

MEMORANDUM

DATE: November 2011

TO: Missouri Valley Clubs

FROM: Tom Kleiboeker

RE: Master Scheduling Request for 2012-2013 Swim Year

Please review this proposed MVS Master Meet scheduling plan for 2012-2013. 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 the 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 (Tom Kleiboeker) 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 to 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 distributing information and coordinating a balanced schedule.

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 2011 U.S.A-Swim, Inc. rules or 2012 Rule Book. We will also be accepting two bids for East/West July Division II Championships. The Summer Division II will follow the December level II Assignments. December Level II and February Division II Championships will be accepting three bids. One will be awarded to the Wichita/south region area, and two following an East-West alignment. 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. Championship meet 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 2012-2013. 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 Tom Kleiboeker at coachtmk@gmail.com.

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. Meets are awarded to clubs not locations. 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 (March) 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, the Scheduling Committee will not approve it 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 host team may cancel the meet with no penalty. The host team shall notify all entered teams as to the cancellation 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, the host team shall 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 2012-2013 and Summer 2013

FALL - RECOMMENDED PLANS - 2012

<u>2012</u>		
SEPT.	11-15	USAS Convention – Greensboro, NC
	21-22	OPEN
	28-30	Oct. 1 - Missouri Valley Fall Meetings-site Lawrence, KS
OCT.	5-7	OPEN
	12-14	OPEN
	19-21	OPEN
	26-28	OPEN
NOV.	2-4	OPEN
	9-11	OPEN/ MO High School State Men/USA Grand Prix University of Minnesota est
	16-18	OPEN
	<i>Thanksgiving</i>	November 22
	30-Dec 2	OPEN (Short Course Nationals Nov 29-Dec 1)
DEC.	1-2	LEVEL II – Three Bids – East/West/ South
	6-8	Short Course JR Nationals
	7-9	Level I Missouri Valley
	13-16	OPEN (Chesapeake– Pro-Am – Thursday-Sunday)
	28-30	Open

WINTER - RECOMMENDED - 2013

<u>2013</u>		
JAN.	4-6	OPEN
	11-13	All Star Meet- Age Group -Lawrence, KS
	18-20	OPEN
	25-27	OPEN
FEB	1-3	OPEN
	8-10	OPEN Meet
	15-17	OPEN Meet / (KS. High School State Men & Girls MO H.S. State)/ USA Swimming Grand Prix - U. of Missouri, est
	22-24	DIVISION II – 3 SITES – East/West/South
MARCH	Feb 28-3	SECTIONAL/REGION VIII CHAMPIONSHIPS-TBA
	8-10	DIVISION I CHAMPIONSHIP
	15-17	OPEN
	22-24	OPEN
	29-31	OPEN (Easter March 31)

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 - 2013

2013

APRIL	5-7	OPEN
	12-14	OPEN / Missouri Valley Meeting – Saturday, 20th
	19-21	OPEN
	26-28	OPEN
MAY	3-5	OPEN
	10-12	OPEN USA Grand Prix, Charlotte, NC, est
	17-19	OPEN/ (KS WOMENS H.S. STATE)
	24-26	OPEN
	27	Memorial Day
JUNE	May 31-June 2	OPEN US Grand Prix Santa Clara, CA, est
	7-9	OPEN
	14-16	OPEN/
	21-23	OPEN
	28-30	OPEN
JULY	5-6	OPEN
	12-13	OPEN
	19-21	OPEN
	26-28	Sectional Championships/TBA DIVISION II – Two sites (East/West)
AUGUST	2-4	DIVISION I CHAMPIONSHIPS
	1-6	ConocoPhillips USA Swimming L. C. Nationals Championship-
	9-11	Age Group ZONE CHAMPIONSHIPS-Topeka, KS Senior Zone Championship – Lawrence, KS
	12-16	Junior Nationals TBA

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

Remember when bidding and planning your meet formats that sessions must conform to USA Swimming rule 205.3.1F (Four-hour rule). 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 2011-2012 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 Tom Kleiboeker – coachtmk@gmail.com or call 816-781-7946 or Joe Ogilvie at tel. 913-526-4441 or at - jogilvie66215@everestkc.net.

1. Requests for meet dates should be submitted by **February 13, 2012**.
Please submit your bids online at www.missourivalleyswimming.org. Please check Missouri Valley web site for the specific meet bid web site location.
2. A draft proposed schedule will be available at the Division I meet in March 2012.
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 2012-2013 Swim Meet

_____ 2012-2013 Short Course _____ 2013 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 13, 2012

You may Email jogilvie66215@everestkc.net

or

You may go online to www.missourivalleyswimming.org