

MEMORANDUM

DATE: December 2007

TO: Missouri Valley Clubs

FROM: Peter D. Malone/Joe Ogilvie

RE: Master Scheduling Request for 2008-2009 Swim Year

Please review the proposed plans for Master Meet scheduling for 2008-2009. The open meet weekends provide local teams and clubs options as to type and level of meets if scheduled on the master schedule.

Please go to Missouri Valley Swimming website to submit your bid.

All meets to be sanctioned must be submitted through the bid process. Requests for meet or competition sanctions after the master meet schedule is set and approved must be sent to the scheduling chair (Peter D. Malone) for approval. This will help maintain proper meet scheduling balance. There will be a \$50.00 surcharge to add meets to the schedule after the schedule has been set and approved by the MVS Board of Directors.

MVS established scheduling procedures balance competitive events as to location, level of competition, and scheduled meets the weeks before and after. We are not a legislative group, but a clearinghouse for coordination and balance.

A system of meet rotation is used for the December Level II meets. In 2009 the meets will be in central MVS. 2007 meets were at East/West locations. Before bidding, please check your pool specifications for depth and block height and check the latest pool survey to insure that the pool conforms to U.S.A. Swim Rules. Consult the 2007 U.S.A-Swim, Inc. rules or 2008 Rule Book. We will be accepting bids for 3 sites for March 2009 Division II Championships as follows: 1). South/East for Springfield/Columbia, MO.; 2.) Bids from Central and West for the other 2 sites. We will also be accepting two bids for East/West July Division II Championships. They will follow the level II Assignments. The Age Group Chairman will determine annually where teams will be participating.

Special Note:

1. All meets are required by the Missouri Valley Swimming to be conducted on the most current meet – Manager-Hy-Tek software.
2. All Championship meet hosts are required for Division I and II. Championship hosts are required to provide a proof of time coordinator who will work with the Missouri Valley Records Chair and conduct proof of time at these meets under Missouri Valley Policies and Rules. This will require a computer that can also manage the Missouri Valley Record Chair Data Base.
3. Future Communication after bids are received will be conducted for adjustments and approvals by email; you can access on the Missouri Valley Website a preliminary schedule after March Division I board meeting which will identify championship meet hosts for 2008-2009. This schedule and info will provide you the opportunity to adjust your plans up until the April Missouri Valley Meeting. Please request adjustments by email with Joe Ogilvie at jogilvie66215@everestkc.net

SHORT COURSE DIVISION II SITE ASSIGNMENTS

TENTATIVE

Note: Age Group Chair will set assignment for 2009 in fall 2008.

<u>East</u>	<u>South</u>	<u>West</u>
Columbia Swim Club	Wichita AquaShocks	Western Kansas Swim Club
Kansas City Blazers	Wichita Swim Club	Salina Aquatics Club
Mid-Missouri Aquatic Club	West Wichita YMCA	Northland United
Grand River YMCA	Newton Swim Club	Fr. Leavenworth Lancers
Tsunami	Jasper County Killer Whales	Manhattan Marlins
Northwest Swim Team	Springfield Aquatics	Ottawa Swim Club
Pony Express	Southwest Aqua Bears	Tigersharks Swim Team Club
Kansas City Storm	Hutchinson YMCA	
Stingrays	Emporia	Topeka Swim Association } B
City-Platte YMCA	McPherson Swim Club	Olathe Aquatics }
328	Pittsburg YMCA	
	Parsons Dolphins	Team Dolphins } C
	Burlington Aquatic Club	Community of Olathe }
	Salt Fork Manta Rays	
	Southwestern Missouri Otters	
	Truman Aquatics	307
	Warrensburg Swim Team	
	Trident's Swim Team	
	A {	
	Lawrence Aquahawks	
	Bonner Springs Swim Club	
	Kaw Valley Swimmers	
	329	

Rotating Groups

2007 - A & C in West, B in South

2008 - A & B in West, C in South

Number in parentheses indicates
Participation in last short course meet

MISSOURI VALLEY SWIMMING MEET BID AND AWARD PROCEDURES

This outlines the procedure used by Missouri Valley Swimming for scheduling and awarding of meets at all levels.

The Missouri Valley Swimming Scheduling Committee will apply this process to ensure the best possible distribution of competition to meet; primarily, the competitive needs of the swimmers; and secondly, the needs of host clubs.

While many clubs have weekends during which they *traditionally* host meets, no weekends are reserved to specific clubs. Final determination of the annual meet schedule is by the Missouri Valley House of Delegates as proposed by the MVS Board of Directors.

This procedure adds a \$50.00 surcharge for the addition of a meet not previously approved and listed on the published master schedule.

1. National meet dates are determined at the annual U.S.A. Swim Convention held in the fall. Those dates will be observed in developing the MVS meet schedule and will be included in the MVS Master Meet Schedule.
2. An outline of the proposed annual meet MVS schedule covering the fall short-course season through the following years' long-course season will be published for all clubs at the end of the calendar year.
3. Clubs will submit bids for meets of their choice to the MVS scheduling committee by February 15th each year. Meet bids will be submitted on line via the Missouri Valley Web site. This requirement applies to all meets requiring LSC Sanction or Approval, including Closed League Championships. Closed League dual and tri meets may be blanket sanctions and does not have to be listed on the Master Schedule.
4. The scheduling committee will present a preliminary listing of all meet bids to members of the MVS Executive Board for review at the Annual Short Course Division I Championship (March). This preliminary list will be distributed to all MVS year-round clubs for their information.
5. Meet bids may be modified, withdrawn, and added as necessary until final schedule approval. The scheduling committee may contact individual clubs to explore alternative meet scheduling.
6. The scheduling committee will present final recommendations for the Master Meet Schedule to the MVS Board of Directors at the Spring (April) LSC Board Meeting. The MVS Board of Directors will review the schedules and then endorse the schedule to be recommended to the MVS House of Delegates for final approval. The final schedule will be set and approved by the MVS House of Delegates at the Spring Meeting (April).
7. Clubs hosting meets in accordance with the approved and published Master Meet Schedule will submit sanction requests in accordance with published procedures.
8. Once the final LSC Meet Schedule has been set and approved by the MVS House of Delegates, no meets may be added without the express review and approval of those clubs directly impacted by the proposed meet addition.

9. Clubs wishing to add an unscheduled meet must submit the request to the MVS Scheduling Committee. The request may be either oral or written. Upon receipt of a request for an unscheduled meet, the scheduling committee will:
 - A. Check with clubs hosting meets within a two-week period before and after the desired unscheduled meet date and obtain their acceptance and approval of the additional meet.

Note: If clubs having meets on the approved Master Schedule do not approve of the requested additional meet, it will not be approved by the Scheduling Committee and no Sanction will be authorized.
 - B. Inform the LSC General Chair of the inquiry results and recommend approval or non-approval of the request based on those results.
 - C. Inform the requesting club of the inquiry results.

Note: If the requested date is not approved, the scheduling committee will work with the requesting club to explore alternative meet dates.
10. Upon receiving approval for an unscheduled meet, the requesting club will send a sanction request to the LSC General Chair with a \$50.00 check to cover the Unscheduled Meet Surcharge. The sanction for an unscheduled meet will not be issued without payment of the surcharge. All other meet fees and charges shall be in accordance with previously published procedures.
11. There is a difference between A-B-C, B-C, A-B, and open competitions. When designated A-B-C, etc., it is interpreted to mean that you will present awards to each category in each age group. Open competition is interpreted to mean one single grouping and awards will be presented only to each age group.
12. All clubs bidding for meets should have a current Missouri Valley Meet Directors guide and follow all appropriate procedures as a host.
13. All meets will be conducted on the most current Hy-Tek-Meet Manager
14. Cancellation Policy of Meets:
 - A. If less than 20% of the allowed number of swimmers (by sanction) enters the meet, the meet may be cancelled by the host team with no penalty, as long as the teams who did send in entries are notified within 24 hours following the entry deadline.
 - B. If more than 20% of the allowed number of swimmers (by sanction) enter the meet and the host team cancels the meet, a penalty may be imposed by the Meet Scheduling Committee and/or General Chair. Additionally, if the meet was on the Missouri Valley meet schedule, the team that was supposed to run the meet will not receive a sanction for that meet weekend the following year.
15. When requesting Missouri Valley Timing Equipment/Operator you must designate Full Equipment or operator only. If you want double pads, you must request them. The costs vary with these options.

While it is not absolutely necessary that the above transactions be accomplished in writing, doing so would eliminate any possibilities of confusion and/or misunderstanding.

MISSOURI VALLEY SWIMMING

SCHEDULE OF MEET DATES

Winter 2008-2009 and Summer 2009

FALL - RECOMMENDED PLANS - 2008

<u>2008</u>		
SEPT./OCT.	4	Missouri Valley Fall Meetings-site to be announced
	26-28	OPEN
	3-5	Not Available MV Meeting
	10-12	OPEN
	17-19	OPEN
	24-26	OPEN
OCT./NOV.	31-Nov.2	OPEN
	7-8	OPEN-(Boys MO H.S. State)
	14-16	OPEN/USA Grand Prix University of Minnesota
	21-23	OPEN
	<i>Thanksgiving</i>	November 27
	28 – 30	OPEN
NOV. / DEC.	Dec. 4-6	USA Swimming Short Course National Championship/Atlanta, GA
	5-6	WINTER LEVEL II - Two Bids – East/West
	12-14	Level I Missouri Valley/Topeka KS
	19-21	OPEN (Chesapeake– Pro-Am)

WINTER - RECOMMENDED - 2009

<u>2009</u>		
JANUARY	2-4	OPEN
	9-11	OPEN
	16-18	All Star Meet- Age Group -Lawrence, KS/USA Grand Prix Long Beach, CA
	23-25	OPEN Meet
JAN/FEB	30-Feb. 1	OPEN Meet
	6-8	OPEN Meet
	13-15	OPEN Meet(Girls MO H.S. State)–USA Swimming Grand Prix- U. of Missouri
	20-21	OPEN Meet (KS. HIGH SCHOOL STATE - MEN)
FEB./MAR.	27-March 1	DIVISION II – 3 SITES – East/West/Central
	5-8	SECTIONAL/REGION VIII CHAMPIONSHIPS-TBA
MARCH	13-15	DIVISION I CHAMPIONSHIP- Wichita Swim Club
MARCH	20-22	OPEN
MARCH	27-29	OPEN

OPEN means that Dual Meets or Closed type competitions may be sanctioned without Scheduling Committee approval. If you run an Invitational or any class on an OPEN weekend, you must get Scheduling Committee's approval. They Will consider location of meet, class of competition, and a potential conflict of meets being held on previous weekends or following weekend.

SPRING/SUMMER - RECOMMENDED - 2009

2009

APRIL	3-5	OPEN/USA Swimming Grand Prix - TBA
	10-12	OPEN – Easter Weekend
	17-18	OPEN- Missouri Valley Meeting - Saturday
APRIL	24-26	OPEN
MAY	1-3	OPEN
	8-9	OPEN
	15-17	OPEN- (KANSAS WOMENS H.S. STATE CHAMPS)
MAY	22-24	OPEN – USA Grand Prix, Charlotte, NC
	<i>Memorial Day</i>	May 25
	29-31	OPEN
JUNE	5-7	OPEN
	12-14	OPEN – USA Grand Prix – Santa Clara, CA
	19-21	OPEN
	26-28	OPEN
JULY	3-5	OPEN
	7-11	USA Swimming National/ World Championship Trials - Indianapolis
	10-12	OPEN
	17-19	OPEN
	24-26	DIVISION II/Sectional/Region VIII Championship/TBA
JULY/AUG.	31-2	DIVISION I CHAMPIONSHIPS – Lenexa Blazers
AUGUST	4-8	US OPEN - CHAMPIONSHIPS-Federal Way, WA
AUGUST	10-14	Junior Nationals 18-Under Championship – Federal Way, WA
AUGUST	7-9	ZONE CHAMPIONSHIPS-University of North Dakota – Grand Forks, ND

Special Note: World Championship/Rome–July 26 - August 2

****SPECIAL NOTE: NATIONAL FOUR-HOUR RULE**

Remember when bidding and planning your meet formats that sessions must be concluded in four hours or less. This means from the first race until the last race concludes, you are allowed four hours. This pertains to sessions that have any age-group *12 & Under* swimmers involved. Please plan your sessions, both events offered and number of swimmers allowed so that you can handle them efficiently. Please inform people of your plans in your meet information as to your control measures. These are merely some suggestions to accommodate bidding and hosting the meets effectively.

MISSOURI VALLEY SWIM CLUBS

Please submit bid to host Missouri Valley Swim meets for the 2008-2009 seasons using the following procedures:

Please submit your meet bid on the basis of the attached schedule of meet dates. If you have any questions, contact Pete Malone – coachpeter@aol.com or call 913-897-5610 or Joe Ogilvie at tel. 913-492-3880 or at - jogilvie66215@everestkc.net

1. Requests for meet dates should be submitted by **February 15, 2008**.
Please submit your bids online at www.missourivalleyswimming.com. Please check Missouri Valley web site for the specific meet bid web site location.
2. Joe will have a draft proposed schedule available at the Division I meet in March 2008.
3. We will post a preliminary schedule on Missouri Valley web site in March.
4. The Contact person named on the bid form must have submitted permission for publication of contact information in the MVS" Contact Information Authorization" form located at <http://www.missourivalleyswimming.com/eforms/authorization.asp>. This gives Missouri Valley Swimming permission to post all information pertaining to this meet bid on the Missouri Valley web site as part of the MVS master schedule. Meet bids for which the contact person's contact information is not listed will not be posted on the MVS web site.
5. At the Spring Meeting, the Board of Directors will act on the master meet schedule, which will then be presented for approval to the MVS House of Delegates April Meeting.
6. If necessary, hard copy meet bids may be mailed to Joe at:

Joseph L. Ogilvie
12106 W. 79th Terrace
Lenexa, Kansas 66215

Special Note: Please fill out a separate entry for each pool or pool configuration.

Special Note: Preferred means of contact for Joe Ogilvie is email.

Please Separate Form from Each Pool or Pool Configuration

PLEASE DO NOT TEAR OFF - SUBMIT THE COMPLETE PAGE

MISSOURI VALLEY SWIMMING
Bid to Host 2008-2009 Swim Meet

_____ 2008-2009 Short Course _____ 2009 Long Course
MEET DATE: _____

MEET TYPE: _____

MEET POOL: _____

NO. OF LANES: _____

POOL DEPTH (15 ft. from pool end): Course Set up 25 yds _____ 50 Meters _____
START END _____ TURN END _____

HEIGHT OF STARTING PLATFORMS ABOVE WATER LEVEL:
START END _____ TURN END _____

HOST CLUB: _____

MEET CITY: _____

WILL MISSOURI VALLEY SWIMMING FULL ELECTRONIC TIMING EQUIPMENT BE NEEDED?
(Includes operator/Scoreboard/Timing Equipment) _____ YES _____ NO

REQUEST MISSOURI VALLEY ELECTRONIC TIMING OPERATOR **ONLY** _____

CLUB CONTACT PERSON: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE: _____ ALTERNATE TELEPHONE: _____

MANDATORY E-MAIL: _____

MANDATORY SIGNATURE: _____

BIDS MUST BE SUBMITTED BY FEBRUARY 15, 2008

You may Email jogilvie66215@everestkc.net

or

You may go online to www.missourivalleyswimming.com