

# Victoria Vikings Swim Team Tent City Policy and Procedure

Revised 5/29/24

## **Background:**

Our pool deck has limited capacity to create shaded environments (aka Tent City) for home swim meets while also accommodating visiting swim teams. We have approximately 27 spots that can host Victoria Vikings Swim Team families with a 10ft x 10ft shade tent.

## **Policy Statement:**

To ensure an orderly and enjoyable experience for all Victoria Vikings Swim Team families at home swim meets this policy is established to provide clarity and organization to the process of setting up tent city. The procedure laid out in this policy is designed to recognize the membership level of a family in Victoria Club as well the years of commitment that family has made to the Victoria Vikings Swim Team.

## **Operative Procedures:**

### 1. Site Selection:

- a. Families will have the ability to select their preferred location for their tent to be set up.
- b. Tent selection order only applies to families who have declared for a home swim meet before the meet declaration window closes.
- c. Families will be able to select the location for their tent based on the following criteria:
  - i. Round One: Equity Member families will select in the first round by rank order based on the years that family has participated on the Victoria Vikings Swim Team. (Example: An equity member family who has been on the swim team for 10 years will select a tent location before an equity member family who has been on the swim team 5 years.)
  - ii. Round Two: Junior Executive and Equity Member Grandchildren families will select in the second round in rank order based on the years that family has participated on the Victoria Vikings Swim Team. (Example: A Junior Executive or Equity Member Grandchildren family who has been on the swim team for 10 years will select a tent location before an a junior executive or equity member grandchild family who has been on the swim team 5 years.)

- iii. Round Three: Social Members will select in the third round in rank order based on the years that family has participated on the Victoria Vikings Swim Team. (Example: A Social Member family who has been on the swim team for 10 years will select a tent location before an social member family who has been on the swim team 5 years.)
  - d. After the home meet declaration period has closed, a list of participating families for that meet will be created and ranked by the criteria noted above. In the week leading up to that meet, families will be contacted by the pool committee member lead for tent city and asked to provide the number of the tent location they prefer. We would suggest families make a preferred choice as well as two fallback locations to provide flexibility for Victoria Club staff to accommodate as many tents as possible in our limited pool deck space.
  - e. Families that cannot be contacted or who are not responsive in a timely fashion will be skipped until they respond back to the pool committee member leading tent city sign ups.
  - f. Please refer to the tent city map (Attachment A) for site locations and related numbering
2. Site Setup:
- a. Tent City will be set up by Victoria Club staff after the last swim practice the day before a home meet.
  - b. Every family who has been assigned a tent city location needs to drop off their tent near the swim record boards on the pool deck no later than the conclusion of the last practice before a home meet.
  - c. Every tent, dropped off for set up should be labeled in three locations with the member's last name. Please label your tents with blue painters' tape with your last name written legibly in waterproof ink. Please apply the labeling to the tent storage bag, on the frame of the tent and on the tent itself.
3. Site Removal:
- a. At the end of the swim meet, it is the responsibility of each family to take down their shade tent and remove it from the pool deck. Victoria Club does not have adequate storage for your tent and is not responsible for tents left behind after a meet.

**Important Considerations:**

- 1. There are not enough locations for every Victoria Vikings Swim Team family to have their own tent. As a team we need to work together, and we strongly encourage families to buddy up and share shade tents. If you are a new swim family and need

assistance finding a family to buddy up with, please contact a member of the pool committee.

2. Only 10ft x 10ft tents will be allowed. Tents smaller than 10ft x 10ft can be accommodated in select spots. Please refer to the tent city map (Attachment A) for those locations.
3. Oversized or irregularly shaped tents will not be set up and you will lose your tent's location. If you have an oversized or irregular tent, please buddy up with another family.

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