

Meet Director's Workshop

2022 Swim Season

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Rules:

- Teams running meets and their meet directors are bound by the rules and policies of USA Swimming and Virginia Swimming.
- As meet director you may not circumvent these rules and policies for any reason without prior approval of Virginia Swimming.

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Meet Director Requirements:

- Must be a non-athlete member of USA Swimming with up-to-date BG Check and Athlete Protection Training.
- Must ensure that all pre-meet reporting requirements are completed.
- Must be present throughout the meet to ensure that all non-technical aspects of the meet are handled and to assist the Meet Referee as needed.
- Must ensure that all post-meet requirements reporting requirements are completed.

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Forms to be submitted:

- Prior to the first meet of the season - [Annual Facility Evaluation Form](#)
- With initial draft of meet announcement
 - [Meet Expense Worksheet](#)
 - [Air and Water Quality Questionnaire](#)
- With the meet registration file - [Pre-Meet Facility Evaluation Form](#)
- After the meet - [Meet Financial Report](#)

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Meet Director & Meet Referee

- A collaboration in which each individual has distinct responsibilities.
- Always check with individual listed as MR to ensure s/he is willing to serve in that capacity.
- MD and MR should work together in preparing the meet announcement.

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The Meet Announcement

- Use or refer to the Meet Announcement Template found on the [Virginia Swimming website](#)
- Submit your draft meet announcement at least 2 months prior to the start date of the meet to avoid penalties. Meet announcements received
 - 1 to 7 days past due date: \$50 per day
 - 8 or more days past due date: \$100 per day
- The meet announcement should be emailed to businessoffice@virginiasmimming.org.

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- Mary and Emily will review it, make any necessary modifications or suggestions, and return it to the meet host to make final changes.
- After making the requested changes, the meet host should return the MA to the Business Office.
- It will then be sent to the Administrative Vice Chair and Technical Planning Chair for final review and the sanction number.
- At that point, the sanctioned MA will be returned to the meet host in Word and pdf format.
- The Office will post the MA on the Virginia Swimming website.

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Accepting Entries: The 4 Hour Rule

- USA- Swimming Rules require that sessions including 12 & younger athletes be planned to conclude in 4 hours or less. ([Order of Events](#))
 - If more than two sessions on a single day include 12 & Y events, then the total time of the two sessions must be 4 hours or less.
 - Open events (e.g. 11 & over 1000 free or Girls 400 IM) are also included in the calculation.

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- Process entries in [Meet Manager](#) as you receive them (based on date and time of email). **Don't wait until the entry deadline has passed!!**
- As you process each team's entries, run session timelines using:
 - 30 second (+ 15 for backstroke) intervals for 12 & Y sessions
 - 25 second (+ 15 for backstroke) intervals for 13 & O sessions
- As soon as any session reaches 4 hours, submit session timelines and a backup to the Business Office. Do **NOT** process or accept any additional entries until you receive further direction from the Office.

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MAAPP Requirements

- Timers, Timing Equipment Operators, Meet Marshals are **NOT** required to be members of USA Swimming or to complete the APT.
- These individuals do need to be made aware that the meet is being conducted according to USA-S Rules, including MAAPP, and what that means:
 - Be certain all interactions with athletes are observable and interruptible
 - Deck changing is prohibited. Report instances that you observe to the MR/MD
 - Make certain that you are not alone with an athlete in the locker room/restroom. If this happens accidentally, tell the MD immediately. If facility has more than one restroom, be certain to use the one designated for adults.

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Meet Recon

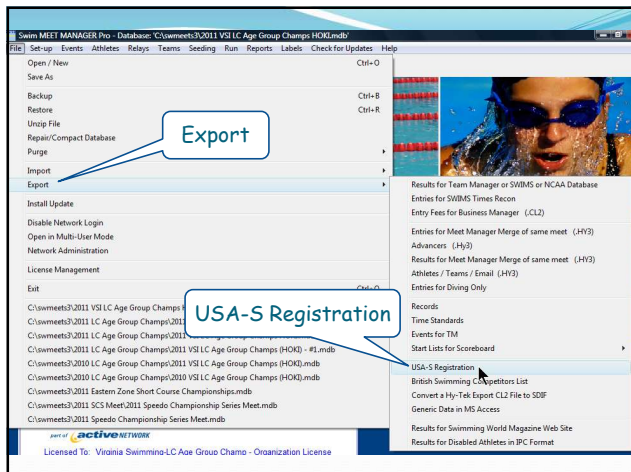
- A file that is created after the entries for a meet have been loaded into the meet management software.
- Uploaded into SWIMS and it checks the registrations of the athletes entered in the meet.
- Identifies discrepancies between the meet database and the registration records in SWIMS.
- Text file showing errors is sent back to the Meet Director who then informs teams of errors that need to be corrected.

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How to create the file:



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Note:

- VSI policy: If the meet host fails to submit the meet registration file as required in the VSI Procedures to the VSI Business Office or if it fails to notify participating teams or unattached athletes of corrections that are needed for entries, a fine of \$100 will be assessed. (Policies & Procedures 18.2)

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Please send this file to the VSI Office as soon after the meet entry deadline as possible but **NO LATER THAN** seven days prior to the meet.

[Recon Report](#) [SWIMS Times](#)

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Handling APT Issues

- On the day prior to the first day of the meet, we will send a final update to let the meet host know of any outstanding errors that have not been corrected.
- Any athletes who have not completed the APT at that point can still complete it before the meet
- As proof of completion, meet hosts can accept:
 - [Club Roster](#) from coach showing appropriate APT expiration date for athlete
 - [Athlete membership card](#) from Deck Pass showing APT is complete

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Transfers:

- A swimmer who changes from one team to another must remain *unattached* for 120 days from the date that he or she last represented the former team in competition.
- *Unattached* means that the swimmer cannot score points or swim on relays for a team.
- Transfer form must be sent to the VSI office for any swimmer who changes teams. Must include the previous team and last date of competition.
- If no transfer form is sent with registration, we change the athlete's team to UN and will update it after the form is received.

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From VSI Policies:

- A fine will be assessed for illegal participation in a meet.
- Illegal participation is defined as
 - Entries using fraudulent or non-verifiable times.
 - Athlete competed in the incorrect age group.
 - Athlete is not registered with USA Swimming prior to the first day of the meet.

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From VSI Policies:

- 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.
- Any event in which an athlete participated illegally will be rescored and re-awarded.

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Coaches

- USA Swimming Rules state that only coaches with current certifications and membership requirements are allowed on deck at a meet.
- On the Monday before a meet, a list of ALL individuals registered as coaches in VSI is sent to the meet director and meet referees for the upcoming weekend. Names of those whose certifications are or will expire prior to or during the meet are highlighted.

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Coaches

- It is **EXPECTED** that the meet director contact the head coach of any team attending to meet alerting him if any of the club's coaches will not be allowed on deck.
- An updated list will be sent out later in the week and should be printed and taken to the pool for reference during the meet.
- A coach may show his card in Deck Pass as verification of certification.

[Deck Pass](#)

[USA Swimming](#)

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Meet Marshals

- Are required to be at least 18 years old and are to wear brightly colored distinctive shirts or vests.
- There must be at least two Marshals on duty at all times. If the facility has warm-up/warm-down lanes in a separate room, an additional Marshal is required and must be in that area at all times.
- Provide Meet Marshals with a copy of the job description prior to the meet so they can familiarize themselves with their responsibilities.

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