

Rules/Legislation Coordinator Report

January 26, 2018

Changes to the VSI bylaws have recently been approved and numerous changes are being proposed to the VSI bylaws, policies, and procedures. Details of the changes and proposed changes are detailed below.

Bylaws

- *Mandatory changes:* The VSI bylaws were updated to reflect changes required by USA-S. These changes were largely housekeeping changes, none of which will have an immediate impact on operations. The changes were approved by USA-S on January 26, 2018, and they have been submitted to the webmaster for posting on the VSI website.
- *Election of athlete representatives:* Sara Gaston has brought forth a proposal from the athletes that the athlete representatives be elected through electronic balloting. The intent of this change would be to increase athlete participation in the election. Such a change would require a change to the bylaws (see attached draft). Because electronic balloting is not an option provided for in the model bylaw template, I have run this proposed change past the USA-S Rules and Regulations Committee. They have indicated that with appropriate controls in place, they would be supportive of the change. The correspondence also provided examples of voting methods used in other LSCs.

I think that the athletes should be applauded for their efforts to increase their participation in the governance of their sport. We need to have a thoughtful discussion of how to move forward, whether by electronic balloting or other means, so that we can draft a bylaw amendment in sufficient time that it can be acted on at the spring HOD meeting.

Policies

- *Application of the "4-hour rule" for approved and observed meets:* A question has arisen as to whether the 4-hour rule applies to approved and observed meets.

Per Jay Thomas, Chair of the USA-S Rules and Regulations Committee, the 4-hour rule (205.3.1.F) is not one of requirements for approval (202.6); however, we could adopt that requirement under 202.1. Within the VSI Policies and Procedures, section L.7 of the polices states that "Sanction or approval requests may be denied if in the opinion of the Board of Directors the host team is unable to conduct . . .the meet in accordance with . . . the four hour rule for 12 & under swimmers." Thus, we already have language in place that would allow the approval to be denied, although it is the Board of Directors that is authorized to deny the request (the same hold trues for a sanction).

I recommend that the BOD discuss whether it wants to impose the 4-hour rule on approved meets. I also recommend that it discuss whether it should be the BOD, the Admin Vice Chair, or the Technical Planning Chair who has the power to deny the sanction or approval request. Because this is a policy, any changes to the current language will require approval by the HOD.

- *Illegal participation in meets and associated penalties and fines:* Mary Turner has proposed changes to the "6. Illegal Participation in Meets" and "7. Penalties and Fines" sections of the Classifications, Time Standards, and Entries (section J) of the policies. These changes are meant to streamline and consolidate the language so that it is simpler to read and understand it. See attached the attached draft. Because this is a policy, any changes to the current language will require approval by the HOD.

- *Sanction and approval process:* To simplify and streamline the sanctioning and approval process, Bryan Wallin has proposed that all sanction and approval request be submitted through the VSI Business Office. As required, the business office would in turn forward the submissions for review. See the attached draft for proposed changes to section L of the polices. Because this is a policy, any changes to the current language will require approval by the HOD. See below for a companion change to the procedures.
- *Meet management policy:* To encourage host clubs to submit the meet registration file prior to the first day of the meet, John Stanley has proposed that a fine be imposed on the host club for failure to meet this requirement (section M; meet management policy). Discussion has led to suggested alternative language as to when the fine would be imposed. Both versions are shown on the attached draft. Because this is a policy, any changes to the current language will require approval by the HOD.
- *Eastern zone competition:* To reflect changes to Eastern Zone Short Course Championship Meet policy and to reflect VSI current practices, Maureen Tolliver has proposed changes to the Eastern Zone Competition policies (section S). Because the editing of these changes is not yet complete, a draft of the changes is not included with this report. I anticipate, however, that a draft will be available prior to the upcoming BOD meeting. Because this is a policy, any changes to the current language will require approval by the HOD.

Procedures

- *Meet management procedures:* If the HOD adopts the changes to the sanction and approval process (section L), then corresponding changes should be made to the procedures (section H; meet management procedures). See attached draft.
- *Annual Swimmer Recognition:* Mary Turner has proposed changes to how swimmers are selected for All Star Team recognition (section I; annual swimmer recognition). See attached draft.
- *Housekeeping change.* An outline error needs to be corrected in Step 3 of Section H. See attached draft.

Respectfully submitted,

Kevin T. Hogan
Rules/Legislation Coordinator

ATHLETE REPRESENTATIVES - Two (2) Athlete Representatives shall be elected, one each year for a two-year term, or until their respective successors are elected. At the time of election, an Athlete Representative must (a) be an Athlete Member or a Seasonal Athlete Member in good standing; (b) be at least sixteen (16) years of age or at least a sophomore in high school; (c) be currently competing, or have competed during the three (3) immediately preceding years, in the program of swimming conducted by VSI or another LSC; and (d) have his or her place of permanent residence in the Territory and expect to reside therein throughout at least the first half of the term (other than periods of enrollment in an institution of higher education). The election of Athlete Representatives shall be conducted ~~annually during VSI's short course senior swimming championship, or other regularly scheduled meet designated by the Board of Directors. The balloting shall take place at a meeting called for that purpose by the Athletes Committee, or failing that, at a time~~ **by an electronic ballot** ~~during a time period~~ and in a manner designated by the Board of Directors. The Athlete Representatives elected shall be determined by a majority of the Athlete Members in good standing present and voting who are thirteen (13) years of age or older

J. CLASSIFICATIONS, TIME STANDARDS and ENTRIES

6. Illegal ~~Entries~~-Participation in Meets

- a. Any of the following ~~will be~~ deemed to be an illegal participation entry:
- (1) Entries using fraudulent and/or non-verifiable entry times that are not in accordance with the entry guidelines as specified in the meet announcement.
 - (2) Athlete competed in the meet in the incorrect age group.
 - (3) Athlete not registered with USA Swimming prior to the first day of the meet.
 - (4) Athlete is entered in the meet as attached to a club when, in fact, the athlete is unattached or attached to another team.

~~(0) Entry does not conform to the qualifying time standard.~~

~~(0) Entry was not achieved in the time frame stated in the meet invitation.~~

~~(0) Swimmer competed in the incorrect age group or sex.~~

e.b. If an illegal entry is discovered after the entries have been sent in and prior to the competition, the host club shall contact the ~~club or person~~ responsible for submitting the entry ~~and have them~~ to take corrective action. If no action is taken, the entry will be scratched and the entry fee forfeited.

f.c. If ~~a~~ it is suspected that an athlete participated in the meet illegally, ~~illegal entry is discovered after the event is swum,~~ the Meet Director, Meet Referee, or ~~designated VSI Times~~ Officer ~~may challenge the entry~~ shall submit documentation of the offense to the Executive Director and Administrative Vice Chair.

(1) ~~Proof of Time:~~ If the offense is a fraudulent or non-verifiable time, the burden of proof shall be borne by the challenged club ~~or, or if unattached, by the individual athlete if unattached.~~ The proof of time must include the name and date of the meet where the time was achieved and a copy of the official event results ~~as it appears in the USA-S national database or the official meet database.~~ The proof of time must be submitted within ~~7~~ seven days of being challenged.

(2) ~~Restoration of Time: If, upon receiving documentation in the required timeframe, the entry is deemed to be legal, the event must be rescored and re-awarded.~~ A Once a decision has been reached as to whether or not illegal participation occurred, the meet host shall be responsible for correcting the scores and awards as necessary. If corrections are required, the meet host shall send a corrected copy of the meet ~~results must also be published~~ database to the VSI Business Office so that the corrected meet results can be published.

7. Penalties and Fines

a. A fine of up to \$100 per event may be assessed for any ~~of the following~~ illegal participation in a meet.:

~~(0) Entries using fraudulent and/or non-verifiable entry times that are not in accordance with entry guidelines~~

~~(0) Illegal entries (see section above for definition)~~

- ~~(0) Swimmer not registered with USA-S prior to the first day of the meet~~
- ~~(0) Submitting a document that indicated a swimmer is properly registered with USA-S for a meet when, in fact, that swimmer is not properly registered.~~
- ~~(0) Entering a swimmer as attached to a club when, in fact, that swimmer is unattached. (Applies to VSI and non-VSI competition)~~
- ~~g. Any event in which a swimmer illegally participates shall be rescored and any corrections to the awards shall be made.~~
- ~~h.~~ b. If the swimmer-athlete is representing a club in the competition, the fine will be levied on the club; if unattached, the fine will be levied on the swimmer-athlete.
- ~~c. Assessment of Penalties and Payment of Fines: Meet officials will immediately~~ Any illegal entry or participation shall be reported violations to the VSI Executive Director and Administrative Vice Chair or General Chair who will bring the issue to the VSI Board of Directors or Executive Committee then investigate the circumstances. If appropriate Once it is verified that the entry or participation was illegal, a fines will then be assessed according to guidelines approved by the VSI Board of Directors.
- ~~d. Unless the swimmer~~ If the athlete was swimming unattached, the fine is imposed on the athlete; if the athlete was swimming attached to a club, the fine is all fines for the violations under this policy are imposed on the club the swimmer-athlete was representing in during the competition.
- e. Fines are considered due and payable immediately upon receipt of notification by the violating club.
- ~~f. Fines levied by meet officials may be paid on the spot to the Meet Director who shall forward any payments received to the VSI Treasurer. In all other circumstances fines shall be remitted directly to the Treasurer~~ are to be submitted to the VSI Business Office.
- g. Fines not remitted within fourteen (14) days after notification shall be automatically be doubled.
- h. Should a fine remain unpaid after thirty (30) days, the swimmer-athlete (if the fine was imposed on the athlete) or and the club (if the fine was imposed on the club) they were representing shall be notified by the General Chair and suspended notified of their suspension from competition within the jurisdiction of in VSI-sanctioned meets until such time as the fine is paid.
- i. The assessment of any fine or penalty may be appealed to the VSI Administrative Review Board within thirty (30) business days of notification of the fine.

Policies

L. SANCTION AND APPROVAL PROCESS

1. The purpose of the sanctioning and approval process is to ensure that swimming competition under the jurisdiction of the VSI local swimming committee (LSC) conforms to the rules, regulations, policies, and procedures of both VSI and USA Swimming. Sanctions and approvals are granted to a host team sponsoring approved competitions within the VSI LSC.
 - a. Sanction requests are for competition under the auspices of USA Swimming guidelines and all of the participants registered with USA Swimming.
 - b. Approval requests are for competition under the auspices of USA Swimming guidelines and some of the participants registered with USA Swimming
2. VSI, through action of the VSI BOD, may reserve two weekends per year for leadership and education events as planned by the LSC. Meets shall not be held on these weekends.
3. The host team for the meet will submit a request for sanction or approval to the ~~Administrative Vice Chair~~ VSI Business Office along with a draft meet announcement, a check for the sanction fee, and meet expense worksheet (if required) 60 days prior to the scheduled date of competition. The minimum information required for a sanction/approval to be issued is a list of events, the date, time, and location of the meet, check for the sanction/approval fee, the name and contact information of the meet director, and the name and contact information of the referee for the meet. Sanction and approval request forms are available on the VSI website or may be obtained from the VSI Administrative Vice Chair or VSI Technical Planning Chair. At the option of the host team, and with the agreement of the Administrative Vice Chair, the sanction/approval fee may be paid after completion of the meet with the meet rebate fees and other fees remitted to VSI.
4. Draft meet announcements are also to be forwarded to the ~~General Chair, Technical Planning Chair, Age Group Chair, Senior Chair, and Membership/Registration Coordinator~~ VSI Business Office. These should also arrive 60 days prior to the scheduled date of the meet. The meet director will coordinate directly with the Technical Planning Chair, and make all necessary corrections to the meet invitation. Once the Technical Planning Chair approves the meet invitation, a sanction number will be issued and the Meet Director will publish and distribute the invitation announcement. Distribution to all participating teams should be 45 days prior to the scheduled start date of the meet. Draft meet announcements received fewer than 60 days prior will be subject to the following penalties:
 - a. Received 1 to 7 days past the original due date: \$50 per day
 - b. Received 8 or more days past the original due date: \$100 per day
5. Teams from outside the VSI LSC are welcome to participate in designated meets held by VSI throughout the year. These teams must conform to the same eligibility and registration criteria as established for all VSI teams in the meet.

- a. Additional requirements for visiting teams may be imposed to control the size of the meet and quality of competition. For example, visiting teams can be required to enter with an “AA” time standard while VSI teams may enter with an “A” time standard.
 - b. To further control entries, out of LSC entries may have a specified entry deadline that is distinct from the entry deadline for VSI teams. VSI teams who enter prior to the VSI entry deadline shall always be given priority for entry over out-of-LSC teams.
 - c. USA Swimming teams from outside the VSI LSC who wish to host sanctioned meets within the VSI LSC boundary must apply for a VSI Sanction under the procedures listed above and conform to all VSI rules, regulations, policies, and procedures. Furthermore, before approving a request for a sanction or approval, VSI may require out-of-LSC host teams to invite all, or a portion, of the registered VSI teams to these meet.
6. When meets are held by any team from another LSC or by another LSC within VSI borders (and vice versa), the fees assessed by the LSC in which the meet is being held will be as provided within any reciprocal agreement that exists between the LSCs involved. In the case where no reciprocal agreement exists, the fee structure shall be as if the meet were a regularly scheduled VSI meet. (All reciprocal agreements are appended to the Policies/Procedures.)
7. Sanction or approval requests may be denied if in the opinion of the Board of Directors the host team is unable to conduct and officiate the meet in accordance with standards prescribed by VSI and USA Swimming, including, but not limited to, adherence to VSI timelines and process, and adherence to the four hour rule for 12 & under swimmers.
- A sanction/approval may also be denied if a meet unacceptably conflicts with the published VSI meet schedule. District, Region, Summer Awards, Age Group Championship, and Senior Championship meets are all on protected weekends.
- A sanction/approval may also be denied for other reasons, including, but not limited to the following items: failure to submit results, financial reports and/or fees within the prescribed time; repeated issues with air quality; repeated issues with overcrowding and excessive timelines; an inability of the host team to provide sufficient officials and other volunteers; and any failure to provide a safe environment for the swimmers to compete.
- Likewise, a sanction/approval may be revoked for all of or specific sessions of a meet if it is determined that it was not conducted in accordance with prescribed standards.
8. A host team will be notified via email within 10 days of any denial of a sanction or approval request. The denial of a sanction or approval will include the reasons for the denial and instructions for appeal to the Zone Sanction Appeal Panel (ZSAP). Any host team denied a sanction or approval may file an appeal with the Zone Sanction Appeal Panel within 5 days of receiving denial from VSI. A petitioner must file the appeal in writing via email with the two Zone Directors of the Eastern Zone. Documentation to be presented includes:
- a. Meet information (supplied by the petitioner)
 - b. Reason for denial (supplied by VSI)
 - c. Pertinent LSC rules, timelines, process (supplied by VSI)

d. Reasons for appeal (supplied by the petitioner)

The Zone Sanction Appeal Panel is authorized to direct VSI to issue a meet sanction or approval in those instances where, in the ZSAP's judgment, the rules and policies have not been properly applied or when the ZSAP believes that competitive opportunities for athletes are being unfairly denied.

The Zone Sanction Appeal Panel's decision is final and there is no further appeal.

PROCEDURES

H. MEET MANAGEMENT PROCEDURES

The host club shall run the meet using meet management software that can produce an output file that is suitable for entry into the SWIMS and participating team databases.

Host Club will appoint a Meet Director who must be a registered member of USA Swimming.

Step 1 – 60 days prior to the start of meet

1. Determine who will process your meet entries (Meet Entry Person). That person must be computer literate, have (or have access to) a computer and printer and be familiar with the HYTEK Meet Manager program your team will be using.
2. Prepare the meet announcement with close consultation of the Meet Referee using the Virginia Swimming meet announcement template (as posted on the Virginia Swimming website). If in doubt examine a previous meet announcement or from another club hosting a similar meet. The following sections should be included:
 - a. Sanction
 - b. Location
 - c. Facility
 - d. Meet Director – phone number and email address
 - e. Eligibility – who may come
 - f. Disability Swimmers – entry instructions
 - g. Format – number of sessions, who will swim in each session
 - h. Warm-up - warm-up times and start times
 - i. Entries - how many events per session, any special qualifications and when and to whom they should be sent.
 - j. Fees – any special fees, event fees, swimmer surcharge.
 - k. Awards – how events will be awarded, with or without separate age groups broken out.
 - l. Seeding – deck seeding instructions, positive check times
 - m. Penalties – penalties for non-registered swimmer and for fraudulent entry times.
 - n. Rules – USA Swimming Rules and Regulations.

- o. Officials – Include name of Meet Referee and name and contact information for your Club Officials Chair.
 - p. Safety – warm-up safety procedures.
 - q. General – directions, parking, heat sheets and canteen provisions. Any other
 - r. Facility Rules – special facility rules and standard aquatic facility safety rules
 - s. Directions – List directions or list website source to find directions (optional)
 - t. Hotels – list hotel information for traveling teams (optional)
 - u. Order of events by session.
3. If you have any questions about organizing your meet or composing a meet announcement consult the Technical Planning Chair.
 4. Submit draft of the meet announcement via email to the ~~Technical Planning Chair~~ **VSI Business Office**. Meet announcements for dual meets, time trials, and intra-squad meets will be reviewed by the Technical Planning Chair, who will then recommend approval to the Administrative Vice Chair once all requirements are met. All other meet announcements will be forwarded for review by individuals selected from the following groups (if possible, coaches, officials, and parents should all be represented):
 - a. Administrative Vice Chair or Representative
 - b. Officials Chair
 - c. Age Group Chair or Representative
 - d. Senior Chair or Representative
 - e. Membership/Registration Coordinator/Administrator
 - f. Senior Coach Representative
 - g. At-Large Representative (another person with considerable experience in meets and the problems involved)

All of the above individual would review the meet announcement and report within 3-5 days any needed changes and/or problems to the Technical Planning Chair. When the Technical Planning Chair gives the approval to the Administrative Vice Chair, the sanction shall be issued.

5. If you are going to request a meet fee structure other than what is provided in this manual you must submit a meet fee worksheet to the ~~Administrative Vice Chair and Technical Planning Chair~~ **VSI Business Office**. A copy of this worksheet can be found on the VSI website. If you are uncertain how to do this consult the Technical Planning Chair.
6. When the Technical Planning Chair finalizes the meet announcement, the sanction number will be issued. Turnaround time for approval usually is 7-14 days. The announcement will be posted to the Virginia Swimming website.

Step 2 –45 days prior to the first day of the meet

1. Have your host Meet Entry Chair set up the meet on Meet Manager as specified in the meet announcement, events in correct sessions, events divided by age group if necessary,

and any scoring set up if applicable. All correct fees and surcharge must be included in the meet event setup file. Use a 30 second interval between heats. Also, you must include the meet sanction number. Upon completion, the meet event setup file should be sent to the ~~Technical Planning Chair~~ VSI Business Office for review and posting to the VSI website.

2. If you plan to use the VSI timing equipment, arrange with the VSI Equipment Coordinator for use of the system.
3. Arrange for the necessary certified officials. (The Club Officials Chair may do this. The meet referee should be consulted also.)
 - a. Referees – 1-2/session
 - b. Starters – 1-2/session
 - c. Stroke & Turn judges – 2 or more/session
 - d. Administrative table workers – 1 CTS operator, 1 Timing judge, 1 Recorder (if individuals have cross training in these areas it is very helpful. Also a 2nd Timing Judge is useful for 12 & Y sessions.)
 - e. Clerk of Course – 1/session (assistants as needed)
 - f. Head Timer – 1/session
 - g. Marshals, instructions for Marshals included on separate page)
 - h. Other helpers – Ribbon Writers, Lane Timers as needed
4. Plan for pool preparation – when and where the CTS will be set up, who will program it, the location of public address system, hospitality, snack bar, swim shop (if appropriate).
 - a. Consider how swimmers will be called to the blocks and decide if you need additional help for younger swimmers.
 - b. Also plan for needed supplies – DQ cards, watches (at least 1/lane plus 2 extra), bell, counters, pencils, paper, labels etc.
 - c. A computer for scoring and at least one printer, in addition to the one for the CTS, will be necessary.

Step 3 – As entries for the meet arrive:

1. Process the meet entries and enter them into MM as they are received. Do NOT wait until the entry deadline to begin entering the entry information into MM. Monitor the projected timeline for each session as entries are processed. (Note: as the timeline can be affected by seeding, you should confirm each session length only after doing a preliminary seed of the meet.)
2. Resolve problems with the clubs concerned. All entries must include official USA Swimming registration numbers and the LSC for each team should be listed.
3. Check all entries (email files, computer disks, and Master Entry Sheets (manual entry)) for accuracy in regard to time standards and age groups.
4. Hard copy of email and disk entries and fees must be received prior to start of the meet.

5. After all clubs are entered prepare the following reports: including in the meet header the meet date, course (25 yards, 25 meters, or 50 meters), and sanction number.
 - a. Registration report for Membership/Registration Coordinator. (List of swimmers and registration numbers). Look under File – Export- USS registration in Win-MM. Send to registration chair via email immediately following the close of entries.
 - a. Time lines for all sessions. (using 30 sec. interval between heats) If there are problems with the 4 hour rule or with sessions that are too short – CONSULT THE MEET REFEREE & TECHNICAL PLANING CHAIR IMMEDIATELY.
 - b. Meet Manager backup file copy of the seeded meet for the Technical Planning Chair. Send via email no later than ten (10) days prior to the first day of the meet or two (2) days after the close of meet entries, whichever date is earlier. This file will be used to confirm the length of all sessions.
 - c. Warm up schedule – remember that number of swimmers/team varies by session.
 - d. Psych sheet or Heat sheet (if pre-seeded meet). May be posted on a website if desired. Remember to print extra copies for coaches and officials.
 - e. Timer cards or Lane timer sheets.
 - f. Swimmer rosters (2) 1 for scoring table and 1 for Clerk of Course.
 - g. Information for coaches – team roster, list of team entries (individual and relay).
 6. Bring your Meet Referee up to date (Meet Director or Host Officials' Chair). Tell the Meet Referee of the availability of other officials, number of swimmers, and session timeline reports.

Step 4 – Meet day. Turn over technical control of meet to referee.

1. Provide him with a heat sheet, a list of officials, and session length data.
2. Have marshals present before warm-up begins and announcer available early to call for coaches, officials, and timers.
3. Make sure meet supplies for head timer, referee, and clerk of course are available, including all necessary forms, DQ cards, relay take-off slips, bell and counters if required.
4. Remain readily available in case of questions or problems.

Step 5 – At end of meet

1. Provide teams with meet file upon request.
2. Arrange for return of any VSI equipment. Be sure to document any problems and malfunctioning equipment.

Step 6 – After the meet

1. Prepare the hard copy results for any team that has specially requested them. Email the results database (unlocked) to the VSI ~~Administrator~~Business Office.
 - a. The results database (unlocked) should be sent to VSI ~~Administrator~~Business Office by email as soon as possible.

- b. Results must be sent out no more than 7 days after the meet. 1 or 2 days is preferable.
2. Prepare and mail financial report. This is due in 30 days. Send to the VSI [Business Office](#), Treasurer, Administrative Vice Chair, and Technical Planning Chair.

M. MEET MANAGEMENT POLICY

1. All Meet Management Procedures as outlined in the Virginia Swimming Procedures Manual must be followed.
2. If (1) a fine is assessed per section J.7.a(3) for a swimmer not being registered with USA-S prior to the first day of the meet and (2) the host club did not submit the required meet registration report to the Membership/Registration Coordinator, the host club may be fined up to \$100 per unregistered swimmer participating in the meet.

<Alternative language to the above paragraph>

If the meet host fails to submit the meet registration file to the VSI Business Office or if it fails to notify participating teams or unattached athletes of corrections that are need for entries, a fine of \$100 will be assessed.

- a. Fines are considered due and payable immediately upon receipt of notification.
 - b. Fines are to submitted to the VSI Business Office.
 - c. Fines not remitted within fourteen (14) days after notification shall be automatically doubled.
 - d. Should a fine remain unpaid after thirty (30) days, the host club shall be notified of their suspension from competition in VSI-sanctioned meets until such time as the fine is paid.
- a.e. The assessment of any fine or penalty may be appealed to the VSI Administrative Review Board within thirty (30) business days of notification of the fine.

Comment [KTH1]: Section reference will likely need to be updated based on changes to section J.7.

I. ANNUAL SWIMMER RECOGNITION

Virginia Swimming will recognize the following athletes at its annual awards celebration:

1. Competitive Spirit Award: This award is designed to recognize athletes for attitude, character and leadership within a team. Virginia Swimming will provide awards for each team to present to a 12 & U girl and boy as well as 13 & O girl and boy.
2. All Star Team: ~~Members selected for this honor include any athlete who, at the end of Virginia Swimming Age Group Championships or Senior Championships, has attained a Virginia Swimming top 5 time in the appropriate age group.~~ The Short Course All Star Team will include those athletes who attained a Virginia top-five time in the appropriate age group prior to the conclusion of the VSI Short Course Age Group Championships or VSI Short Course Senior Championships. The Long Course All Star Team will include those athletes who attained a Virginia top-five time in the appropriate age group prior to September 1 of the given year.

~~Corresponding events in different courses will not be considered two different events (e.g. 400 m freestyle and 500 y freestyle will be considered the same event).~~

Times must have been achieved since the last awards banquet or celebration.

3. Swimmer of the Year Award: This award is for an outstanding swimmers ~~is in~~ the specified age groups as determined by the Age Group and Senior Committees. 14 & younger athletes will be recognized in single age groups. 15 & over athletes will be recognized in two age groups: 15/16 and 17/18.

VSI Policies and Procedures

Procedure H. Meet Management Procedures

Step 3 – As entries for the meet arrive:

1. Process the meet entries and enter them into MM as they are received. Do NOT wait until the entry deadline to begin entering the entry information into MM. Monitor the projected timeline for each session as entries are processed. (Note: as the timeline can be affected by seeding, you should confirm each session length only after doing a preliminary seed of the meet.)
2. Resolve problems with the clubs concerned. All entries must include official USA Swimming registration numbers and the LSC for each team should be listed.
3. Check all entries (email files, computer disks, and Master Entry Sheets (manual entry)) for accuracy in regard to time standards and age groups.
4. Hard copy of email and disk entries and fees must be received prior to start of the meet.
5. After all clubs are entered prepare the following reports: including in the meet header the meet date, course (25 yards, 25 meters, or 50 meters), and sanction number.
 - a. Registration report for Membership/Registration Coordinator. (List of swimmers and registration numbers). Look under File – Export- USS registration in Win-MM. Send to registration chair via email immediately following the close of entries.
 - a. Time lines for all sessions. (using 30 sec. interval between heats) If there are problems with the 4 hour rule or with sessions that are too short – CONSULT THE MEET REFEREE & TECHNICAL PLANING CHAIR IMMEDIATELY.
 - b. [continues through g]

Housekeeping change: Following the first sentence in section 5, a new paragraph should begin so that the remainder of the paragraph (“a. Registration report. . .”) is the first item in the item list. Items a-g should be renumbered as b-h.