

Part Four

RESPONSIBILITIES OF THE LEAGUE RUNNING THE STATE MEET (Updated January, 2008)

- A. Select Meet Director and Head Referee for VSA approval.
- B. Determine warm-up times and lane assignments within guidelines of Event Committee.
- C. Select at least two (2) competent people to run the system's five or six computers. These individuals should have had six or more completed meets on the systems.
 - 1. The evening before, meet operator should fully test the system.
 - 2. Three computer printers should be available with back-up supplies in the event of a breakdown, i.e., paper, toner, and ink cartridges.
- D. Along with the Meet Director, be sure that:
 - 1. Meet packet and all other pertinent data gets posted on web site three weeks before the meet.
 - 2. All entries go to a separate e-mail, accessed and run by a designated person approved by VSA.
- E. Prepare Team Data Entry Sheet which must include:
 - 1. Current Event Fees.
 - 2. Web site fee.
 - 3. Address for fee submission.
 - 4. Forms must first be approved by VSA.
- F. League and Meet Director are responsible for full implementation of Part II of Bylaws: Administrative Conduct of Championship Meet * Revised 1/20/04 *
- G. Order Senior Certificates and assemble team data to determine eligibility. Select person to present awards and list in program.
- H. Select team to sponsor sale of t-shirts:
 - 1. Check previous year's team to determine quantity and styles that sold well.
 - 2. Ensure that team is at meet by 7:00 a.m. to set up with cash/change available, price-listing signs, and back-up staff.
 - 3. Local t-shirt manufacturers should only be used to ensure quality and timely delivery.
 - 4. All profit from t-shirt sales shall go to the team or league sponsoring the t-shirt sales.

I. Food Concessions

1. Select team or teams to have responsibility.
2. Coordinate with venue preference.
3. League or team retains all proceeds.

J. Outside Vendors

1. Contact them for suit sales, goggles, and miscellaneous
2. Contact any other pertinent categories of vendors.
3. VSA retains a percentage of the profit from vendor sales.

K. Program must be set up as follows:

1. Letter from VSA President or Committee Office.
2. Schedule of events with start times.
3. Team key.
4. Teams' duty assignments with report times and sessions.
5. Warm-up session breakdown.
6. Program profits shall be retained by the league/team sponsoring the program.
7. Important information regarding:
 - a. seeding
 - b. positive check-in
 - c. 25 yard events
 - d. volunteers
 - e. results
 - f. deck traffic
 - g. first aid
 - h. lost and found
 - i. awards
 - j. scoring
 - k. list teams by division number

L. Program must include complete pre-seeded list of events by heats with:

1. name of event.
2. previous record holder's name and time.
3. meet qualifying time.

M. Program advertisements:

1. should have as many pages as possible.
2. League/team retain proceeds.

N. Program covers:

1. should be an appropriate cover stock.

O. Event fees for meet shall be retained by VSA.