

2019 VPSU Season Checklist

April 30 (Tuesday) – Team Rosters and Ribbon orders due.

May 7 (Tuesday) – 2019 VPSU Referees' Meeting -- 7:00 PM at the Queens Lake Clubhouse, 234 E. Queens Dr.

- Refresher on Meet Referee responsibilities
- Formation of Rules Committee
- Open forum. Issues for 2018 season that need to be resolved prior to start of 2019 season
- Set S&T training schedule for 2019

Each team is expected to send one representative, preferably the Meet Referee. For returning Meet Referees, this meeting serves as their "training" for the 2019 season. If you have never served as a Meet Referee before, you will need to attend a S&T training session (assuming you do not have USA Swimming Certification) and shadow an experienced Meet Referee for at least one meet before you referee your first meet.

May 14 (Tuesday) – VPSU Board Meeting at WISC (Starts at 7pm)

Agenda:

- Review and approval of Meeting Minutes from April 30th VPSU Board Meeting
- Update on Insurance Provider Selected for the 2019 Season
- Final Collection of Team Dues (\$150 for each team) and outstanding Swimtopia dues from 2018 (VG- \$71.73 and WGP- \$46.33)
- Final Collection of VPSU Coach Certification forms, signed by each team's President
- Review of Stroke & Turn Training dates set during the Meet Referee meeting on May 7th
- Review of Season Checklist and upcoming meetings and deadlines
- Discussion/Confirmation on best way to address training for Scorers
- Open Items

June 8th (Saturday) Coaches Meeting starting @ 9am. Location is Kingswood – Bring checks (payable to VPSU) for team ribbon orders and insurance dues to this 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 14 (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 also be maintained on the software.** Given that this is now

managed through the Swimtopia SW registration process, there is no need to submit a roster and VPSU waiver certification as a separate process to the Rules Chairman (unless requested).

June 17 (Monday), 6:00 pm – First Meets of 2019 Season.

June 27 (Thursday) – Deadline for current T-Shirt sponsors to hold their spot on Champs T-shirts sponsorships.

July 15 (Monday) – Deadline to submit copy ready ads for championship meet programs and T-shirt sponsors to (name TBD- Village Green rep). Also, submit list of double/triple winners and graduating seniors for championship meet programs to Village Green rep.

July 17 (Wednesday) – Deadline to submit Champs meet T-shirt order for your team to Village Green rep.

July 20 (Saturday), 6:00 P.M. - Submit officials list for Championship Meet to (name TBD- Stonehouse rep).

July 20 (Saturday), 6:00 P.M. - Submit Summer Awards meet entries and officials list to First Colony, as described in meet invitation.

July 27 (Saturday) – Summer Awards Meet at First Colony.

July 29 (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 1 (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)
5372 Discovery Park Boulevard, Suite 103
Williamsburg, VA 23188

July 29 – August 2 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 3 – VPSU Champs Meet at the WISC Pool.