

2018 VPSU Season Checklist

- **April 24 (Tuesday)** – Team Rosters and Ribbon orders due.
- **May 1 (Tuesday)** – 2018 VPSU Referees' Meeting -- 7:00 PM at the Queens Lake Clubhouse, 234 E. Queens Dr.
 - Refresher on Meet Referee responsibilities / changes to USA Swimming technical rules
 - Selection of Rules Committee members
 - VPSU rule changes / point of emphasis to bring before Board for vote
 - Selection of Officials training sessions / teachers
- **June 5 (Tuesday), 7:00 PM** – League-wide Meet Management webinar provided by SwimTopia. This is for Coaches, Scorers, and anyone else on your team that will be using the Meet Management function of SwimTopia.

Please register for VPSU Meet Maestro™ Training on Jun 5, 2018 7:00 PM EDT at:
<https://attendee.gotowebinar.com/register/5140212852747506947>

Training on SwimTopia's new meet management platform, Meet Maestro™

After registering, you will receive a confirmation email containing information about joining the webinar

- **June 9 (Saturday), 9:00 AM** – Coaches meeting at Kingswood pool clubhouse. Bring checks (payable to VPSU) for team ribbon orders and insurance dues to the meeting. The insurance amount for your team will be provided to each VPSU representative before the meeting. This is a good time to organize paperwork and supplies for meets. Score sheets, timer cards, DQ slips, ribbons will be handed out at this meeting. Addition of swimmers to team rosters during the summer will require a check, payable to VPSU, for insurance purposes.
- **June 15 (Friday), 6:00 pm or before** – traditional deadline for sending roster to Rules Chairman along with waiver/release. Rosters should now be maintained on the Swimtopia software and be made available to the VPSU Rules Chairman upon request. A record that a waiver has been signed should be maintained on the software. **(There is no need to submit a roster and VPSU waiver certification)**
- **June 18 (Monday), 6:00 pm** – First Meets of 2018 Season.
- **June 28 (Thursday)** – Deadline for current T-Shirt sponsors to hold their spot on Champs T-shirts sponsorships.
- **July 16 (Monday)** – Deadline to submit copy ready ads for championship meet programs and T-shirt sponsors to TBD (Two Rivers rep). Also, submit list of double/triple winners and graduating seniors for championship meet programs to Two Rivers rep.
- **July 18 (Wednesday)** – Deadline to submit Champs meet T-shirt order for your team to Two Rivers rep.
- **July 21 (Saturday), 6:00 P.M.** - Submit officials list for Championship Meet to TBD.
- **July 21 (Saturday), 6:00 P.M.** - Submit Summer Awards meet entries and officials list to Kingswood, as described in meet invitation.
- **July 28 (Saturday)** – Summer Awards Meet at Kingswood.
- **July 30 (Monday), 6:00 P.M.** - submit Championship Meet entries (Team Manager format) to vpsu.rules@gmail.com (includes swimmers who qualify at Summer Awards Meets). Include a contact name and phone number to answer questions.
- **Aug 2 (Thursday)** - All Champs Meet entry fees are due to the VPSU Treasurer. If they are not received by that time your team may be removed from the Meet. Mail or deliver to the VPSU treasurer.

Watson Mowry, PC
Attn: Kimberly Watson (VPSU)
1148 Professional Drive
Williamsburg, VA 23185

- **July 30 – August 3** Organize timers and workers for Championship Meet. Notify Championship Meet swimmers of warm-up times for your team and mobilize timers and workers to appear at Championship Meet.
- **August 4** – Championship Meet at the WISC Pool