

VSI Pending Legislation

BOD: August 26, 2018

BOD/HOD: September 16, 2018

Change lines are in the left margin.

Insertions are shown in blue.

Deletions are shown in ~~red and struck through~~.

Policy Change: Section O

Purpose: Align policy with current practice.

O. 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 and Fees: Host Clubs are required to submit via email the meet financial report detailing all receipts and disbursements in connection with a sanctioned or approved meet. This report is due to the Treasurer, ~~and the~~ Technical Planning Chair, ~~and VSI Administrative Office~~ on the proper form within thirty (30) days of the close of a meet. Financial report forms are available on the VSI website. Failure to submit the report and fees within sixty (60) days of the close of the meet will subject the host club to a fine of \$100.00. For each additional thirty (30) day period that the report and fees have 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 for failure to submit the report and fees.
3. Payment of Fines:
 - a. Fines are considered due and payable immediately upon receipt of notification, even if the assessment of the fine is appealed to the VSI Administrative Review Board.
 - b. Fines are to be submitted to the VSI Business Office.
 - c. Should a fine remain unpaid after thirty (30) days, the club shall be notified of their suspension from competition in VSI-sanctioned meets until such time as the fine is paid.
4. 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.

Procedure Change: Section H

Purpose: Align policy with current practice.

H. MEET MANAGEMENT PROCEDURES

Step 1 – 60 days prior to the start of meet

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 VSI Business Office. A copy of the Meet Expense Worksheet should be completed and submitted to the VSI Administrative Office along with the draft meet announcement. A copy of this the worksheet can be found on the VSI website. If you are uncertain how to do this consult the VSI Business Office.~~ A copy of ~~this the~~ worksheet can be found on the VSI website. ~~If you are uncertain how to do this consult the VSI Business Office.~~

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 as 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. A printed report of the electronic entries should be included with the entry file. Entry fees must be received prior to the start of the meet.~~
5. ~~After all clubs are entered p~~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 VSI ~~Business Administrative~~ Office via email ~~immediately following the close of entries~~no later than seven (7) days prior to the start of the meet.
 - ~~b. 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.~~
 - ~~c. 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.~~
 - b. Session timelines (30 second intervals). Submit timelines and meet back-up as soon as any session reaches four (4) hours, but not later than 7:00 pm the day after the meet entry deadline.
 - ~~d.c.~~ Warm up schedule – remember that number of swimmers/team varies by session.

e.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.

f.e. Timer cards or Lane timer sheets.

~~g. Swimmer rosters (2) 1 for scoring table and 1 for Clerk of Course.~~

h.f. 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.

Policy Change: New Section X

Purpose: The reimbursement policy for officials currently resides in the VSI Officials Handbook. To be consistent with the reimbursement policies for the athletes and coaches, the policy will be moved to the VSI Policies and Procedures manual.

X. OFFICIALS' TRAVEL REIMBURSEMENT

1. VSI officials who officiate at selected Officials Qualifying Meets outside the VSI LSC may be reimbursed actual travel-related expenses not to exceed on a per meet basis the maximal budgeted amount available to VSI athletes attending Short Course, Long Course National Championships or Olympic Trials. In order to receive the reimbursement, a VSI official must meet the following eligibility criteria:
 - a. Be registered with VSI as an official for at least one year prior to the meet and be registered with USA Swimming through VSI as an official during the time of the meet for which reimbursement is requested.
 - a. Have worked a minimum of 16 sessions in at least 8 meets sanctioned by VSI in the twelve months prior to the meet.
 - b. Have worked all sessions (and have received a positive evaluation from a National Evaluator, if provided) of the meet for which reimbursement is requested.
 - c. Submit a completed VSI Officials Travel Expenses Reimbursement Form to the LSC Officials Chair no later than 30 days after completion of the meet for which reimbursement is requested.
 - d. If an individual officiates at more than one meet in a season, the official will be reimbursed for the meet that has the highest reimbursement rate, provided they have met the guidance above.
2. The following meets qualify for reimbursement: Eastern Zone Championships, Speedo Champions Series (Sectional Championships), Futures, TYR Pro Series, US Open, World Cup, and USA Swimming Championships championship level meets identified in USA Swimming Rules and Regulations. Meets held within the VSI boundaries do not qualify for reimbursement.
3. Travel-related expenses are reasonable and customary coach air fare, hotel room, rental car, gas, and parking fees (receipts must accompany the request).

4. VSI will reimburse an official for travel expenses no more than two times per fiscal year (1 September – 31 August) for any of the meets listed in paragraph 2 above. In addition, officials will be reimbursed for one National Championship Disability Meet per fiscal year.
5. If an official receives a travel reimbursement from USA Swimming or other party, the combined reimbursement that the official receives may not exceed their actual travel expenses.
6. The VSI BOD may waive an eligibility criterion under special circumstances.