

	<h2>Policies and Procedures</h2>	
<p>Subject: Beehive Finale</p>	<p>Document Number:605 Version Number: 1</p>	<p>Effective Date: Previously in Rules and Regulations Last Revision: May 11, 2021</p>

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### 1. POLICY OVERVIEW

- 1.1. Sections two (2) and three (3) give general information applicable to the entire policy.
- 1.2. Section four (4) outlines requirements and parameters for the UTSI Beehive Finale Meet.
- 1.3. Section five (5) clarifies funding and fees related to the meet including what Utah Swimming will pay and what they will not.
- 1.4. Section six (6) Provides guidance for the bid process.
- 1.5. Section seven (7) lists documents and forms applicable to this policy.

- 1.6. Sections eight (8) and nine (9) outline administrative procedures and responsibility for ongoing policy implementation and dissemination.
- 1.7. The Appendix holds sample meet related forms and information previously used.

## 2. PURPOSE OF POLICY

- 2.1. The purpose of this policy is to clearly set for requirements for the Utah Swimming Beehive Finale (or equivalent) meet(s) and clarify points related to finances and the bid process. The Appendix also stores sample forms and information related to the meet.

## 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. **Meet Director:** As defined by USA Swimming. Key points: This person is named in the meet announcement. They represent the meet host organization and seek a sanction from the LSC when preparing a meet. This person also files a meet report with the LSC after the meet.
- 3.3. **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.
- 3.4. **Non-Championship Meets:** Any meet held within the LSC not designated as a Championship Meet including the B or BC Finale or equivalent.
- 3.5. **Sanction:** Official permission, or approval to a USA Swimming group member to host a meet. Times from meets sanctioned by USA Swimming are recognized by the organization. Rules and regulations regarding sanctioning are in the current USA Swimming rulebook. Sanctions for USA Swimming meets held in the state are granted by Utah Swimming.
- 3.6. **UTSI:** Utah Swimming, Inc. A Utah not-for-profit corporation.

## 4. MEET REQUIREMENTS

### 4.1. General

- 4.1.1. There shall be at least two Beehive Finale Meets a year, one during the Short Course Season and one during the Long Course Season. There may be 2 meets offered per season.
- 4.1.2. It is a non-championship meet.

### 4.2. Participation

- 4.2.1. All participating swimmers must be able to prove current USA Swimming membership and be registered as a member of Utah Swimming.
- 4.2.2. Participation is open to all swimmers who have achieved the Beehive Finale qualifying time but not achieved a Utah Swimming State Championship qualifying time in said events.
- 4.2.3. USA Time Verification Procedures will be in effect.
- 4.2.4. UTSI Warm-up and Safety Procedures will be used.

### 4.3. Facility

- 4.3.1. The Short Course Beehive Finale(s) shall be swum in a 25-yard pool.

4.3.2. The Long Course Beehive Finale(s) may be swum in a 50-meter pool or 25-yard pool.

4.3.3. Host facilities should include:

- 4.3.3.1. Six competition lanes with sturdy starting blocks and effective lane lines. Eight lane pools will be given preference.
- 4.3.3.2. Seating for 200 or more spectators.
- 4.3.3.3. Deck space for at least 200 swimmers.
- 4.3.3.4. Electronic Timing System with:
  - 4.3.3.4.1. Properly displaying scoreboard.
  - 4.3.3.4.2. All pads working properly.
  - 4.3.3.4.3. All wiring operational and safe.
  - 4.3.3.4.4. Working connections to console and meet management software.
  - 4.3.3.4.5. Meet Management Software

#### 4.4. Meet Personnel

4.4.1. Key meet personnel must be experienced at running Utah Swimming sanctioned meets for at least 200 swimmers. Experience may come from hosting other meets, being trained at other teams' meets, or training through UTSI's Board of Directors.

4.4.2. Key Meet Personnel include:

- 4.4.2.1. Meet Director
- 4.4.2.2. Meet Referee
- 4.4.2.3. Starter
- 4.4.2.4. Administrative Official

#### 4.5. Operations

4.5.1. Speed or flow of meet should be consistent. Meet should begin on time with few interruptions.

4.5.2. Accuracy of times and results is essential.

4.5.3. Results shall be posted at the meet in a timely manner. Also, meet results will be sent to proper UTSI personnel within 24 hours of the conclusion of the meet.

4.5.4. Compliance with UTSI Policies and Procedures including

- 4.5.4.1. Sanctioning
- 4.5.4.2. Reports
- 4.5.4.3. Payment of Fees

## 5. FUNDING AND FEES

5.1. Utah Swimming shall fund the Beehive Finale with \$700 to be used towards running the meet and awards. Awards must be approved by the UTSI Age Group or Senior Chair. Failure to receive prior approval may result in the host team being required to replace the awards. Replacement awards will be distributed to all teams not later than 30 days following the notification of inadequate awards. Awards must be picked up at the completion of the meet and will not be mailed out.

5.2. Host team shall pay any and all individual and relay splash fees.

## 6. BID PROCESS

- 6.1. The Beehive Finale Meets will be put out to bid to teams in good standing with UTSI.
- 6.2. All interested teams should submit the bid application form completely filled out four months prior to the scheduled meet, or when called for by the Age Group Chair.
- 6.3. Teams that receive the bid must still obtain a sanction from UTSI's Sanctions Chair.

## 7. RELATED DOCUMENTS AND FORMS

- 7.1. Beehive Finale Bid Application
  - 7.1.1. Location: Appendix of this policy and possibly the Google Drive associated with [agegroup@utahswimming.org](mailto:agegroup@utahswimming.org)
- 7.2. Beehive Finale Information Sheet
  - 7.2.1. Location: Appendix of this policy and possibly the Google Drive associated with [agegroup@utahswimming.org](mailto:agegroup@utahswimming.org)
- 7.3. UTSI Hosted Meet Operations policy (#630)
  - 7.3.1. Location: [UTSI Policies and Procedures webpage](#)

## 8. NOTIFICATION

- 8.1. The Beehive Finale (or equivalent) application and information sheet will be emailed seasonally to UTSI Club Contacts by the Age Group Chair or designee.
- 8.2. As desired, the Age Group Chair could post a news item on the website soliciting bids and sharing links to both the bid application and information sheet.

## 9. DISTRIBUTION OF POLICY AND UPDATING

- 9.1. Policy will be posted on the UTSI website
- 9.2. At least annually the Age Group Chair will thoroughly review this policy along with all related information presented and posted on the UTSI website and update as needed. (Policy updates require board approval.)
- 9.3. At least annually, the Age Group Chair will ensure that all forms and other information related to this policy that are posted or otherwise distributed, comply with current policy stipulations.

CHANGE LOG				
Version	Date	Description of Change/Section(s)	Author or Editor	Authority
1	5/21/2021	Transferred information from UTSI Rules and Regulations. This information was formerly rule 1.16 <i>Beehive Finale Meets</i> . Also added mentioned <i>Bid Application Form</i> to Appendix	Cathy Vaughan	BOD

## APPENDIX

## UTSI “Beehive Finale” INFORMATION SHEET



### **FROM UTAH SWIMMING:**

Thank you for your interest in the Utah “Beehive Finale” Meet

Under our LSC process, the proposals will be required to submit the proper information in a timely manner to be considered for our meet. The forms that follow encompass all aspects of the meet administration, the facility, and the expectations of a club host and notes the priorities and preference of Utah Swimming. No factors are meant to exclude potential clubs or facilities from hosting Utah Swimming events, but should be used as a guide to needs and expectations of the Utah Swimming type meets.

The meet will be held Friday and Saturday, July 26-27<sup>th</sup> 2019. (We will consider holding this meet on an alternate weekend due to the holiday.) Please turn in your completed proposal and sanction application to Serena Reynolds (agegroup.utswim@gmail.com) via email by Saturday May 11<sup>th</sup> 2019 at midnight. The Age Group and Committee will go over the applications and will notify the selected host by Saturday May 18<sup>th</sup> 2019.

Utah Swimming will waive the sanction fee for this meet and will provide Time Standards (USA Swimming “Motivational B Standard” Time) and instructions on the conduct of the meet. If the meet is finalized (all paperwork finished and turned in to the sanctions coordinator, all splash fees paid, a meet manager back-up sent to Todd Etherington for submission into the SWIMS database). Your team will receive \$700 from USI for hosting the Beehive Finale once the meet is complete. The \$700 from USI is required of the host team to buy awards for athletes attending the meet. (Awards must be approved in advanced by Age Group Chair Serena Reynolds.)

It is expected to open the event to all 18& Under registered athletes, as long as they are not qualified for the State Meet and have met the current “Motivational B Time Standard” from USA Swimming. Times for entered events will be based on the event athletes enter into the meet. The attached event list is a suggestion and is not required. Due to the previous size of this meet bonus times should be limited or removed.

If you have questions during your preparation, please contact Serena Reynolds (agegroup.utswim@gmail.com)

Once again, thanks for your interest and good luck!

Sincerely,

Utah Swimming

<b>Women's</b>	<b>Event Description</b>	<b>Men's</b>
1	10 & U 200 Free	2
3	11-12 200 Free	4
5	13-14 200 Free	6
7	Senior 200 Free	8
9	10 & U 50 Back	10
11	11-12 50 Back	12
13	13-14 100 Back	14
15	Senior 100 Back	16
17	10 & U 100 Breast	18
19	11-12 100 Breast	20
21	13-14 200 Breast	22
23	Senior 200 Breast	24
25	10 & U 50 Free	26
27	11-12 50 Free	28
29	13-14 50 Free	30
31	Senior 50 Fr	32
33	10 & U 50 Fly	34
35	11-12 50 Fly	36
37	13-14 100 Fly	38
39	Senior 100 Fly	40
41	10 & U 200 IM	42
43	11-12 200 IM	44
45	13-14 400 IM	46
47	Senior 400 IM	48

<b>Women's</b>	<b><u>Event Description</u></b>	<b>Men's</b>
<b>49</b>	<b>10 &amp; U 100 Free</b>	<b>50</b>
<b>51</b>	<b>11-12 100 Free</b>	<b>52</b>
<b>53</b>	<b>13-14 100 Free</b>	<b>54</b>
<b>55</b>	<b>Senior 100 Fr</b>	<b>56</b>
<b>57</b>	<b>10 &amp; U 50 Breast</b>	<b>58</b>
<b>59</b>	<b>11-12 50 Breast</b>	<b>60</b>
<b>61</b>	<b>13-14 100 Breast</b>	<b>62</b>
<b>63</b>	<b>Senior 100 Breast</b>	<b>64</b>
<b>65</b>	<b>10 &amp; U 100 IM</b>	<b>66</b>
<b>67</b>	<b>11-12 100 IM</b>	<b>68</b>
<b>69</b>	<b>13-14 200 IM</b>	<b>70</b>
<b>71</b>	<b>Senior 200 IM</b>	<b>72</b>
<b>73</b>	<b>10 &amp; U 100 Back</b>	<b>74</b>
<b>75</b>	<b>11-12 100 Back</b>	<b>76</b>
<b>77</b>	<b>13-14 200 Back</b>	<b>78</b>
<b>79</b>	<b>Senior 200 Back</b>	<b>80</b>
<b>81</b>	<b>10 &amp; U 100 Fly</b>	<b>82</b>
<b>83</b>	<b>11-12 100 Fly</b>	<b>84</b>
<b>85</b>	<b>13-14 200 Fly</b>	<b>86</b>
<b>87</b>	<b>Senior 200 Fly</b>	<b>88</b>
<b>89</b>	<b>13-14 500 Free</b>	<b>90</b>
<b>91</b>	<b>Senior 500 Free</b>	<b>92</b>

## **How is the “Beehive Finale” meet awarded?**

Utah Swimming strives to conduct a fair and balanced selection process, and providing parties with clear and constructive feedback. The process shall be guided by the principles of fairness, transparency, clarity, and timeliness.

## **What technical factors are considered in choosing a suitable site?**

(All technical factors covered in detail in USA Swimming Rules and Regulations Articles 103 and 104)

- Number of lanes, along with their width and length
- Spectator seating capacity
- Depth of pool at start, middle, and end.
- Lane lines must be marked at 15 meters both ends. (USA-S rule 103.13.2)
- Automatic timing system with scoreboard
- Warm-up / cool-down area
- Deck space on ends and sides of competition area
- Guaranteed correct temperature range
  - Pool - 77 to 82.4 degrees Fahrenheit (USA-S rule 103.7)
  - Air - within 8 feet above deck level in indoor facilities shall be not lower than 76 degrees Fahrenheit, with relative humidity maintained at about 60% and air velocity at about 25 feet per minute (USA-S rule 103.7) Applies to indoor pools only

## **What other site factors outside of the competition course are considered?**

- Restrictions, limitations and/or fees imposed by facility management
- Public address system (in all event accessible areas)
- Swimmer’s rest area
- Parking space and availability of parking locations

## **What non-technical factors (not requirements) are taken into consideration for selecting a meet host?**

- Past experience in running meets
- Experience in running a Utah Swimming invitational or a large invitational
- Past experience/history of timely reporting/paperwork received/payment to Utah Swimming on any meet held by host
- Number of parental volunteers available to successfully manage the meet



## Utah Swimming “Beehive Finale” BID APPLICATION

**Please return bid application to [Age Group Chair name] via e-mail (agegroup.utswim@gmail.com)**

### Hosting Club Information

Name of Club: \_\_\_\_\_  
Club Code: \_\_\_\_\_

Number of Years Chartered with Utah Swimming: \_\_\_\_\_

Club Mailing Address: \_\_\_\_\_

Club Website: \_\_\_\_\_

How many meets has your team hosted in the past 3 years? \_\_\_\_\_

### Officiating Team

Meet Referee: \_\_\_\_\_

Administrative Referee: \_\_\_\_\_

Head Starter: \_\_\_\_\_

### Meet Personnel

#### Meet Director

Name: \_\_\_\_\_

Have you been background checked by USA Swimming? - Y/N

Date of Background Check \_\_\_\_\_

Phone Number – Daytime \_\_\_\_\_ Evening \_\_\_\_\_

Email Address: \_\_\_\_\_

List previous sanctioned meets hosted that you were Meet Director for in the past 3 years:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

On an average what were the following numbers at these meets:

Number of teams participating \_\_\_\_\_

Number of athletes entered \_\_\_\_\_

Number of coaches attending \_\_\_\_\_

Revenue generated \_\_\_\_\_

**Entry Chairperson Information**

Name \_\_\_\_\_

Phone Number – Daytime \_\_\_\_\_

Evening \_\_\_\_\_

Email Address: \_\_\_\_\_

Entry Checks are to made payable to: \_\_\_\_\_

Please list the meets the Entry chairperson has run in the past 3 years:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

On the average what was the number of entries per meet: \_\_\_\_\_

**Facility/Equipment Specifics**

Name of Pool \_\_\_\_\_

Location of Pool \_\_\_\_\_

- **Timing System:**
  - Type and Model \_\_\_\_\_
  - Number of usable Touch pads \_\_\_\_\_
  - Button Back Up \_\_\_\_\_
  - Number of Starting Speakers \_\_\_\_\_
  - Number of lines (lanes) on readout board \_\_\_\_\_
  - Can the board display names? \_\_\_\_\_
- **Pool Specifications**
  - Competition Pool:
    - Age of Pool \_\_\_\_\_
    - Number of Lanes \_\_\_\_\_
    - Length \_\_\_\_\_
    - Width \_\_\_\_\_
    - Depth Start End \_\_\_\_\_
    - Turn End \_\_\_\_\_
  - Warm-Up Cool Down: None

- Age of Pool \_\_\_\_\_
- Number of Lanes \_\_\_\_\_
- Length \_\_\_\_\_
- Width \_\_\_\_\_
- Depth Start End \_\_\_\_\_
- Turn End \_\_\_\_\_
- Kiddie pool area \_\_\_\_\_
- Lane lines marked at 15M? Y / N
- **Facility**
  - Spectator Seating capacity: \_\_\_\_\_
  - On-site parking available? Y/N
  - Is there a public address system? Y/N
  - Public access wifi Y/N
  - Does the facility allow for a closed deck to be easily maintained? Y/N
  - Number of Meet Marshals able to provide for \_\_\_\_\_
  - Does the facility have lifeguards? Y/N

Facility Manager or contact \_\_\_\_\_

Facility Management: Please include a letter of support from facility management