

Policy Revision: #1

Proposed by: Bill Geiszler and Lisa Liston

Purpose: To align the policy with current practice.

L. MEET RESULTS AND FINANCIAL REPORTS

1. Meet Results: Host clubs are required to distribute accurate and complete meet results to all participating clubs and meet data backup to the VSI Administrative Office within (7) days of the close of the meet. The administrative office will distribute copies of the results to others within VSI on an as-needed basis. Failure to distribute within the allotted time will subject the host club to a fine of \$25.00 per day for each day late. Results are to be provided in the same format as originally provided by the participating team.
2. Financial Reports: Host Clubs are required to submit a meet financial report detailing all receipts and disbursements in connection with a sanctioned or approved meet. This report ~~shall be submitted~~is due to the Treasurer and the Technical Planning Chairman on the proper form within thirty (30) days of the close of a meet. Financial report forms are ~~included in the meet packet sent to meet hosts, may be obtained from the VSI Technical Planning Chair or Treasurer, and are also~~ available on the VSI website. Failure to submit the report within ~~the allotted time~~sixty (60) days of the close of the meet will subject the host club to a fine of \$100.00. ~~for~~For each additional thirty (30) day period that the report ~~is late~~has not been received, the host club will be subject to a fine of \$100.00. The Board of Directors may also impose additional penalties including withholding of sanctions for future meets.

Policy Revision: #2

Proposed by: Mary Turner

Purpose: To align the policy with current practice.

P. EASTERN ZONE COMPETITION

9. Uniforms

- a. ~~A uniform will be provided at time of registration~~Families will be provided with the appropriate ordering information (including costs and vendor) and will be required to place the order themselves. Uniforms will be shipped to their homes.
- b. The entire uniform is required.
- c. Team apparel should not be traded until the final session of the meet.
- d. Use of individual team apparel is discouraged

10. Chaperones

- f. All chaperones must have ~~initiated~~satisfactorily passed a background check through USA Swimming's approved vendor prior to departure for the zone trip. The cost of this check is the responsibility of the chaperone.

Policy Revision: #3

Proposed by: Mary Turner

Purpose: To align the policy with current practice.

R. PRIVACY POLICY

The ~~Policies and Procedures Committee~~ Board of Directors shall be charged with developing policy and tools which allow Virginia Swimming, Inc. to effectively communicate information and protect privacy of member clubs and individuals.

Procedure Revision: #1

Proposed by: Kevin Hogan and Mary Turner

Purpose: To clarify that the lodging expenses for the Meet Referee and/or Administrative Referee for Age Group Championships and Senior Championships is a meet expense for the host club, and to align the procedure with current practice.

To re-order the Championship Meet Management section into a more logical order by moving section 8 to follow section 4 (with the following sections renumbered).

C. CHAMPIONSHIP MEET MANAGEMENT

1. The format of the Age Group Championship shall be materially similar to that used by the Eastern Region Zone meet. The format of the Senior Championship shall be similar to the Eastern Region II Sectional meet or the National Championship meet or a blend between the two.
2. The VSI Age Group Chair shall be designated as the Meet Director of the Age Group Championship meets. In the absence of the VSI Age Group Chair, he or she, with the approval of the General Chair, may designate a member of the LSC Age Group Committee to serve as Meet Director. A local coordinator may also be appointed.
3. The VSI Senior Chair shall be designated as the Meet Director of the Senior Championship meets. In the absence of the VSI Senior Chair, he or she, with the approval of the General Chair, may designate a member of the LSC Senior Committee to serve as Meet Director. A local coordinator may also be appointed.
4. The VSI Officials Chair shall appoint the Meet Referee of the Age Group Championship and Senior Championship meets and, in conjunction with the Meet Referee, shall approve the assignment of all officials in the meet. The leadership team (deck and administrative referees, starters, chief judges, administrative coordinators) shall be assigned prior to the meet. A local official's coordinator may also be appointed to assist with staffing the meet.

From this point forward, the numbering reflects the proposed new order.

5. ~~Virginia Swimming will reimburse~~When the assigned Senior Champs and Age Group Champs Meet Referees and/or Administrative Referees live more than 50 miles from the meet venue, Virginia Swimming will cover theirfor reasonable lodging expenses ~~when the individuals live more than 50 miles from the meet venue~~. Whenever feasible, individuals will share a room. If an official is in a room alone, an additional official may be assigned to share it. ~~Reimbursement~~Lodging expenses will not be ~~available~~covered if the individual shares the room with family members. ~~Reimbursement~~Lodging expenses will normally not be ~~made~~covered for the night before competition commences or the night the competition concludes, unless unusual circumstances prevail and approval is obtained from the Officials Chair. Ordinarily, the lodging expenses will be charged to a Virginia Swimming credit card. ~~To receive travel expenses reimbursement~~In the event that the expenses are borne by the individual, the Meet Referee and/or Administrative Referee shall submit a completed Virginia Swimming Reimbursement Form to the LSC Officials Chair for approval no later than 30 days after completion of the meet for which reimbursement is requested.

The host team's local host coordinator will be advised of the approximate number and duration of hotel rooms for the officials and such expenses shall be borne by the host club. When calculating meet fees, the expenses may be counted by the host club as a meet expense to be rebated to VSI. ~~will be counted in the local host's listed meet expenses.~~

6. The VSI Age Group Chair shall be designated as the Meet Director of the Age Group Championship meets. In the absence of the VSI Age Group Chair, he or she, with the approval of the General Chair, may designate a member of the LSC Age Group Committee to serve as Meet Director. A local coordinator may also be appointed.
7. The VSI Senior Chair shall be designated as the Meet Director of the Senior Championship meets. In the absence of the VSI Senior Chair, he or she, with the approval of the General Chair, may designate a member of the LSC Senior Committee to serve as Meet Director. A local coordinator may also be appointed.
8. The VSI Officials Chair shall appoint the Meet Referee of the Age Group Championship and Senior Championship meets and, in conjunction with the Meet Referee, shall approve the assignment of all officials in the meet. The leadership team (deck and administrative referees, starters, chief judges, administrative coordinators) shall be assigned prior to the meet. A local official's coordinator may also be appointed to assist with staffing the meet.
9. Other championship meets in the series shall be conducted in number and format as determined by the Technical Planning Committee in consultation with the Age Group Chair and the Senior Chair provided, however, that all similar meets in the series shall be conducted as nearly identically as possible in terms of event order, whether timed finals or prelims and finals, etc. All championship meets in the series will utilize the overhead start (swimmer from previous heat remains in water for all forward starts) technique using pre-planned breaks to slow the session down if required.
10. OME fees will be estimated and used as a listed meet expense by the host club for Championship meets.
11. ~~The host team's local host coordinator will be advised of the approximate number and duration of hotel rooms for officials and such expense will be counted in the local host's listed meet expenses.~~ To the extent possible, results from championship meets shall be published for general Internet access as they occur or as soon thereafter as reasonable.

Procedure Revision: #2

Proposed by: Kevin Hogan

Purpose: To align the procedure with current practice.

D. MEET SAFETY PROCEDURES

GENERAL SAFETY PROCEDURES

12. Any accident/incident, no matter how seemingly insignificant, ~~which~~ [that](#) occurs at the meet must be reported to the LSC Safety Chair and to USA Swimming using the USA Swimming Report of Occurrence [Online](#) Form (see Virginia Swimming Safety page). The Meet Director/Meet Referee is responsible for completing and submitting the form.