



MINNESOTA  
SWIMMING

## POLICY & PROCEDURE

POLICY NUMBER:

239

Subject:  
**Seasonal Championship  
Splash Fee**

EFFECTIVE DATE:  
Summer 2018  
Championships

Approved:  
9/19/17

Amended:  
10/17/17

1. Adjust the current Championship Splash Fee as a replacement for facilities surcharges used to offset non-negotiable/unavoidable facility charges and per Swimmer surcharges required by the Facility. Additional facility surcharges meant to increase host profitability will not be permitted for championship meets.
2. A **Seasonal Championship Splash Fee** for the following championship levels – MAC/MRC, Age Group State/Senior State - will be determined using the following formula:

Total the **Projected Cost**<sup>1</sup> of the previously listed championship level host sites divided by the projected total of athlete plus relay splashes x 4 (as provided by the Age Group Committee). This is the facility portion of the Seasonal Championship Splash Fee. This amount is added to the current \$5.50 Championship Splash Fee charged to each participating athlete in that level of championship (rounded up to the nearest 25¢).

Each host club will be able to claim its **Documented Facility Cost**<sup>2</sup> as a credit on its meet financials. If the number of actual splashes is below projections, host clubs will still be able to deduct their full **Documented Facility Cost**<sup>2</sup> with MSI absorbing the financial loss. *(Amendment October 2017) If collected facility splash fees exceed the accepted Documented Facility Costs credits, the excess collected monies will be returned to the host clubs proportionally based upon the total number of actual event splashes, excluding Time Trials, performed at each Host site.*

3. This process will apply to all championship sites including those that have not assessed a facility surcharge in the past.
4. As sites vary season to season, Seasonal Championship Splash Fee may be revised from the previous season.

Method of Implementation: **Seasonal Championship Splash Fee** to be determined after the awarding of a season's championship host bids and will become part of the published Meet Information. Meet Financial Form currently includes an entry for the Facility Cost information. Additional information in the form of a copy of the **Projected Cost**<sup>1</sup> contract or invoice

<sup>1</sup> **Projected Costs** are to be documented with copy of facility estimate/contract

<sup>2</sup> **Documented Facility Cost** – provide a copy of facility contract/invoice including any non-negotiable/unavoidable itemized charges

supporting the requested **Documented Facility Cost**<sup>2</sup> credit will be required at the time of the financial form submission.

Detailed administration of the Seasonal Championship Splash Fee

1. The championship host submits the **Projected Cost**<sup>3</sup> contract to MSI office no later than 4 months in advance of championship
  2. The Age Group committee estimates participation for each championship weekend and the additional splash fee increase is calculated for each championship (MAC/MRC, Age Group State/Senior State).
  3. The championship host collects the splash fee for each swimmer entered in the meet for their site.
  4. The championship host pays the facility invoice.
  5. The championship host submits the **Documented Facility Cost**<sup>4</sup> to MSI office with page 2 of its meet financials.
  6. The difference between what was collected and the **Documented Facility Cost**<sup>4</sup> is either debited or credited to the host club's ACH account.
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<sup>3</sup> The **Projected Cost**<sup>3</sup> contract is provided by the facility's business office and may include rental of the pool, locker rooms, and secondary areas used by attendees such as a gymnasium, cafeteria or lobby, custodial costs that are charged in addition to the pool and locker room rental, and any non-negotiable/unavoidable costs that are mandated by the facility in their terms for rental.

<sup>4</sup> Credit will not be provided for costs on a **Documented Facility Cost**<sup>4</sup> invoice associated with property damage, theft, vandalism, or cleanup including but not limited to acts of nature or misuse such as glass breakage into the pool, pool deck, or spectator stands.