

Meet Director's Workshop

2025 Swim Season

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.

New Virginia Swimming Policies:

- In order to be issued a meet sanction, a club must be a Safe Sport Recognized Club.
- Meet hosts are required to have a Meet Safety Officer at all sessions of any meet. The individual must be a registered member of USA Swimming in good standing and attend a meet safety officer workshop.

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 (registration file, Pre-Meet Facility checklist, etc).
- 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 (meet backup, financial report, etc.)

Forms to be submitted:

- Prior to the first meet of the season - Annual Facility Evaluation Form
- With the meet registration file - Pre-Meet Facility Evaluation Form
- After the meet - Meet Financial Report

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.

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@virginiасwimming.org.

- 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 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.

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.
- Additionally, 12 & younger athletes may only compete in a single timed final or prelims session per day.
- If events are offered in more than one session per day for 12 & younger athletes, a statement must be included that the athletes are only allowed to enter a single session per day. ([Order of Events](#))

- ****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.

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.

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.
- Spreadsheet showing errors is sent back to the Meet Director who then informs teams of errors that need to be corrected.

How to create the file:



Export

USA-S Registration



Results for Team Manager or SWIMS or NCAA Database

Entries for SWIMS Times Recon

Entry Fees for Business Manager (.CL2)

Entries for Meet Manager Merge of same meet (.HY3)

Advancers (.Hy3)

Results for Meet Manager Merge of same meet (.HY3)

Athletes / Teams / Email (.HY3)

Entries for Diving Only

Records

Time Standards

Events for TM

[Start Lists for Scoreboard](#)

USA-S Registration

British Swimming Competitors List

Convert a Hy-Tek Export CL2 File to SDIF

Generic Data in MS Access

Results for Swimming World Magazine Web Site

Results for Disabled Athletes in IPC Format

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 to the host club. (Policies & Procedures 18.2)

Please send this file to the VSI
Office as soon after the meet
entry deadline as possible but
NO LATER THAN Wednesday
one week prior to the meet.

Recon Report

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 USA Swimming app showing APT is complete

NAME	COMPETITION CATEGORY	BIRTH DATE	AGE	GOOD STANDING EXPIRATION DATE
Larry Almariento	Male		19	12/31/2023
Phineas Kasten	Male		19	07/24/2023
Lewis Mikesell	Male		19	12/09/2023
Sebastien Sergile	Male		19	12/31/2023
Connor Woods	Male		19	12/31/2023

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club.usaswimming.org

FILTER

CLEAR FILTER

EXPORT CURRENT ROSTER

5 Athletes



Name	Larry Almariento
Comp. Category	Male
Birth Date	
Age	19
Member Type	Premium Athlete
Good Standing Exp.	12/31/2023
Date	Attach Date
	03/02/2023



Name	Phineas Kasten
Comp. Category	Male
Birth Date	
Age	19
Member Type	Premium Athlete
Good Standing Exp.	07/24/2023
Date	Attach Date
	06/12/2023



Name	Lewis Mikesell
Comp. Category	Male
Birth Date	
Age	19
Member Type	Individual Season Athlete
Good Standing Exp.	12/09/2023
Date	Attach Date

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USA Swimming



[Back to Member Dashboard](#)



Mary Turner

Official, Member

Member ID: 14F4E94C6C294A

Member Card



Mary G Turner

Member ID:

Member

LSC and Club: VA - UN

In Good Standing Until: 12/31/2024

Expiration Date: 12/31/9999

Background Check:

12/31/2024

Athlete Protection Training:

05/10/2025

By becoming a member of USA Swimming, I hereby agree to abide by the rules, regulations, and Code of Conduct of USA Swimming



Dashboard



Member Card



Audazzio



Find a Team

Transfers:

- A swimmer who changes from one team to another must remain *unattached* for 60 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.
- Transfers can be initiated by the athlete or parent in his/her USA-S account. We receive notification of the request and then approve it after contacting the new team.
- If an athlete transfers during the registration process, no additional action is needed to initiate the transfer.

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.

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.

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.

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 to the meet director and meet referee 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 the USA Swimming app or website as verification of certification.

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USA Swimming



[Back to Member Dashboard](#)

MT

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