

### **Proposal - Meet organization timeline**

**For consideration** - After a call with FastSwims, they are willing to look into 1) a refund process and 2) a wait list for entering meets with their software development team. They have asked us to affirm what we're looking for in this process so they can assess what costs and logistics are needed.

**Purpose** - streamline, patternize the meet entry process for PC and CBA type meets. Having a refund policy and waitlist in place will ideally help reduce attrition.

**Applicable to:** PC AG Champs, PC invites, Zone Champs, Zone CBA meets when using FastSwims.

**Assumption:** Meet(s) begins on a Saturday

### **Complete timeline:**

#### **5-7 Wednesdays in advance**

Meet sheet and sanctioning materials due to PC

#### **4 Wednesdays in advance**

Meet sheet & event file due to Fastswims

**3 Tuesdays in advance, 6:30pm** : Entries open for host team

**3 Wednesdays in advance, 6:30pm**: Entries open for priority teams in PC

**3 Thursdays in advance, 6:30pm**: Entries open for non-PC, non-Priority teams

Once meet is full, waitlist is created - Waitlist info to include (minimum) Name, Age, Team, USAS number, what days and sessions athlete wants to swim -

**2 Mondays in advance, 12:00 Noon** - entry deadline/entries close

Psych sheet and timelines are emailed to teams shortly after

**2 Wednesdays in advance, 12:00 Noon** - Deadline to withdraw from meet, full refund granted, no refunds given after this deadline; Athletes may still withdrawal from the meet but no refund will be granted if request is made after 2 Wednesdays in advance of the meet.

Waitlist athletes notified- however many request refunds is how many get let in off waitlist - meet personnel can be selective based on day/session availability.

**2 Fridays in advance, 12:00 Noon**: Deadline for waitlist athletes to attend -

Deadline for coaches to adjust events and update seed times;

**1 Monday prior at noon** - Deadline to scratch without penalty. Any scratch or NS past this time is subject to \$5 fine per event paid by the athlete's team to the host team; DFS is not allowed

### **No later than 48 hours prior to start of meet:**

Heat sheet published for all events 200 and below; 400 and longer can be deck seeded.

**Refund/Fine timeline:**

If a refund is requested...

...Btwn entry deadline and 2 Weds in advance at Noon -

Full Refund granted

...Btwn 2 Weds in advance (Noon) and 1 Monday in advance-

No refund, no fine

If there is a NS or SCR after 1 Monday in advance -

\$5 fine/event

**Entry Timeline:**

**3 Tuesdays in advance, 6:30pm :** Entries open for host team

**3 Wednesdays in advance, 6:30pm:** Entries open for priority teams in PC

**3 Thursdays in advance, 6:30pm:** Entries open for non-PC, non-Priority teams

**2 Mondays in advance, 12:00 Noon** - entry deadline/entries close

**2 Fridays in advance, 12:00 Noon** - Deadline for coaches to adjust entries or update times

**Waitlist timeline:**

**3 Wednesdays in advance** - Earliest time for waitlist to be created

**2 Wednesdays in advance** - Waitlist athletes notified if they are admitted or not

**2 Fridays in advance** - Deadline for waitlist athletes to confirm Yes or No.

**Pre-meet communication:**

**2 Monday's in advance** - Psych sheets and timelines emailed to coaches

**48 hours prior to start of meet** - Heat sheets created and published for all events 200 and shorter