline plan for each championship meet to be hosted by UTSI that season.** DATE: "Early in the season." See *Leadership* section in *UTSI Hosted Championship Meet Operations Policies* section and APPENDIX of policy #630 (Meet Operations) for more information.
  - Who: General Chair and Championship Meet Steering Committee Chair
- **Meet Dates & Location Posted on UTSI website**: At least 1 year in advance. Earlier is preferred.
  - Who: Championship Meets Steering Committee Chair
- **Meet Time Standards:** Must be finalized and published to LSC within 2 weeks of the Utah Swimming House of Delegates (HOD) meeting or the official determination of the standards.
  - Who: Championship Meets Steering Committee Chair
- **Championship Meet Steering Committee (CMSC) must meet:**
  - At the beginning of each season
    - Short Course: Sometime after the long course championship meet(s) and before October 15 each year.
    - Long Course: Sometime after the short course championship meet(s) and before April 30 each year.
  - Policy #50 (Committee Handbooks – CMSC section)
- **Name Members of Meet Committee**: At least three (3) months before the meet. (*Meet Planning Committee* section of policy #630)
  - Who: Officials Chair or Committee names officials. Championship Meet Steering Committee names other members.
- **Meet Announcement Publication Deadline**: No later than 7 weeks before the first day of the meet. Earlier is preferred.
  - Who: Meet Committee approves. Meet Director ensures publication.
- **Fee and Fine Assessment**: The Meet Director assess all meet related fees according to policy #430a (Table of Fees and Fines).
  - Entry related fees may be assessed and collected before the meet.
- **Hospitality Related Deadlines** (Policy #630: Meet Operations – Championship Meet Hospitality section)
  - **For Championship Meets STEERING Committee (CMSC)**
    - **NOV 20:**

- o Before Nov 20 CMSC determines the general hospitality parameters for the year. (*Championship Meet Hospitality Parameters* section of policy #630.)
        - o Update the *Default Hospitality Host Schedule* (*Default Hospitality Host Schedule* section of policy #630)
    - HOSPITALITY FEE ASSESSMENT: Immediately upon declining to provide meet hospitality as scheduled. (See *Penalty* at the end of the *Hospitality* section of policy #630 (Meet Operations). Also see policy #430a (Table of Fees and Fines) *LSC Championship Meet Related* section.
        - o The CMSC Chair, or designee, gives information to LSC Secretary/Treasurer who bills the club(s) and follows-up as needed according to policy #430 (Financial).
  - o **For Administrative Assistant to the Board (aka Board Secretary/Treasurer)**
    - ▪ Post the *Default Championship Meet Hospitality Host Schedule* online within 30 days of the CMSC decisions regarding the Hospitality Host Teams and schedule changes.
    - ▪ See also responsibility in connection to HOSPITALITY FEE ASSESSMENT above and below.
  - o **For CMSC Chair**
    - ▪ HOSPITALITY HOST NOTIFICATION: For each upcoming championship meet: At **least 8 weeks before 1st day of the meet AND within 3 weeks** of the Steering Committee's hospitality schedule decision. (Do for each upcoming championship meet.)
        - NOTIFY Hospitality Host club(s) that it is their turn to provide hospitality at the next meet.
        - Let them know the parameters set by the CMSC, including how many meals and/or snacks they need to provide each session.
        - Let them know when Meet Director will give them their budget.
        - More info in *Host Notification* section of policy #630 (Meet Operations)
    - ▪ See also responsibility in connection to HOSPITALITY FEE ASSESSMENT above and **Meet Related Fee and Fine Assessment** below.
  - o **For Meet Director**
    - ▪ HOSPITALITY HOST NOTIFICATION: At least six (6) weeks prior to the first day of the meet the Meet Director contacts the Hospitality Host Club(s) to discuss the hospitality budget for the meet.
    - ▪ HOSPITALITY RECIPIENT NOTIFICATION: Before the first day of the meet, the Meet Director lets coaches, officials, and meet leaders attending the meet know the number of meals and/or snacks provided at each session and who/which positions may receive meet hospitality.

IV. Post-Meet

- **Complete Meet Director Report and give to CMSC Chair and Board of Directors:** No later than two (2) board meetings after the last day of the meet.

- o Who: Meet Director (NOTE: Be sure to include names and club affiliation of standout volunteers at the meet.)
  - o Policy #120 (Succession Planning)
- **Meet Related Fee and Fine Assessment**: The <u>Meet Director</u> assess all non-hospitality related meet fees and fines according to policy #430a (Table of Fees and Fines)
  - o Who: The <u>Meet Director</u>, or designee gives information to <u>LSC Secretary/Treasurer</u> who bills the club(s) and follows-up as needed according to policy #430 (Financial).
- **Lodging Reimbursement Request**: 2 weeks after last day of meet.
  - o This information may not be applicable to anyone at your meet. It only applies to those who are eligible for LSC paid lodging who pay for it themselves rather than use an LSC paid room.
  - o Who: The <u>Meet Director</u> passes this information on as needed. (see *LSC Provided Lodging* section of policy #630)
- **Review Meet Director Report:** policy #120 (Succession Planning)
  - o Who/Deadline: CMSC/Within four (4) weeks of the meet
  - o Who/Deadline: UTSI Board of Directors/Within 2 board meetings of the meet

Championship Meet Deadlines Planner

Shortly after the previous season LSC championship meet(s), the General and Championship Meet Steering Committee Chairs complete this planner with agreed upon deadlines dates for EACH LSC Championship meet to be held at the end of the current season.

- The Championship Meets Steering Committee and Chair do the work to ensure that deadlines are met. The Chair reports to the General Chair when deadlines are met.
- The General Chair provides accountability and helps to problem-solve where needed.

Meet Name:	Meet Dates:

Championship Meet Committee Chair: Check "Quick Reference: Policy Mandated Deadlines for Championship Meets" list. Located in Appendix of policy #630 (Meet Operations). Insert into this planner as needed.	

CHAMPIONSHIP MEET STEERING COMMITTEE ASSIGNMENTS See policies # 50 and #630 for more information. (Located on UTSI Policies and Procedures webpage)	
Facility. Ensure facility is reserved for correct dates. The Championship Meet Steering Committee, under the direction of the General Chair, should try to contract facilities about 2 years in advance and publish meet dates and location on LSC website as soon as they are known and at least one (1) year in advance of the meet. *(See "Authority to Execute Contracts" in the Bylaws for who is authorized to sign contracts on behalf of UTSI.)*	Facility Reporting Deadline (Date & who does):
Ensure Time Standards for meet(s) are available to LSC members and correct. Verify meet time standards with Age Group and Senior Chairs. If not acceptable, make plans to get them as prescribed in policy #630. Report to General Chair when Time Standards are finalized and published. NOTE: Time Standards must be published within 2 weeks of HOD or the official determination of the standards.	Time Standards Reporting Deadline (Date & who does): Who sends Time Standards to website person to publish & email to teams? By When?
Review past championship meet feedback. Determine what, if any, changes need to be made to each Meet Announcement. Create a list to give to the General Chair and each Meet Director.	Meet Announcement changes reporting deadlines & who does)

	To Gen.Chair: To each MD:

Hospitality: Designate who provides **Hospitality** for the meet according to policy #630 (Meet Operations). Report to the General Chair who will be handling Hospitality.
    o Notify the team in charge of Hospitality and confirm that they will fulfill this responsibility according to the policy. Let them know the deadline by which the Meet Director will give them the budgeted amount.
    o Let them know the minimum standard for the number of meals, snacks, and drinks per session as determined by the committee according to policy #630 (Meet Operations.)
If the team declines, penalize according to policy instructions and get another team to handle the responsibility.
	Hospitality Reporting deadlines & assignments
	
	To General Chair (Date & who does):
	
	To Assigned Team (Date & who does):
	
	Deadline for MD to give assigned team their budget (Date & who gives to MD):

Determine the needed number of hotel rooms for meet leadership. Ensure the LSC Travel Specialist Reserves Sufficient Hotel Rooms well in advance of the meet. See policy #630 for more information on LSC paid hotel rooms for championship meets. Report to General Chair (GC) the number of reserved rooms and name of hotel or other lodging. Also give information to Meet Director (MD)	Hotel Reporting Deadline to GC (date & who does): To MD (Date and who does):
Determine if there need to be any adjustments to the standard distribution of "Thank You" gift cards. (Steering Committee Chair has spreadsheet of current distribution standard.) Report to General Chair (GC) any variations, if used or confirm that the standard distribution will be used. Give information to Meet Director (MD).	Gift Card Reporting Deadline to GC (Date & who does): To MD (date & who does):

OQM: Find out from the Officials Chair if this meet will be an Officials Qualifying Meet. If so, give deadline to get OQM info to Meet Director (MD) before sanctioning. If the evaluating official(s) needs lodging, the Officials Chair needs to notify the LSC Travel Specialist. (Paid from Officials Budget.)	OQM Notification to MD (Date & who does):

Designate Members of the *Meet* Committee and Report Names to General Chair <u>no later than 1 week prior to the Board Meeting and at least 3 months prior to Meet. Earlier is preferred.</u>
     o   Meet Director
     o   Coach Member
     o   Athlete Member
     o   Safety Cmt Member (if used)
The following are appointed by the Officials Chair and names given to the STEERING Committee no later than 2 weeks before the reporting deadline)
     o   Meet Referee
     o   Administrative Referee
NOTE: Depending on the meet, either the Age Group or Senior Chair (or their designee) will also be a member of the Meet Committee.
	Deadline Date to Receive MR & AR Names from the Officials Chair: *(2 weeks before Gen Chair reporting date below)*
	
	Deadline Date to Report to General Chair:

Refer each member of the *Meet* Cmt to policy #630 and ask them to carefully review it asap, including the Appendix. Inform Meet Director to see responsibilities listed in the USA Swimming rulebook, **including procuring of awards**. May also be helpful to give the Meet Director a "Swim Meet To Do" list like "Ultimate Swim Meet To Do List" one located at: https://www.hostgreatmeets.com/swim-meet-list-saves-time-stress/	Policy Giving Deadline:
MEET DIRECTOR: Receives Meet Budget Amount and Minimum Standard for # of Meals, Snacks, and Drinks per session from General Chair and give to Meet Director. Note what comes out of that budget and anything that will not. NOTE: The Meet Director and either the Age Group or Senior Chair (depending on the meet) together set the budget for Hospitality that will come out of the total meet budget. The Meet Director notifies the team of the hospitality budget before the deadline given by the Championship Meet Steering Committee (see policy #630 (Meet Operations) for more on hospitality.)	Budget Reporting Deadline: Hospitality Budget Reporting Deadline (to team providing hospitality):

Designate posting deadline of sanctioned meet announcement and list who needs to approve the meet announcement before it can be submitted by the Meet Director for sanctioning by the LSC.
     o   All members of the *Meet* Committee must approve it. (NOTE: Not the STEERING Committee)
     o   Any others?
     o   The Officials Chair provides OQM number and information to the Meet Director if the meet will be an Officials Qualifying Meet.
NOTES:
	Posting Deadline Date:
	
	(Generally, the meet announcement should be sanctioned and posted about 3 months before the meet.)

- The Meet Director is responsible for getting the meet announcement sanctioned. - The Meet Director "posts" the sanctioned meet announcement by giving it to - The person who posts it on the UTSI website - The person who emails it to each team - cc the General Chair and Championship Meets STEERING Committee Chair so they will know it's been "posted"	
Awards: The Meet Director needs to order awards early. May be helpful to first see what awards UTSI has from previous meets that may be used and re-order to fill the need. Report to Championship Meet Steering Committee Chair when awards are ordered.	Awards Order Deadline:
The Meet Committee Continues to carry out meet planning and prep within the parameters set by the Championship Meet STEERING Committee and UTSI Rules, Regulations, Policies and Procedures.	

V.   Leadership (APPENDIX)

Quick Tip: Information for specific roles including Officials, the Meet Director, and other individual meet leaders and workers is in the PEOPLE section.

1.   Leadership Links

See specific links listed by role in the PEOPLE section of this Appendix

- 6 Tips That Yield Great Swim Meets | HostGreatMeets.com
  - https://www.hostgreatmeets.com/2016/09/01/swim-meet-planning-tips/
- Swim Meet Must-Haves: Needs Versus Wants | HostGreatMeets.com
  - https://www.hostgreatmeets.com/2017/12/12/swim-meet-must-haves-needs-versus-wants/
- Build Team Success | HostGreatMeets.com (Use meets and other events to increase personal leadership and team unity)
  - https://www.hostgreatmeets.com/build-team-success/

VI. Safety (APPENDIX)

    1. Safety Links
- USA Swimming Safe Sport at Events (Includes Meet 360)
- Utah Swimming Online Swim Meet Safety Kit
  - https://www.teamunify.com/team/lscuts/page/sanctions/online-swim-meet-safety-kit
- Utah Swimming Safety and Safe Sport Information webpage
  - https://www.teamunify.com/team/lscuts/page/safety-and-safe-sport-info-and-faqs
- Increasing Safety At Swim Meets | HostGreatMeets.com
  - https://www.hostgreatmeets.com/2017/10/17/increasing-swim-meet-safety/
- Instructions for Swim Meet Marshals | HostGreatMeets.com
  - https://www.hostgreatmeets.com/2016/09/13/meet-marshal-instructions/
- Safety Archives | HostGreatMeets.com (Tips, tools, and training resources to help increase safety at swim meets)
  - https://www.hostgreatmeets.com/category/safety/

VII. Physical Resources (APPENDIX)

A. Facility

1. Reserve pool for championship meet early and post the date on website. Not only does this ensure pool availability it also helps teams and families' plan. How early? At least 12-18+ months in advance if possible. The Western Zone commits to their future championship meet dates and locations about 2 years out.

1. Facility Links

- [Swimming Pool: Get One For a Swim Meet | HostGreatMeets.com](https://www.hostgreatmeets.com/2017/11/21/swimming-pool-get-one-swim-meet/) (Includes important information on contacts)
    - https://www.hostgreatmeets.com/2017/11/21/swimming-pool-get-one-swim-meet/

B. Timing and Computer Equipment

UTSI LAPTOPS: UTSI has laptops to help run championship and other meets hosted by UTSI. They must be updated and have a currently licensed version of Meet Manager on them before using at meets. When using more than one, they must also be properly networked before the meet. Recommend someone get the needed computers about a month before the meet and ensure the above, and anything else needed, happens. In the past, the person working with the computers has been meet admin personnel or the meet director. Possible resources to help answer questions include the UTSI Sanctions Coordinator, Website Manager, and/or Administrative Assistant to the Board/Treasurer.

1. Timing and Computer Equipment Links

- [Swim Meet Tip Sheet: Colorado Timing System 5/6 | HostGreatMeets.com](https://www.hostgreatmeets.com/2017/09/26/swim-meet-tip-sheet-co-timing-system-5/)
    - https://www.hostgreatmeets.com/2017/09/26/swim-meet-tip-sheet-co-timing-system-5/
- [Timing Equipment Operator Archives | HostGreatMeets.com](https://www.hostgreatmeets.com/tag/timing-equipment-operator/)
    - https://www.hostgreatmeets.com/tag/timing-equipment-operator/
- [Timer Instructions: A Swim Meet Must | HostGreatMeets.com](https://www.hostgreatmeets.com/2018/01/16/swim-meet-timer-instructions/)
    - https://www.hostgreatmeets.com/2018/01/16/swim-meet-timer-instructions/

C. Other Equipment and Supplies

1. Equipment and Supplies Links

- [Swim Meet Equipment and Supplies Overview | HostGreatMeets.com](https://www.hostgreatmeets.com/2017/12/19/swim-meet-equipment-supplies/)
    - https://www.hostgreatmeets.com/2017/12/19/swim-meet-equipment-supplies/
    - Includes links to
        - Basic Checklist of needed swim meet equipment and Supplies
        - Information help Equipment Operators
        - Swim Meet Equipment Tips
        - Set-up and Clean-up list, and more

D.   Support for Personnel

1.   Hospitality Links

- Hospitality Plan Saves Time, $, and Stress | HostGreatMeets.com
  - https://www.hostgreatmeets.com/2016/09/12/swim-meet-hospitality-2/

2.   Concessions Links

- Maximize Revenue from Swim Meet Concessions | HostGreatMeets.com
  - https://www.hostgreatmeets.com/2016/09/12/swim-meet-concessions/

VIII.   Financial (APPENDIX)

1.   Financial Related Links

- [Donors, Ads and Sponsors: Swim Meet Fundraising | HostGreatMeets.com](https://www.hostgreatmeets.com/2016/09/12/swim-meet-donors-ads-sponsors/)
  - https://www.hostgreatmeets.com/2016/09/12/swim-meet-donors-ads-sponsors/
- [Financial Archives | HostGreatMeets.com](https://www.hostgreatmeets.com/category/financial/)
  - https://www.hostgreatmeets.com/category/financial/

IX.   People (APPENDIX)

Many LSC's will accept bids from teams to host their championship meets. However, Utah Swimming has found it beneficial to host their own championship meets and gather meet leadership, officials, and workers from our membership. Doing so not only helps to **build unity** amongst the Utah Swimming membership. (Working together, people see each other as other people rather than just "the competition.") It also helps to **build an experienced base** of people who better understand how to run swim meets throughout the membership and not just in a few large meet hosting clubs.

A.   Officials

1.   Officials Links

- Utah Swimming - Officials (teamunify.com) (Utah Swimming webpage for Officials)
  - https://www.teamunify.com/team/lscuts/page/officials
- Officials (usaswimming.org) (USA Swimming home page for Officials)
  - https://www.usaswimming.org/officials
- Officials Documents (usaswimming.org) (USA Swimming Resource Hub: Officials Documents and Forms)
  - https://www.usaswimming.org/officials/popular-resources/officials-documents
- Basic Swim Meet Admin Checklist | HostGreatMeets.com
  - https://www.hostgreatmeets.com/2018/06/26/basic-swim-meet-admin-checklist/
- Admin Archives | HostGreatMeets.com (Swim meet administrative stuff. Includes tips, lists, tools, and forms to help with entries, seeding processing results, and reports.)
  - https://www.hostgreatmeets.com/category/swim-meet-admin/
- Swim Meet Protest: One Way to Handle | HostGreatMeets.com
  - https://www.hostgreatmeets.com/2018/04/03/swim-meet-protest-policy/
- Officials Archives | HostGreatMeets.com (Includes tips, forms, and training resources for both deck and admin swim meet officials)
  - https://www.hostgreatmeets.com/category/officials/

B.   Meet Director and Other Host Leadership

For championship meets, strongly recommend use of a Volunteer Coordinator.

1.   Meet Director Links

- Swim Meet To-Do List Saves You Time and Stress | HostGreatMeets.com
  - https://www.hostgreatmeets.com/swim-meet-list-saves-time-stress/
- Meet Director Archives | HostGreatMeets.com
  - https://www.hostgreatmeets.com/tag/meet-director/

2. Volunteer Coordinator Links
- Swim Meet Workers: How Many Do You Need? | HostGreatMeets.com
    - https://www.hostgreatmeets.com/2017/11/07/swim-meet-workers/
- Volunteer Table at Swim Meets | HostGreatMeets.com
    - https://www.hostgreatmeets.com/2017/03/21/swim-meet-volunteer-table/
- Create an Online Volunteer Sign-up | HostGreatMeets.com
    - https://www.hostgreatmeets.com/2017/03/14/online-volunteer-sign-up/
- Using Wristbands for Event Identification | HostGreatMeets.com (Also contains link to information about using lanyard badges for event identification)
    - https://www.hostgreatmeets.com/2017/02/28/swim-meet-identification-disposable-tyvek-wristbands/
- Volunteer Coordinator Archives | HostGreatMeets.com
    - https://www.hostgreatmeets.com/tag/volunteer-coordinator/

C. Trained Meet Workers

Meet workers are much more effective if trained to properly fulfill their role. Fortunately, Utah Swimming has excellent training resources from past meet leadership. ***See Appendix folder for files and modify as needed***.

1. Meet Worker Links
- Training Swim Meet Volunteers | HostGreatMeets.com
    - https://www.hostgreatmeets.com/2018/12/31/training-swim-meet-volunteers/
- Swim Meet Awards: How to Do Them? | HostGreatMeets.com
    - https://www.hostgreatmeets.com/2017/11/14/swim-meet-awards-3/
- Get Help | HostGreatMeets.com
    - https://www.hostgreatmeets.com/get-help/

X.   Information/Communication (APPENDIX)

A.   Meet Announcement

1.   Meet Announcement Links

- Utah Swimming - Sanctions (teamunify.com)
  - https://www.teamunify.com/team/lscuts/page/sanctions
- Swim Meet Announcement: How to Prepare | HostGreatMeets.com
  - https://www.hostgreatmeets.com/2018/01/09/prepare-swim-meet-announcement/
- Meet Announcement Archives | HostGreatMeets.com
  - https://www.hostgreatmeets.com/tag/meet-announcement/
- Meet Type Archives | HostGreatMeets.com (Swim meets come in all shapes and sizes. Find both meet plans and about different types of meets here.)
  - https://www.hostgreatmeets.com/category/swim-meet-type/

B.   Other Meet Information/Communication

a)   *Dedicated Email Address*

Many meet hosts find it useful to use a dedicated email address for meets. Talk to previous meet directors, meet entry people, or the UTSI Administrative Assistant to the Board/Treasurer to get more information.

b)   *Meet Evaluation*

Getting and sharing feedback is an important way to improve future swim meets. Find out more and get access to a Google Forms survey at Feedback: Get, and Use It, to Improve Swim Meets | HostGreatMeets.com (https://www.hostgreatmeets.com/2018/01/30/feedback-improves-swim-meets/)

C.   Championship Time Standards Formulas

1.   Short Course Age Group (UTAGS) and Long Course Championships Time Standards Formula

Each of the previous three years' 32nd place entry time plus the current time standard in an event shall be averaged together to form a new time. For example: 2016's 32nd entry time + 2017's 32nd entry time + 2018's 32nd entry time + the current time standard /4. If that time is slower than the current BB Motivational Time Standard or the current time standard, the fastest of the three times will become the new Time Standard. If an event does not have at least three previous years of 32 entry times, the current Time Standard or the current BB Motivational Time Standard, whichever is faster, will become the new Time Standard. For both Age Group Championship meets and the Senior Long Course Championship meet, the Short Course Yards Time Standards will be calculated, using the formula, from previous Short Course Yards Championship Meet data, and the Long Course Meters Time Standards will be calculated from the Long Course Meters Championship Meet data. The Short Course Meters Time Standards will be converted from the Short Course Yards Time Standards using the Team Unified Time

Conversion calculator (except for 400 relay times which must be converted from the LC meter time). (Moved from the UTSI Rules and Regulations 11/2022.)

2.   Senior Short Course Championship Meet Time Standards

Reviewed each year by the Senior Swimming Committee and may be adjusted as needed to fit the needs of Senior Swimming. (Moved from the UTSI Rules and Regulations 11/2022)