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| **A close up of a sign  Description automatically generated** | Policies and Procedures |
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# POLICY OVERVIEW

**Quick Tip:** The main body of information is in three (3) sections.

* **Two Sections contain required policies.** Section 4 contains policies applicable to all UTSI hosted meets. Section 5 contains additional policies for championship meets hosted by UTSI.
* **The Appendix at the end of this document and the accompanying Appendix Digital Folder, contain information useful to meet leadership but not required.**
	1. Sections two (2) and three (3) give general information applicable to the entire document.
	2. Section four (4) contains required policies for use at ALL UTSI hosted swim meets
	3. Section five (5) contains required policies for use at CHAMPIONSHIP meets hosted by UTSI. These are for use at championship meets in addition to the policies contained in section four.
	4. Section six (6) lists documents and forms applicable to this policy.
	5. Sections seven (7) and eight (8) outline administrative procedures and responsibility for ongoing policy implementation and distribution.
	6. The Appendix contains information intended to help meet leadership. It does not contain items meet leaders are required to use, unless specified as such. The Appendix for this policy includes both the
		+ Appendix information at the end of the document, and
		+ A digital Appendix folder with related files. This folder is posted on the UTSI Policies and Procedures page and is numbered the same as this policy.
	7. The meet policies in sections four (4) and five (5) are organized into the following categories. The Appendix is ordered the same way.
		+ Leadership
		+ Safety
		+ Physical Resources
		+ Financial
		+ People
		+ Information/Communication
	8. Some headings may not have content yet. They were inserted as placeholders to help guide future updaters of this policy.

# PURPOSE OF POLICY AND PROCEDURE

* 1. To establish clear policies and decision-making authority regarding UTSI hosted swim meet operations.
	2. To preserve helpful resources and institutional knowledge regarding swim meet hosting.
	3. To provide policies, guidelines, and other helpful information to current and future meet leadership.
	4. To provide model guidance and information to UTSI member clubs and their meet leadership.

# DEFINITIONS

* 1. **Appendix:** Supplementary material located at the end of some Utah Swimming Policies and/or Procedure documents. Appendix material is not mandated policy and therefore does not require board approval to change.
	2. **Championship Meets:** The UTSI Championship Meets are Utah Short Course Age Group Championships, Utah Short Course Senior Championships, and Utah Long Course Championships. Other meets may be designated as such by the UTSI Board and use UTSI Championship procedures.
	3. **Club**: Currently registered as a club of USA Swimming and Utah Swimming. The Club and all non-athletes listed in the club portal or club application must be in good standing with USA Swimming and Utah Swimming with no requirements missing, "Not Met" or expired.
	4. **In Good Standing**: See *Membership* Article of Utah Swimming Bylaws for guidelines regarding membership status.
	5. **LSC:** Local Swim Committee, the regional governing body for USA Swimming. The LSC for the state of Utah is Utah Swimming.
	6. **Meet Referee:** As defined by USA Swimming. Key points: This person may, or may not, be affiliated with the meet host organization. The referee files a meet report with the LSC Officials Chair after the meet.
	7. **Non-Championship Meets:** Any meet held within the LSC not designated as a Championship Meet including the B or BC Finale or equivalent.
	8. **Quick Tip:** Information included but not required.
	9. **UTSI:** Utah Swimming, Inc. A Utah not-for-profit corporation.
	10. **UTAGS:** Utah Age Group Swimming. Often used as short name for the LSC Age Group Championship meet.

# UTSI HOSTED SWIM MEET OPERATIONS POLICIES (These apply to all meets, both Championship and Non-Championship meets hosted by UTSI)

***All* meets, *both* championship and non-championship, hosted by UTSI must be conducted under USA Swimming Rules and Regulations, UTSI Rules and Regulations, and where applicable, UTSI Policies and Procedures. This includes following meet credentialling and other Utah Swimming policies as well as the requirements in this section.**

NOTE: UTSI typically hosts championship meets but reserves the right to host other types of meets to fulfill the mission of the organization. For example, any committee may opt to host a meet to gather people and advance their programming.

## LEADERSHIP Related Policies (Required at All UTSI Hosted Meets)

**Quick Tip**: Information for specific roles including Officials, the Meet Director, and other individual meet leaders and workers is in the *PEOPLE* section.

### Meet Planning Committee

All UTSI hosted meets will have a Meet Planning Committee which includes, at minimum, the following people. This committee ensures that at a minimum, the meet runs according to USA Swimming and Utah Swimming Rules and Regulations, policies, and other requirements.

* + - 1. At least one board member
			2. Meet Director of the swim meet
			3. Meet Referee of the swim meet
			4. Administrative Official/Referee of the swim meet
			5. Coach Rep (Need not be the UTSI Board of Director Coach Rep, but can be)
			6. Athlete Rep(s) (Sufficient to make up 20% of the committee. Need not be UTSI Board of Director Athlete Reps, but can be)
			7. *Recommended*: A member of the UTSI Safety Committee

## SAFETY Related Policies (Required at All UTSI Hosted Meets)

* + 1. The UTSI Board Member over Safety shares information with meet leadership from USA Swimming, Utah Swimming, and other approved sources to promote Safe Sport and Operational Risk requirements and best practices at meets.

### PHYSICAL RESOURCES Related Policies (Required at All UTSI Hosted Meets)

#### Facility

Adequate venue for scope, size, and all aspects of the meet, including warm-ups, competition, meetings, etc.

#### Equipment and Supplies

**Quick Tip:** Utah Swimming has some supplies that are available for UTSI hosted meets and other events. Contact the UTSI Administrative Assistant to the Board to find out more. Additionally, the facility may have equipment and/or supplies available or that could be available if provided for in the contract.

#### Timing

USA Swimming rules designate system requirements for specific purposes such as inclusion in SWIMS, various record requirements, etc. Provide a working timing system suitable to the level of competition at the meet.

#### Other

In addition to timing equipment, other equipment and supplies will be needed too. **Quick Tip**: The Appendix has links to a sample *Equipment and Supplies List*.

#### Support for Personnel

Tables, chairs, tents, and hospitality (if the meet length or conditions warrant) are all examples of things you might need to support coaches, officials, and other people running the meet.

### FINANCIAL Related Policies (Required at All UTSI Hosted Meets)

#### Meet Budget

The UTSI Board Member with administrative authority for the meet and the Meet Director will create a meet budget and give it to the UTSI Treasurer. Utah Swimming will pay or reimburse meet expenses up to the pre-determined budget amount. Any overage must be approved in writing by the Meet Director and the Board Member with administrative authority for the meet.

#### Reimbursement Request Procedure

See policy #401 *Workforce Related Policies* on the [UTSI Policies and Procedures webpage](https://www.teamunify.com/team/lscuts/page/newsletter/policies-and-procedures) for details. Questions may be directed to the board member assigned to the meet committee.

#### Meet Vendors

Money UTSI receives from vending will be earmarked for the future meet costs. Vending contracts must be negotiated within any standing UTSI contract stipulations.

### PEOPLE Related Policies (Required at All UTSI Hosted Meets)

**Quick Tip:** The Appendix has extensive additional resources.

#### Officials

See policy #251 *Officials Policy* on the [UTSI Policies and Procedures webpage](https://www.teamunify.com/team/lscuts/page/newsletter/policies-and-procedures)

#### Meet Director and Other Meet Host Leadership

#### Trained Meet Workers

### INFORMATION/COMMUNICATION Related Policies (Required at All UTSI Hosted Meets)

Swim meet related information shared before, during, or after the meet should be both timely and distributed to all involved.

#### Meet Announcement

#### Other Meet-Related Information/Communication

# UTSI HOSTED CHAMPIONSHIP MEET OPERATIONS POLICIES (These only apply to championship meets hosted by UTSI)

**In addition to the operational policies listed above that are in force at all meets hosted by UTSI, *championship* meets have additional requirements including the following.**

## LEADERSHIP Related Policies (Required at UTSI Hosted Championship Meets)

**Quick Tip**: Information for specific roles including Officials, the Meet Director, and other individual meet leaders and workers is in the PEOPLE section.

### Championship Meet Steering Committee

See Policy #50 *Committee Handbook* in the [UTSI Policies and Procedures](https://www.teamunify.com/team/lscuts/page/newsletter/policies-and-procedures) for important information about this committee.

The *Championship Meet Steering Committee*, as defined in the *Committee* Handbook ([UTSI policy](https://www.teamunify.com/team/lscuts/page/newsletter/policies-and-procedures) #50) has the authority to specify and govern general and shared championship meet parameters. The committee focuses on all upcoming UTSI Championship meets not just one meet.

The *Meet Planning Committee* (see below) works out the details of their specific meet within the parameters set by *The Championship Meet Steering Committee.* (More in Policy #50 *Committee Handbook* found on the [UTSI Policies and Procedures webpage](https://www.teamunify.com/team/lscuts/page/newsletter/policies-and-procedures) and in the *Championship Meet* *Hospitality* section below.)

* + - 1. Any decisions approved by this committee must be recorded in meeting minutes posted on the UTSI website. If the decision affects meet operations, it should also be added to this policy document or digital folder for future reference.

### Meet Planning Committee (One for each: Senior State, UTAGS, or Long Course State)

See section 9 of policy #50 *Committee Handbook* for important information about this committee.

Championship meets must use a meet planning committee as designated in policy #50 *Committee Handbook* found on the [UTSI Policies and Procedures webpage](https://www.teamunify.com/team/lscuts/page/newsletter/policies-and-procedures). The focus of this committee is only the one championship meet they are leaders for. This committee works within the parameters set by rules, regulations, policies, and the *Championship Meets Steering Committee.*

## SAFETY Related Policies (Required at UTSI Hosted Championship Meets)

## PHYSICAL RESOURCES Related Policies (Required at UTSI Hosted Championship Meets)

### Facility

### Timing and Computer Equipment

### Other Equipment and Supplies

### Support for Personnel

#### Championship Meet Hospitality

##### Intent

It is the intention of Utah Swimming to provide meals during championship meet sessions for coaches and officials to (a) limit their out-of-pocket expenses, and (b) provide exceptional meet continuity and quality.

##### Authority

The standards set in this policy shall serve as the default. The *Championship Meet Steering Committee* may set alternatives by a majority vote except for changing penalty fine amounts.

##### Championship Meet Hospitality Parameters

Every year, before November 20, *The Championship Meet Steering Committee* will determine the general hospitality parameters for the next year of UTSI Championship Meets. The intent of the hospitality parameters is to set forth the minimum acceptable standard of hospitality for the meet. The Hospitality Host has the option to provide more, but not less than what is set by the committee.

**Hospitality parameters include:**

Minimum number of meals and snacks to provide. This may be set by day or by session. (For example: On days when prelims and finals session occur, the hospitality host shall provide at least 1 meal and a snack each session. Also, water will be available on deck or delivered on deck at least every three hours.)

Which positions qualify to receive hospitality. (Consider coaches, officials, volunteer leadership, meet marshals, timers, clerk of course and others who may be required to work a full session.)

Determine which club(s) will provide hospitality at which upcoming championship meets. Clubs may request or be asked to host and then negotiate terms with the committee, such as present or future championship meet volunteer commitments. Or the committee may invoke the *Default Hospitality Host Schedule* included with this policy.

##### Other Championship Meet Hospitality Decisions Made by *The Championship Meets Steering Committee*

Other championship hospitality business or decisions handled at least annually by the committee include:

The Default Hospitality Host Schedule included in this policy shall be updated, invoked, or declared dormant for the next year as circumstances warrant. An updated schedule, including championship meet hospitality assignments for the next competition year and a current (within a year) default calendar shall be included either within the body of this policy or the Appendix.

Any changes in the Hospitality Parameters determined by the committee will be emailed to club contacts, coaches, and officials, added to this policy, and posted on the UTSI website within 30 days of the decision.

If circumstances warrant revisions after the initial decisions are made, The Championship Meets Steering Committee may change the parameters as needed. Any change(s) must be promptly communicated to meet leadership, member clubs, coaches, and officials. The UTSI Administrative Assistant to the Board must also document any changes in this policy and update any postings on the UTSI website.

##### Hospitality Budget

**Who Sets the Budget:** The Meet Director and Board Member with Administrative Responsibility for the Championship Meet set the budget in consultation with the Hospitality Host Team(s) no later than 4 weeks before the first day of the meet.

**Reimbursement**: See UTSI Policy #401 *Workforce Related Policies* for information on expense reimbursement

**Management**: The board member with administrative responsibility for the meet, meet director, or other designee, shall notify the hospitality host of their obligation to provide hospitality, the meet dates and location, and of the parameters set by the Championship Meet Steering Committee within 3 weeks of the committee’s decision. Also, let them know that a budget will be determined and the deadline for the budget decision. They may also discuss in detail the hospitality to provide. The host may provide more, but not less than that outlined by *the Championship Meet Steering Committee*.

##### Host Notification

The Meet Director will email all teams contacts, coaches, and officials notifying them of the of the hospitality (what meals/snacks and for whom) provided at their meet. This may be done as early as decided by the Championship Meet Steering Committee and as late as 48 hours after the initial entry deadline.

##### Default Hospitality Host Schedule

If no team asks, or accepts the request, to be the Hospitality Host, the *Default Hospitality Host Schedule* will determine the Hospitality Host Team(s) for the meet.

All clubs are required to participate in providing Hospitality as assigned in the *Default Hospitality Host Schedule* if there are no other arrangements approved by the *Championship Meet Steering Committee*. This requirement is regardless of the number of qualifiers the assigned team has qualifying or attending the meet.

A team that is smaller than 200 registered athletes will be paired with another small team to run hospitality.

*The Championship Meet Steering Committee* may modify the default schedule with a two-thirds majority vote of the committee.

The schedule should show not only potential upcoming assignments, but also record previous the Hospitality Host Team(s) for the past eight (8) years, if possible.

The UTSI Administrative Assistant to the Board maintains *the Default Hospitality Host Schedule* as directed by the Championship Meets Steering Committee.

Teams not used to host hospitality as designated by the schedule will be “bumped forward” rather than skipped or removed from the future responsibility to host.

Teams who host hospitality outside of their regularly assigned schedule may have future assignments modified by *the Championship Meets Steering Committee*.

The *Default Hospitality Host Team(s) Schedule* will be posted on the UTSI website. Changes will be made to the posted version within 30 days of *Championship Meet Steering Committee* decisions regarding Hospitality Host Team(s) and schedule changes.

##### Penalty

Teams that fail to provide championship meet hospitality after agreeing to do so or, when using the *Default Hospitality Host Schedule,* teams that decline assignment or fail to provide hospitality as assigned will be assessed a fine. See [UTSI Policies and Procedures](https://www.teamunify.com/team/lscuts/page/newsletter/policies-and-procedures) #430a (Table of Fines and Fees) for amount and location of additional terms.

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| ***UTSI Default Hospitality Host Schedule*** |
| **Year** | **Senior SC Champs** | **UTAGS** | **Long Course Champs** |
| 2014 | SUSA | CHAT | PCS |
| 2015 | OA | CHAT | KEARNS |
| 2016 | UVRA | CHAT/SLSL | WFFM |
| 2017 | WOW/CCAT | CUDA/PS | PSC/EAT |
| 2018 | CVM/LA | SURF/RACE | UTES/DART |
| 2019 | HAST | SDAT/BEST | OTAC/SLSL |
| 2020 | SUSA/MAC | PCS/RUSH | *Not Held* |
| 2021 | OA/WVA | WFFM | SWAT/KEARNS |
| 2022 | UVRA | HAT/CHAT |  |

## FINANCIAL Related Policies (Required at UTSI Hosted Championship Meets)

### Late Entry Fees and Fine

* + - 1. Late entries for UTSI Championship meets, as defined in the meet announcement, shall be charged an *additional* fine per participant and double the event entry fees. These late entry fees are in addition to the standard surcharge and other regular fees. All fees for the late entries must be paid before the start of the first session in which the late-entered athlete will compete. Late entry fees are separate from correction fees. Fine amount is located in [UTSI policy](https://www.teamunify.com/team/lscuts/page/newsletter/policies-and-procedures) #430a Table of Fees and Fines.

### Championship Meet Late Payment Fine

* + - 1. Teams must submit payment for UTSI hosted championship meets prior to the start of the meet or as stated in the meet announcement.
			2. Failure to submit payment by deadline will result in the loss of good standing with Utah Swimming until payment is made and a fine. See [UTSI policy](https://www.teamunify.com/team/lscuts/page/newsletter/policies-and-procedures) #430a Table of Fees and Fines for amount and location of additional information.
			3. Only the Age Group Chair, Senior Chair, or Administrative Vice Chair of Utah Swimming may grant an exemption to the above policy. If an exception is granted, all payments are due within 45 days of the completion of competition. Failure to submit payment by the deadline will result in the loss of good standing with Utah Swimming until payment is made and a fine. See [UTSI policy](https://www.teamunify.com/team/lscuts/page/newsletter/policies-and-procedures) #430a Table of Fees and Fines for amount and location of additional information.

### Championship Meet Absent Volunteer Fine

* + - 1. All teams are expected to meet their volunteer requirements for Utah Swimming sponsored championship meets. Failure to meet volunteer obligations may result in a penalty fine per occurrence. See [Utah Swimming policy](https://www.teamunify.com/team/lscuts/page/newsletter/policies-and-procedures) #430a Table of Fees and Fines for fine amount and location of more information.

## PEOPLE Related Policies (Required at UTSI Hosted Championship Meets)

### Officials

### Meet Director and Other Host Leadership

### Trained Meet Workers

## INFORMATION/COMMUNICATION Related Policies (Required at UTSI Hosted Championship Meets)

### Meet Announcement

#### Entry Information

##### Entry Correction Guidelines, Fees, and Fines

Corrections to the initial entries will be accepted until the deadline specified in the meet announcement.

Corrections include change of entry times and change of individual events for swimmers already entered into the meet.

• All corrections/changes will be fined per event change in addition to regular entry fees and surcharges. Unproven times are subject to a fine if not corrected before the scratch deadline for that event. Athletes with an unproven time in an event will not be permitted to swim that event. (Unproven time policy listed in [UTSI policy](https://www.teamunify.com/team/lscuts/page/newsletter/policies-and-procedures) #601 Meet and Event Sanctions: Required Statements. Fine amounts listed in UTSI policy #430a Table of Fees and Fines.)

• All changes must be submitted via e-mail using the entry form included with the meet announcement. If no form is included, the *Uniform Meet Entry Form* available on the UTSI website may be used. No new electronic files may be submitted.

• No changes or corrections will be accepted after the correction deadline.

### Other Meet Information/Communication

* + - 1. UTSI Championship Time Standards are managed by the *Championship Meet Steering Committee* according to UTSI Rules and Regulations.
				1. The UTSI Administrative Assistant to the Board will ensure that UTSI Championship Time Standards are posted on the website within 2 weeks of HOD or the official determination of the standards.

# RELATED DOCUMENTS AND FORMS

* 1. [USA Swimming Rulebook](http://www.usaswimming.org/rulebook) (www.usaswimming.org/rulebook)
	2. *Utah Swimming Rules and Regulations* (See UTSI website > Governance Tab for link)
	3. UTSI Beehive Finale policy #605 ([UTSI Policies and Procedures webpage](https://www.teamunify.com/team/lscuts/page/newsletter/policies-and-procedures))
	4. **All** related UTSI policies and procedures, especially those in the ***Meets and Events*** and ***Safety: Safe Sport and Operational Risk* sections** and the following.
		1. All UTSI Policies and Procedures are posted on [UTSI website on the Policies and Procedures page](https://www.teamunify.com/team/lscuts/page/newsletter/policies-and-procedures)
		2. #50 *Committees Handbook* on the [UTSI Policies and Procedures webpage](https://www.teamunify.com/team/lscuts/page/newsletter/policies-and-procedures)
		3. #251 *Officials* policy on the [UTSI Policies and Procedures webpage](https://www.teamunify.com/team/lscuts/page/newsletter/policies-and-procedures)
		4. #401 *Workforce Related Policies* on the [UTSI Policies and Procedures webpage](https://www.teamunify.com/team/lscuts/page/newsletter/policies-and-procedures)

# NOTIFICATION

* 1. The current *Default Hospitality Host Schedule* will be posted on the Utah Swimming website.
	2. Annually, within 30 days of any updates to the *Default Hospitality Host Schedule,* the UTSI Administrative Assistant to the Board will email the updated hospitality schedule to all club contacts. The email should include a link to this policy and invitation to address questions to a member of the current *Championship Meets Steering Committee*. (May link to online committee roster if current.)
	3. The Senior Chair, or designee, will notify the club(s) in charge of hospitality for the upcoming Senior State and Long Course Championships at least six (6) weeks in advance.
	4. Within one week of confirming the person who will fill the role, the Senior Chair, or designee, will share this policy with the Meet Director and Meet Referee for the upcoming Senior State and Long Course Championships.
	5. The Age Group Chair, or designee, will notify the club(s) in charge of hospitality for the upcoming Age Group Championships (UTAGS) at least six (6) weeks in advance.
	6. Within one week of confirming the person who will fill the role, the Age Group Chair, or designee, will share this policy with the Meet Director and Meet Referee for the upcoming Age Group Championships (UTAGS.)
	7. At least four (4) to six (6) weeks before each UTSI hosted meet, the UTSI Safety Chair or designee invites the Meet Director and Referee of each meet to use the resources provided by USA Swimming and Utah Swimming, including the required “Safety” sections of this policy.
	8. The Meet Director will email all UTSI club contacts, coaches, and officials notifying them of the of the hospitality provided at their meet. (I.E. The number of meals and snacks and who provided to whom) provided at their meet. This may be done as early as the Championship Meet Steering Committee decides and as late as 48 hours after the initial entry deadline.

# DISTRIBUTION OF POLICY AND UPDATING

* 1. Policy will be posted on the UTSI website.
	2. Annually, between August 1 and November 20, the Championship Meets Steering Committee will review this policy and update as needed paying special attention to *the Default Hospitality Host Schedule*.
		1. Are all the teams listed for future assignments still viable?
		2. To facilitate club success, ensure the schedule has tentative assignments for at least the next three years and finalize the assignments for the upcoming swimming year.
	3. Every year, before November 20, The Championship Meet Steering Committee will determine the general hospitality parameters for the next year of UTSI Championship Meets.
	4. Annually and before December 15, after any policy updates and schedule finalization, the Championship Meets Steering Committee Chairperson or designee will send the updated schedule to the UTSI Administrative Assistant to the Board and request they send it out to all clubs as set forth in the Notification section.
	5. The UTSI Administrative Assistant to the Board/Treasurer shall add changes and decisions made by the *Championship Meets Steering Committee* that affect championship meet operations to the either this policy document or the policy digital folder within 30 days of committee approval. Note the date, the affected area, and who instructed the change in the *Change Log.* NOTE: Only the board can change required policy. However, the committee may make other changes or instruct the saving of other files.

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|  CHANGE LOG |
| **Version** | **Date** | **Description of Change/Section(s)** | **Author or Editor** | **Authority** |
| 1 | 5/11/2021 | Policy created to replace old policy #622: *Hospitality at Championship Meets* and expand information to other aspects of meet hosting. The previous hospitality policy was enacted 11/8/2016. The statement on meet vendors included here was voted on by the board, accepted, and recorded in the minutes of the 6/10/2014 Board Meeting but never formally included in policy until now. | Cathy Vaughan, Maureen Schiffman, Teri Rhodes | BOD |
| 2 | 11/9/2021 | Inserted *Corrections Guidelines* for UTSI hosted Championship Meets | Cathy Vaughan | BOD |
| 3 | 11/15/2021 | Updated wording and policy numbers | Serena Werner | BOD |
| 4 | 12/14/2021 | Updated 5.4.1.1 to include “All fees for the late entries must be paid before the start of the first session in which the late-entered athlete will compete.”  | Stan Crump | BOD |
| 5 | 2/8/2022 | Correlated with revised Table of Fees and Fines (Policy #430a) | Cathy Vaughan | BOD |
| 6 | 3/8/2022 | Correlated policy with changes made to Championship Meet STEERING Committee changes in policies #1a, 20, and 50. | Cathy Vaughan | BOD |

APPENDIX

The *Appendix* was created to hold links, lists, files, and other information that might be helpful for future meet leaders. It does not contain policy or requirements unless specifically noted. The intention is for the *Appendix* section to grow as future meet leaders add what worked well for them.

Add future information here or in the *Appendix Folder* on the *UTSI Policies and Procedures* webpage. The UTSI webmaster can add the file(s) to the appropriate folder(s). To aid use, add future resources in the applicable area or folder.

# Leadership (APPENDIX)

**Quick Tip**: Information for specific roles including Officials, the Meet Director, and other individual meet leaders and workers is in the PEOPLE section.

### Leadership Links

See specific links listed by role in the PEOPLE section of this Appendix

* [Six Tips That Yield Great Swim Meets | HostGreatMeets.com](https://www.hostgreatmeets.com/2016/09/01/swim-meet-planning-tips/)
	+ <https://www.hostgreatmeets.com/2016/09/01/swim-meet-planning-tips/>
* [Swim Meet Must-Haves: Needs Versus Wants | HostGreatMeets.com](https://www.hostgreatmeets.com/2017/12/12/swim-meet-must-haves-needs-versus-wants/)
	+ <https://www.hostgreatmeets.com/2017/12/12/swim-meet-must-haves-needs-versus-wants/>
* [Build Team Success | HostGreatMeets.com](https://www.hostgreatmeets.com/build-team-success/) (Use meets and other events to increase personal leadership and team unity)
	+ <https://www.hostgreatmeets.com/build-team-success/>

# Safety (APPENDIX)

### Safety Links

* [USA Swimming Safe Sport at Events](https://www.usaswimming.org/safe-sport/club-tool-kit#safe-sport-at-events) (Includes [Meet 360](https://www.usaswimming.org/docs/default-source/safe-sportdocuments/club-toolkit/2.-safe-sport-and-parents/meet360guide.pdf))
* [Utah Swimming Online Swim Meet Safety Kit](https://www.teamunify.com/team/lscuts/page/sanctions/online-swim-meet-safety-kit)
	+ <https://www.teamunify.com/team/lscuts/page/sanctions/online-swim-meet-safety-kit>
* [Utah Swimming Safety and Safe Sport Information webpage](https://www.teamunify.com/team/lscuts/page/safety-and-safe-sport-info-and-faqs)
	+ <https://www.teamunify.com/team/lscuts/page/safety-and-safe-sport-info-and-faqs>
* [Increasing Safety At Swim Meets | HostGreatMeets.com](https://www.hostgreatmeets.com/2017/10/17/increasing-swim-meet-safety/)
	+ <https://www.hostgreatmeets.com/2017/10/17/increasing-swim-meet-safety/>
* [Instructions for Swim Meet Marshals | HostGreatMeets.com](https://www.hostgreatmeets.com/2016/09/13/meet-marshal-instructions/)
	+ <https://www.hostgreatmeets.com/2016/09/13/meet-marshal-instructions/>
* [Safety Archives | HostGreatMeets.com](https://www.hostgreatmeets.com/category/safety/) (Tips, tools, and training resources to help increase safety at swim meets)
	+ <https://www.hostgreatmeets.com/category/safety/>

# Physical Resources (APPENDIX)

## Facility

1. Reserve pool for championship meet early and post the date on website. Not only does this ensure pool availability it also helps teams and families’ plan. How early? At least 12-18+ months in advance if possible. The Western Zone commits to their future championship meet dates and locations about 2 years out.

### Facility Links

* [Swimming Pool: Get One For a Swim Meet | HostGreatMeets.com](https://www.hostgreatmeets.com/2017/11/21/swimming-pool-get-one-swim-meet/) (Includes important information on contacts)
	+ <https://www.hostgreatmeets.com/2017/11/21/swimming-pool-get-one-swim-meet/>

## Timing and Computer Equipment

**UTSI LAPTOPS**: UTSI has laptops to help run championship and other meets hosted by UTSI. They must be updated and have a currently licensed version of Meet Manager on them before using at meets. When using more than one, they must also be properly networked before the meet. Recommend someone get the needed computers about a month before the meet and ensure the above, and anything else needed, happens. In the past, the person working with the computers has been meet admin personnel or the meet director. Possible resources to help answer questions include the UTSI Sanctions Coordinator, Website Manager, and/or Administrative Assistant to the Board/Treasurer.

### Timing and Computer Equipment Links

* [Swim Meet Tip Sheet: Colorado Timing System 5/6 | HostGreatMeets.com](https://www.hostgreatmeets.com/2017/09/26/swim-meet-tip-sheet-co-timing-system-5/)
	+ <https://www.hostgreatmeets.com/2017/09/26/swim-meet-tip-sheet-co-timing-system-5/>
* [Timing Equipment Operator Archives | HostGreatMeets.com](https://www.hostgreatmeets.com/tag/timing-equipment-operator/)
	+ <https://www.hostgreatmeets.com/tag/timing-equipment-operator/>
* [Timer Instructions: A Swim Meet Must | HostGreatMeets.com](https://www.hostgreatmeets.com/2018/01/16/swim-meet-timer-instructions/)
	+ <https://www.hostgreatmeets.com/2018/01/16/swim-meet-timer-instructions/>

## Other Equipment and Supplies

### Equipment and Supplies Links

* [Swim Meet Equipment and Supplies Overview | HostGreatMeets.com](https://www.hostgreatmeets.com/2017/12/19/swim-meet-equipment-supplies/)
	+ <https://www.hostgreatmeets.com/2017/12/19/swim-meet-equipment-supplies/>
	+ Includes links to
		- Basic Checklist of needed swim meet equipment and Supplies
		- Information help Equipment Operators
		- Swim Meet Equipment Tips
		- Set-up and Clean-up list, and more

## Support for Personnel

### Hospitality Links

* [Hospitality Plan Saves Time, $, and Stress | HostGreatMeets.com](https://www.hostgreatmeets.com/2016/09/12/swim-meet-hospitality-2/)
	+ <https://www.hostgreatmeets.com/2016/09/12/swim-meet-hospitality-2/>

### Concessions Links

* [Maximize Revenue from Swim Meet Concessions | HostGreatMeets.com](https://www.hostgreatmeets.com/2016/09/12/swim-meet-concessions/)
	+ <https://www.hostgreatmeets.com/2016/09/12/swim-meet-concessions/>

# Financial (APPENDIX)

### Financial Related Links

* [Donors, Ads and Sponsors: Swim Meet Fundraising | HostGreatMeets.com](https://www.hostgreatmeets.com/2016/09/12/swim-meet-donors-ads-sponsors/)
	+ <https://www.hostgreatmeets.com/2016/09/12/swim-meet-donors-ads-sponsors/>
* [Financial Archives | HostGreatMeets.com](https://www.hostgreatmeets.com/category/financial/)
	+ <https://www.hostgreatmeets.com/category/financial/>

# People (APPENDIX)

 Many LSC’s will accept bids from teams to host their championship meets. However, Utah Swimming has found it beneficial to host their own championship meets and gather meet leadership, officials, and workers from our membership. Doing so not only helps to **build unity** amongst the Utah Swimming membership. (Working together, people see each other as other people rather than just “the competition.”) It also helps to **build an experienced base** of people who better understand how to run swim meets throughout the membership and not just in a few large meet hosting clubs.

## Officials

### Officials Links

* [Utah Swimming - Officials (teamunify.com)](https://www.teamunify.com/team/lscuts/page/officials) (Utah Swimming webpage for Officials)
	+ <https://www.teamunify.com/team/lscuts/page/officials>
* [Officials (usaswimming.org)](https://www.usaswimming.org/officials) (USA Swimming home page for Officials)
	+ <https://www.usaswimming.org/officials>
* [Officials Documents (usaswimming.org)](https://www.usaswimming.org/officials/popular-resources/officials-documents) (USA Swimming Resource Hub: Officials Documents and Forms)
	+ <https://www.usaswimming.org/officials/popular-resources/officials-documents>
* [Basic Swim Meet Admin Checklist | HostGreatMeets.com](https://www.hostgreatmeets.com/2018/06/26/basic-swim-meet-admin-checklist/)
	+ <https://www.hostgreatmeets.com/2018/06/26/basic-swim-meet-admin-checklist/>
* [Admin Archives | HostGreatMeets.com](https://www.hostgreatmeets.com/category/swim-meet-admin/) (Swim meet administrative stuff. Includes tips, lists, tools, and forms to help with entries, seeding processing results, and reports.)
	+ <https://www.hostgreatmeets.com/category/swim-meet-admin/>
* [Swim Meet Protest: One Way to Handle | HostGreatMeets.com](https://www.hostgreatmeets.com/2018/04/03/swim-meet-protest-policy/)
	+ <https://www.hostgreatmeets.com/2018/04/03/swim-meet-protest-policy/>
* [Officials Archives | HostGreatMeets.com](https://www.hostgreatmeets.com/category/officials/) (Includes tips, forms, and training resources for both deck and admin swim meet officials)
	+ <https://www.hostgreatmeets.com/category/officials/>

## Meet Director and Other Host Leadership

For championship meets, strongly recommend use of a Volunteer Coordinator.

### Meet Director Links

* [Swim Meet To-Do List Saves You Time and Stress | HostGreatMeets.com](https://www.hostgreatmeets.com/swim-meet-list-saves-time-stress/)
	+ <https://www.hostgreatmeets.com/swim-meet-list-saves-time-stress/>
* [Meet Director Archives | HostGreatMeets.com](https://www.hostgreatmeets.com/tag/meet-director/)
	+ <https://www.hostgreatmeets.com/tag/meet-director/>

### Volunteer Coordinator Links

* [Swim Meet Workers: How Many Do You Need? | HostGreatMeets.com](https://www.hostgreatmeets.com/2017/11/07/swim-meet-workers/)
	+ <https://www.hostgreatmeets.com/2017/11/07/swim-meet-workers/>
* [Volunteer Table at Swim Meets | HostGreatMeets.com](https://www.hostgreatmeets.com/2017/03/21/swim-meet-volunteer-table/)
	+ <https://www.hostgreatmeets.com/2017/03/21/swim-meet-volunteer-table/>
* [Create an Online Volunteer Sign-up | HostGreatMeets.com](https://www.hostgreatmeets.com/2017/03/14/online-volunteer-sign-up/)
	+ <https://www.hostgreatmeets.com/2017/03/14/online-volunteer-sign-up/>
* [Using Wristbands for Event Identification | HostGreatMeets.com](https://www.hostgreatmeets.com/2017/02/28/swim-meet-identification-disposable-tyvek-wristbands/) (Also contains link to information about using lanyard badges for event identification)
	+ <https://www.hostgreatmeets.com/2017/02/28/swim-meet-identification-disposable-tyvek-wristbands/>
* [Volunteer Coordinator Archives | HostGreatMeets.com](https://www.hostgreatmeets.com/tag/volunteer-coordinator/)
	+ <https://www.hostgreatmeets.com/tag/volunteer-coordinator/>

## Trained Meet Workers

Meet workers are much more effective if trained to properly fulfill their role. Fortunately, Utah Swimming has excellent training resources from past meet leadership. ***See Appendix folder for files and modify as needed***.

### Meet Worker Links

* [Training Swim Meet Volunteers | HostGreatMeets.com](https://www.hostgreatmeets.com/2018/12/31/training-swim-meet-volunteers/)
	+ <https://www.hostgreatmeets.com/2018/12/31/training-swim-meet-volunteers/>
* [Swim Meet Awards: How to Do Them? | HostGreatMeets.com](https://www.hostgreatmeets.com/2017/11/14/swim-meet-awards-3/)
	+ <https://www.hostgreatmeets.com/2017/11/14/swim-meet-awards-3/>
* [Get Help | HostGreatMeets.com](https://www.hostgreatmeets.com/get-help/)
	+ <https://www.hostgreatmeets.com/get-help/>

# Information/Communication (APPENDIX)

## Meet Announcement

### Meet Announcement Links

* [Utah Swimming - Sanctions (teamunify.com)](https://www.teamunify.com/team/lscuts/page/sanctions)
	+ <https://www.teamunify.com/team/lscuts/page/sanctions>
* [Swim Meet Announcement: How to Prepare | HostGreatMeets.com](https://www.hostgreatmeets.com/2018/01/09/prepare-swim-meet-announcement/)
	+ <https://www.hostgreatmeets.com/2018/01/09/prepare-swim-meet-announcement/>
* [Meet Announcement Archives | HostGreatMeets.com](https://www.hostgreatmeets.com/tag/meet-announcement/)
	+ <https://www.hostgreatmeets.com/tag/meet-announcement/>
* [Meet Type Archives | HostGreatMeets.com](https://www.hostgreatmeets.com/category/swim-meet-type/) (Swim meets come in all shapes and sizes. Find both meet plans and about different types of meets here.)
	+ <https://www.hostgreatmeets.com/category/swim-meet-type/>

## Other Meet Information/Communication

#### Dedicated Email Address

Many meet hosts find it useful to use a dedicated email address for meets. Talk to previous meet directors, meet entry people, or the UTSI Administrative Assistant to the Board/Treasurer to get more information.

#### Meet Evaluation

Getting and sharing feedback is an important way to improve future swim meets. Find out more and get access to a Google Forms survey at [Feedback: Get, and Use It, to Improve Swim Meets | HostGreatMeets.com](https://www.hostgreatmeets.com/2018/01/30/feedback-improves-swim-meets/) (https://www.hostgreatmeets.com/2018/01/30/feedback-improves-swim-meets/)