



**SURCHARGE POLICY and MEET DIRECTOR'S REPORT
SHORT COURSE and LONG COURSE**

Approved by Board of Directors December 2, 2014. Effective retroactive to September 1, 2014.

Board of Directors Addendum April 7, 2015. Board of Directors revised February 27, 2018 and April 24, 2018.

The only financial information that CSI requires from meet sponsors is that necessary to calculate the surcharge. Hosts must submit the Meet Director's report and pay surcharge within fourteen days of the last day of competition. Failure to submit the Meet Director's Report and surcharge payment within 14 days will result in forfeiture of \$150 of the sanction deposit.

Meet Director reports are required for all meets including meets where no surcharge is paid. These reports are submitted online through the meet host's Administration page on Connecticut FAST.

Where surcharge applies, meet surcharge is collected from visiting teams' individual event entry (splash) fees including scratched events and time trials. No surcharge is collected on any relay, any host team event entry, 800M freestyle events, and 1500M freestyle events.

The Meet surcharge shall also apply to all monies collected for visiting team participation in Approved meets, including all per-swimmer, facility, etc. fees.

All fee structures must be established in accordance with the [Meet Fee Policy](#).

If the meet is jointly hosted by two (or more) clubs, only one club will receive the benefit of the splash fee waiver.

The short course meet surcharge is 20%. The long course meet surcharge is 10%.

Exceptions to above surcharge percentages:

Mini-Meets held during the Short Course season (Mini-meets are not permitted during the LC season.): 10%

Distance meets as defined by CSI or distance sessions held during the Short Course season which offer no other events but 12/U 200 odd-stroke events; 400 IM; and 500Y, 1000Y, and 1650Y freestyle events: no surcharge.

Open Water meets: no surcharge

800M and 1500M freestyle events: no surcharge

10/U meets which offer 8/U events and 1-6 place finish awards: no surcharge.

9/U meets: no surcharge

8/U meets: no surcharge

CALCULATING SURCHARGE

Information needed for the Meet Directors Report:

Sanction Number

Meet Host

Meet Name

Date

Location

Name of Referee

Duration of each session in hours

Surcharge Calculation Worksheet

When doing the worksheet below, scratched events and time trials are included in the event count.

1. Total visiting teams individual events (# of events multiplied by the entry fee) = \$ _____
2. Total participation, facility, or other fees collected (approved meets only) = \$ _____
3. Sum of lines 1 and 2: \$ _____
4. Total surcharge due: Multiply line 3 by surcharge percentage listed on page 1: = \$ _____

Surcharge payment may be made by credit card (MC or VISA) or by check made payable to Connecticut Swimming and mailed to 28 Farms Village Rd, Wethersfield, CT 06109. Include sanction # on memo line.