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I. ATHLETES’ EXECUTIVE COMMITTEE

The Athletes’ Executive Committee (the “AEC”) is a subcommittee of the Athletes’ Committee. It consists of twelve (12) voting members and at least two non-voting members. The purpose of the AEC is to lead the business of the Athletes’ Committee. It conducts business throughout the year via one or more in-person meetings, conference calls, e-mail, and other correspondence as necessary. The entire Athletes’ Committee meets annually at the United States Aquatic Sports Convention (the “USAS Convention”).

The voting members consist of:

1. Athletes’ Vice Chair
2. Athletes’ Deputy Vice Chair
3. Convention Vice Chair
4. Recruitment & Leadership Vice Chair
5. National Team Vice Chair
6. USOC Athletes’ Advisory Council (the “AAC”) Representative
7. Central Zone Athlete Representative
8. Eastern Zone Athlete Representative
9. Southern Zone Athlete Representative
10. Western Zone Athlete Representative
11. At-Large Athlete
12. At-Large Athlete

The ex-officio (non-voting) members consist of (but are not limited to):

13. Immediate Past Athlete’s Vice Chair
14. USOC AAC Alternate Representative
15. Athlete(s) serving on the USA Swimming Board of Directors (the “Board of Directors” or the “BOD”), not included above

At the discretion of the Athletes’ Vice Chair, and with approval of the committee, additional ex-officio members may be added to the committee.
USA SWIMMING ATHLETES' VICE CHAIR

Role: To lead and direct the voice, opinions, and viewpoint of the AEC, Athletes' Committee, and all athlete representation within USA Swimming. The Athletes' Vice Chair additionally serves on the Board of Directors, the USA Swimming Executive Committee (the “Executive Committee”), and the National Team Athletes’ Committee.

Responsibilities:

1. Conduct, or designate a person to conduct, all AEC/Athletes' Committee meetings.
2. Designate a person to act as recording secretary at all AEC/Athletes' Committee meetings.
3. Regularly communicate with the USA Swimming National Team Division.
4. Serve as a voting member of the Board of Directors, the Executive Committee, and the USA Swimming House of Delegates (the “House of Delegates”).
5. Attend and/or designate at least one AEC member to attend the USA Swimming Summer National Championships and/or Open Water National Championships, and to appoint National Representatives.
6. Assist in communicating the business of the Athletes’ Committee by contributing to relevant publications and media outlets.
7. Plan and execute all AEC elections at the USAS Convention.
8. Facilitate the appointment of BOD at-large athletes, AEC At-Large Athletes, the AEC National Team Vice Chair, USAS Convention At-Large Representatives, and USAS Convention National Athlete Representatives.
9. Adhere to the AEC budget and athlete USAS Convention budget with the assistance of the Staff Liaison.
10. Provide pre- and post-USAS Convention reports to the AEC and the BOD.
11. Set yearly committee and position goals.
12. Lead communication efforts with other organizations.
13. Keep all records/information for future AEC Chair.
14. Serve as an ex-officio member of the National Team Athletes Committee.

Qualifications:

1. Must have attended and been actively involved in at least two (2) USAS Conventions as an athlete representative.
2. Must have previously served in an AEC or BOD athlete role for at least one (1) year.
3. Must be a registered athlete member of USA Swimming in good standing.
4. Must meet the qualifications of an athlete representative as outlined by USA Swimming.

Where/When Elected: At the USAS Convention every even year by the Athletes' Committee.

Term length: Two (2) years.

Meetings to attend:

1. USAS Convention and House of Delegates.
2. Board of Directors.
3. Executive Committee.
4. AEC.
5. National Team Athletes Committee.
6. Attendance at any other meetings and competitions is strongly encouraged.

* The Athletes' Vice Chair may be referred to as the Athletes' Committee Chair in other USA Swimming documents.
ATHLETES’ DEPUTY VICE CHAIR

Role: To assist the Athletes’ Vice Chair with leading and directing the voice, opinions, and viewpoint of the AEC, Athletes’ Committee, and all athlete representation within USA Swimming. Additionally, to assist the Athletes’ Vice Chair with the management of the AEC and Athletes’ Committee. The Athletes’ Deputy Vice Chair additionally serves on the BOD.

Responsibilities:

1. In the Athletes’ Vice Chair’s absence, to assume appropriate responsibilities.
2. Oversee pre-USAS Convention and USAS Convention logistics.
3. Serve as a voting member of the BOD, the Executive Committee (if appointed), and the House of Delegates.
4. Assist the Athletes’ Vice Chair in facilitating the appointment of the AEC National Team Vice Chair, BOD at-large athletes, AEC at-large athletes, USAS Convention at-large athlete representatives, and USAS Convention national athlete representatives.
5. Prepare pre- and post-USAS Convention standing committee reports for the AEC.
6. Provide BOD meeting reports to AEC members not serving on the BOD.
7. Assist the Athletes’ Vice Chair and Recruitment & Leadership Vice Chair with athlete committee appointments.
8. Set yearly position goals.
9. Assist in communicating the business of the Athletes’ Committee by contributing to relevant publications and media outlets.
10. Keep all records/information for future Athletes’ Deputy Vice Chair.

Qualifications:

1. Must have attended and been actively involved in at least two (2) USAS Conventions as an athlete representative.
2. Must have previously served as an AEC or BOD athlete role for at least one (1) year.
3. Must be a registered athlete member of USA Swimming in good standing.
4. Must meet the qualifications of an athlete representative as outlined by USA Swimming.

Where/When elected: At the USAS Convention every even year by the Athletes’ Committee.

Term length: Two (2) years.

Meetings to attend:

1. USAS Convention and House of Delegates.
2. Board of Directors.
3. Executive Committee (if appointed).
4. AEC.
5. Any meetings that the Athletes’ Vice Chair cannot attend, if the Athletes’ Vice Chair’s attendance is necessary.
6. Attendance at any other meetings and competitions is strongly encouraged.
CONVENTION VICE CHAIR

Role: To coordinate and run meetings, events, and educational opportunities for Athletes’ Committee members at the USAS Convention.

Responsibilities:

1. Assume primary responsibility for pre-USAS Convention and USAS Convention logistics.
2. Collaborate with the Recruitment & Leadership Vice Chair and the Zone Representatives to prepare Athletes’ Committee members to be effective representatives at the USAS Convention.
3. Coordinate with USA Swimming staff on USAS Convention logistics.
4. Coordinate with USAS Convention Committee on USAS Convention logistics.
5. Communicate with Athletes’ Committee members prior to the USAS Convention.
6. Plan agendas for all Athletes’ Committee meetings and run, or appoint other Athletes’ Committee members to run, the meeting(s).
7. Organize the outreach clinic(s) held at the USAS Convention and recruit athletes from the Athletes’ Committee to attend.
8. Attend the hotel site visit with the USAS Convention Committee and USA Swimming staff.
9. Assist USA Swimming staff with the distribution and receipt of all Athlete Forms for the USAS Convention.
10. Report to the AEC on the preparation for the upcoming USAS Convention.
11. Provide post-USAS Convention report to the AEC.
12. Set yearly position goals.
13. Assist in communicating the business of the Athletes’ Committee by contributing to relevant publications and media outlets.
14. Keep all records/information for future Convention Vice Chair.

Qualifications:

1. Must have attended and been actively involved in at least two (2) USAS Conventions as an athlete representative.
2. Must be a registered athlete member of USA Swimming in good standing.
3. Must meet the qualifications of an athlete representative as outlined by USA Swimming.

Where/When Elected: At the USAS Convention every even year by the Athletes’ Committee.

Term length: Two (2) years.

Meetings to attend:

1. USAS Convention and House of Delegates.
2. AEC.
3. Hotel site-visit prior to the USAS Convention with the USAS Convention Committee.
4. Attendance at any other meetings and competitions is strongly encouraged.
RECRUITMENT & LEADERSHIP VICE CHAIR

**Role:** To recruit new athletes to serve on the Athletes’ Committee and build a pipeline by preparing athletes for future leadership roles.

**Responsibilities:**

1. Provide the Athletes’ Vice Chair with suitable candidates for placement on committees and task forces.
2. Organize and educate the athletes currently serving on committees and task forces to ensure that the athlete voice is heard.
3. Help in mentoring athletes from committees and task forces for future involvement in USA Swimming.
4. Facilitate a process for committee athletes to report the activity of their committee to the Recruitment & Leadership Vice Chair.
5. Prepare timely committee reports for the AEC with the information obtained from #4.
6. Collaborate with the Convention Vice Chair and Zone Representatives to prepare LSC athletes for the USAS Convention.
7. Work with the Convention Vice Chair to coordinate and run meetings at the USAS Convention.
8. Assist in communicating the business of the Athletes’ Committee by contributing to relevant publications and media outlets.
9. Set yearly position goals.
10. Keep all records/information for future Recruitment & Leadership Vice Chair.

**Qualifications:**

1. Must have attended and been actively involved in at least two (2) USAS Conventions as an athlete representative.
2. Must be a registered athlete member of USA Swimming in good standing.
3. Must meet the qualifications of an athlete representative as outlined by USA Swimming.

**Where/When Elected:** At the USAS Convention every even year by the Athletes’ Committee.

**Term length:** Two (2) years.

**Meetings to attend:**

1. USAS Convention and House of Delegates.
2. AEC.
3. Attendance at any other meetings and competitions is strongly encouraged.
NATIONAL TEAM VICE CHAIR

Role: To actively and avidly represent the attitudes and opinions of the entire National Team to the AEC and to chair the National Team Athletes’ Committee.

Responsibilities:

1. Chair the National Team Athletes’ Committee.
2. Lead and coordinate communication with National Team members on pertinent issues.
3. Coordinate with the USA Swimming National Team Division on the election of the USOC AAC representative each quadrennial.
4. Attend National Team training camps/retreats each year to communicate with the National Team and bring ideas and requests back to the AEC.
5. Provide timely reports to the AEC.
6. Serve as a member of the USA Swimming National Team Steering Committee (if not an active athlete).
7. Work with the Zone Representatives to disseminate information to LSC Reps regarding the National Youth Team.
8. Assist in communicating the business of the Athletes’ Committee by contributing to relevant publications and media outlets.
9. Set yearly position goals.
10. Keep all records/information for future National Team Vice Chair.

Qualifications:

1. Must have been a National Team member (pool or open water) within the past ten (10) years who has competed in the Olympic Games, World Championships, Pan Pacific Championships, World University Games, or Pan American Games.
2. Must have attended and been actively involved in at least one (1) USAS Convention as an athlete representative.
3. Must be a registered athlete member of USA Swimming in good standing.
4. Must meet the qualifications of an athlete representative as outlined by USA Swimming.

Where/When Elected: Elected at the USAS Convention in even years by the newly-seated AEC from nominations by the Athletes’ Committee.

Term length: Two (2) years.

Meetings to attend:

1. USAS Convention and House of Delegates.
2. AEC.
3. National Team Athletes’ Committee.
4. USA Swimming Steering Committees (if applicable).
5. Attendance at any other meetings and competitions is strongly encouraged.
USOC ATHLETES’ ADVISORY COUNCIL (AAC) REPRESENTATIVE

Role: To represent USA Swimming and all USA Swimming athletes at the United States Olympic Committee (the “USOC”) level.

Responsibilities:

1. Report to the AEC regarding the business of the USOC.
2. Assist in communicating the business of the Athletes’ Committee by contributing to relevant publications and media outlets
3. Set yearly position goals.
4. Keep all records/information for future AAC Representative.
5. Serve as an ex-officio member of the National Team Athletes’ Committee.

Qualifications: Determined by the USOC (see Appendix 2: AAC Representative Election Policy).

Where/When elected: Per the AAC Representative Election Policy.

Term length: Four (4) years (as set by USOC).

Meetings to attend:

1. USAS Convention and House of Delegates.
2. AEC.
3. USOC AAC.
4. USA Swimming International Relations Committee.
5. USA Swimming Board of Directors (if designated as ex-officio member).
7. Attendance at any other meetings and competitions is strongly encouraged.
ZONE REPRESENTATIVES (4)

Role: To facilitate communication between the AEC and the LSC Representatives, of their respective Zone, and to assist those LSC Representatives in the productive and effective development of swimming at the grass roots level.

Responsibilities:

1. Represent the LSC Representatives, in their respective zone, on the AEC.
2. Coordinate athlete representation for their respective Zones.
3. Work with the Convention Vice Chair to assist with the USAS Convention.
4. Provide pre- and post-USAS Convention reports to the LSC Representatives.
5. Prepare quarterly committee reports for the AEC regarding Zone activity.
6. Report to the AEC efforts, problems, concerns, competition reviews, etc. within the Zones.
7. Communicate with LSC athletes regarding AEC and BOD activities.
8. Maintain a current list of the LSC Representatives in their respective Zone.
9. Ensure that new LSC Representatives receive a copy of the Athlete’s Guide with the accompanying educational materials and all other appropriate information.
10. Work with the National Team Vice Chair to disseminate information to the LSC Representatives regarding the National Youth Team.
11. Organize and educate LSC athletes to ensure the athlete voice is heard on the Zone level, LSC level, and on committees, when applicable.
13. Facilitate a process for LSC athletes to report to the Zone Representative the activity of their LSC.
14. Assist in communicating the business of the Athletes’ Committee by contributing to relevant publications and media.
15. Set yearly position goals.
16. Keep all records/information for future Zone Representative.

Qualifications:

1. As determined by each Zone.
2. Must be a registered athlete member of USA Swimming in good standing.
3. Must meet the qualifications of an athlete representative as outlined by USA Swimming.

Where/When Elected:

1. At the USAS Convention Zone Meetings, every even year by the LSC representatives from the respective Zone.
2. One (1) Zone representative is elected for each of the Eastern, Southern, Central and Western Zones.

Term length: Two (2) years.

Meetings to attend:

1. USAS Convention and House of Delegates.
2. AEC.
3. Zone.
4. LSC (when possible and appropriate).
5. Attendance at any other meetings and competitions is strongly encouraged.
AT-LARGE ATHLETES (2)

Role: To assist the AEC with task forces and special projects while representing all athletes within USA Swimming.

Responsibilities:

1. Participate on task forces and/or run special projects as dictated by the needs of the AEC.
2. Assist in communicating the business of the Athletes’ Committee by contributing to relevant publications and media outlets, specifically with respect to task forces and special projects.
3. Set yearly position goals.

Qualifications:

1. Must have attended and been actively involved in at least two (2) USAS Conventions as an athlete representative.
2. Must be a registered athlete member of USA Swimming in good standing.
3. Must meet the qualifications of an athlete representative as outlined by USA Swimming.

Where/When Elected: At the USAS Convention every even year by the newly elected AEC.

Term length: Two (2) years.

Meetings to attend:

1. USAS Convention and House of Delegates.
2. AEC.
3. Meetings for any task forces or special projects, as assigned.
IMMEDIATE PAST ATHLETES’ VICE CHAIR (ex-officio)

Role: To act as a mentor to the current Athletes’ Vice Chair and AEC members.

Responsibilities:

1. Provide institutional knowledge of the AEC and USA Swimming.
2. To advise and be a sounding board to the current Athletes’ Vice Chair and Athletes’ Deputy Vice Chair.

Qualifications:

1. Must have been the Athletes’ Vice Chair immediately prior to the current Athletes’ Vice Chair.
2. Must be a registered athlete member of USA Swimming in good standing.

Term length: Two (2) years (or four (4) years, if appropriate)

Meetings to attend:

1. USAS Convention and House of Delegates.
2. AEC.
3. BOD (if appointed as ex-officio member).

The Immediate Past Athletes’ Vice Chair will be a voting member on the Athletes’ Committee, but will be a non-voting member of the AEC.
USOC ALTERNATE AAC REPRESENTATIVE (ex-officio)

**Role:** To represent the USA Swimming Committee and all USA Swimming athletes at the USOC level.

**Responsibilities:**

1. In the USOC AAC Representative's absence, assume appropriate responsibilities.
2. Report to the AEC regarding the business of the USOC.
3. Set yearly position goals.
4. Keep all records/information for future AAC Representative.
5. Serve as an ex-officio member of the National Team Athletes’ Committee.

**Qualifications:** Determined by the USOC (see Appendix 2: AAC Representative Election Policy).

**Where/When elected:** Per the AAC Representative Election Policy.

**Term length:** Four (4) years (set by USOC).

**Meetings to attend:**

1. USAS Convention and House of Delegates.
2. AEC.
3. USOC AAC.
4. USA Swimming International Relations Committee.
5. Board of Directors (if designated as ex-officio member).
7. Attendance at any other meetings and competitions is strongly encouraged.
ATHLETE(S) SERVING ON THE BOD (not included above, ex-officio)

Role: To represent all athletes at the BOD level and be a liaison between the BOD and the AEC.

Responsibilities:

1. Represent the AEC and general athlete voice at the BOD level.
2. To be a liaison between the AEC and BOD.
3. Participate on task forces and/or run special projects as determined by the needs of the AEC.
4. Assist in communicating the business of the Athletes’ Committee by contributing to relevant publications and media outlets, specifically with regards to BOD activity.
5. Set yearly position goals.

Qualifications:

1. Must have attended and been actively involved in at least one (1) USAS Convention as an athlete representative.
2. Must be a registered athlete member of USA Swimming in good standing.
3. Must meet the qualifications of an athlete representative as outlined by USA swimming.

Where/When Elected: At the USAS Convention every even year by the newly appointed AEC.

Term length: Two (2) years.

Meetings to attend:

1. USAS Convention and House of Delegates.
2. AEC.
3. BOD.
4. Meetings for any task forces or special projects, as needed.
II. NATIONAL TEAM ATHLETES’ COMMITTEE

Mission Statement: Under the leadership of the National Team Vice Chair, provide feedback on National Team programs and services and to guide legislation and policies as directly related to the USA Swimming National Team.

Membership:

The National Team Athletes’ Committee shall consist of eight (8) voting members:
1. National Team Vice Chair, Committee Chair
2. National Team Steering Committee, male athlete
3. National Team Steering Committee, female athlete
4. National Open Water Team Steering Sub-Committee, male or female athlete
5. National Team Open Water Team Athlete
6. At-Large Athlete
7. At-Large Athlete
8. At-Large Athlete

Voting members of the committee shall have a vote in the House of Delegates

The ex-officio (non-voting) members consist of (but are not limited to):
1. Athletes’ Vice Chair
2. USOC AAC Representative
3. USOC AAC Representative Alternate
4. FINA Athlete’s Commission Member

The committee may name additional ex-officio members.

Ex-officio membership shall not entitle an athlete to a vote in the House of Delegates.

Qualifications:
1. Members shall have been a member of the USA Swimming National Team within the preceding 10 years
2. Current members of the US Paralympic team are eligible for the Committee.

Responsibilities:
1. To review the programs and services offered by the USA Swimming National Team division.
2. To evaluate and propose rules and regulations that directly affect the National Team Athletes.
3. To address the specific needs of the National Team Athletes in preparation for major international events.
4. To evaluate, develop projects, and conduct long term plans in all areas concerning National Teams Athletes.
5. To report to the members of the National Team Steering Committee, and Open Water Steering Sub-Committee any issues that warrant attention from those groups.

Where/When Appointed: At the USAS Convention every even year by the Athletes’ Vice Chair and National Team Vice Chair.
Term length: Two (2) years with half the membership appointed each year.

Meetings: The Committee shall meet as necessary and at the USAS Convention.
III. THE ATHLETES' COMMITTEE

The Athletes' Committee is comprised of the Athletes Executive Committee (AEC) members, along with At-Large Representatives, National Representatives, and Local Swim Committee (LSC) Representatives. To qualify as a member of the Athletes’ Committee, an individual must be a registered athlete member, in good standing, of USA Swimming, and either be
a) under the age of eighteen (18),
b) within ten (10) years of last competition (pool or open water) while under the age of eighteen (18), or
c) within ten (10) years of competing (pool or open water) at the USA Swimming Nationals or Trials class meet, or having represented USA Swimming (pool or open water) at any one of the following meets: Olympic Games, World Championships, Pan Pacific Championships, World University Games or Pan American Games within the previous ten (10) years.
ATHLETES’ EXECUTIVE COMMITTEE MEMBERS

Role: To represent the interest of swimmers at both the national and grass-roots levels.

See Section 1 of the Athletes’ Committee Manual for Responsibilities, Qualifications, Election/Appointment procedures, Term Length, and Meetings to Attend.

Members of the AEC Having Votes on the Athletes’ Committee:

1. All AEC members, including ex-officio

* Votes may not be replaced for any AEC member not in attendance unless the member not in attendance has formally resigned and the replacement vote has been approved by the AEC.
AT-LARGE REPRESENTATIVES

Role: To represent the interest of USA Swimming athletes at the USAS Convention and in the House of Delegates.

Responsibilities:

1. Attend and actively participate at the USAS Convention and the House of Delegates.
2. Serve on national committees, if appointed by the AEC.

Qualifications:

1. Must have an active interest in representing the voice of your fellow USA Swimming athletes.
2. Must be a registered athlete member of USA Swimming.
3. Must meet the qualifications of an athlete representative as outlined by USA Swimming.

Where/When Appointed:

1. Appointed a minimum of thirty (30) days prior to the first athlete meeting at the USAS Convention by the AEC.
2. At-large athletes will fill the remaining votes necessary to ensure that 20% of the votes at the House of Delegates are held by athletes. At-large athletes represent the remaining number of athletes after taking into account the 10 National Representatives and the 59 Senior LSC Athlete Representatives. The number of At-large athletes may vary each year.

Term length: One (1) year. (No term limit.)

Meetings to attend:

1. USAS Convention and House of Delegates.
2. Attendance at national committee meetings, if applicable.
3. Attendance at any other meetings and competitions is strongly encouraged.

At-Large Representatives Having Votes on the Athletes’ Committee:

1. Athletes currently serving on a national committee.
2. Athletes appointed by the AEC.

* At-Large Representative must be in attendance to exercise vote.
* Any LSC Representative that also serves on a national committee will have a vote on the Athletes’ Committee as an LSC Representative.
* Votes may not be replaced for At-Large Representatives not in attendance unless the At-Large Representative not in attendance has formally resigned and the replacement vote has been approved by the AEC.
NATIONAL REPRESENTATIVES (10)

**Role:** To represent the interest of National level swimmers.

**Responsibilities:**

1. Attend and actively participate at the National Athletes’ Meeting, if held, at Summer Nationals.
2. Attend and actively participate at the USAS Convention.
3. Provide post-National Championships Report to the AEC.
4. Serve on national committees (if appointed by the AEC).

**Qualifications:**

1. Must have competed in USA Swimming Summer National Championships and/or Open Water National Championships in the year of appointment.
2. Must be a registered athlete member of USA Swimming.

**Where/When Appointed:**

1. At the USA Swimming Summer National Championships and/or Open Water National Championships by the designated AEC representative(s) in attendance.
2. Five (5) representatives are appointed each year to serve staggered two (2) year terms.

**Term length:** Two (2) years.

**Meetings to attend:**

1. USAS Convention and House of Delegates.
2. Attendance at national committee meetings, if applicable.
3. Attendance at any national competitions and meetings is strongly encouraged.

**Members Having Votes on the Athletes’ Committee:**

1. All national representatives.

* Votes may not be replaced for National Representatives not in attendance unless the National Representative not in attendance has formally resigned and the replacement vote has been approved by the AEC.
LOCAL SWIMMING COMMITTEE (LSC) REPRESENTATIVES (118)

Role: To act as an information resource as well as a sounding board for ideas and issues important within the representative’s LSC to the Zone Representatives and the AEC. To disseminate governance activity to local LSC athletes.

Responsibilities:

1. Seek to improve the LSC for the good of the athlete.
2. Stay in contact with respective Zone Representative.
3. Promote athlete representation within the LSC.
4. Assist in the election of future LSC Representatives.
5. Candidate for Zone Board of Review.

Qualifications: As determined by each LSC.

Where/When elected: As determined by each LSC.

Term length: As determined by each LSC.

Meetings to attend:

1. USAS Convention and House of Delegates.
2. Zone.
3. LSC.
4. Attendance at any other Zone/LSC meetings and competitions is strongly encouraged.

Members Having Votes on the Athletes’ Committee:

1. Each LSC will have two (2) votes. These voting members will be the Senior Representative and the Junior Representative.

* In situations where an LSC has more than two (2) athlete representatives in attendance, and the LSC does not define a Senior and Junior Representative, the two (2) most “senior” (by number of years attending the USAS Convention and then, if all else even, age) representatives that were elected by their peers will be the voting athletes.

* Votes may not be replaced for LSC Representatives not in attendance unless the LSC Representative not in attendance has formally resigned and their replacement vote has been approved by the AEC.
Appendix 1: Athletes’ Executive Committee Table of Organization
Appendix 2: USA SWIMMING AAC REPRESENTATIVE ELECTION POLICY

Article XX, Section 1 of the USOC Constitution establishes an Athletes’ Advisory Council (AAC), the purpose of which is “to ensure communication between the USOC and currently active athletes, and to serve as a source of opinion and advice to the [USOC] Board of Directors with regard to both current and contemplated policies of the USOC.”

The AAC is comprised of one athlete from each Olympic and Pan American sport, plus six athletes elected by the AAC to serve as at-large members. Under the AAC’s bylaws, each sport’s representative is elected directly by athletes in the sport who meet the standard of eligibility to serve as an AAC Representative. Each sport’s representative also has an alternate from within that sport.

USA Swimming adopts this AAC Representative election policy pursuant to Chapter XXXIV, Section 1 of the USOC Bylaws.

I. Eligibility to Serve as AAC Representative and Vote in Election

All USA Swimming members who meet the USOC’s standards of eligibility to serve as an AAC Representative are eligible to vote in USA Swimming's AAC Representative election. The standards are:

A. An athlete must have represented the United States in the Olympic Games, Pan American Games, World Championships, or a competition designated by the USOC as an Operation Gold competition.

B. The last such representation must have occurred within the ten (10) years preceding the athlete’s election.

C. Athletes may not be paid employees of the USOC, any NGB, USP or any city's domestic bid committee for an Olympic Games and simultaneously serve as a AAC Representative or Alternate. The term “paid employee” shall mean anyone who is employed on a regular basis. This provision shall not apply to 1) individuals who are engaged on an occasional or temporary basis, which shall include, but not be limited to coaching at a clinic or training camp, making a paid appearance for a sponsor, or working on a finite or discrete project, and 2) athletes who are still competing and receiving benefits from the USOC, the USP or any NGB in his/her capacity as a competing athlete.

In addition, because the AAC Representative is a member of the USA Swimming Board of Directors, Section 501.5 of the USA Swimming Rules & Regulations requires that the representative be a registered member of USA Swimming in good standing.

All USA Swimming athletes who meet the USOC’s standards of eligibility to serve as an AAC Representative are eligible to nominate candidates. The USA Swimming athletes eligible to vote for the AAC Representative shall consist of all of the athletes who meet the USOC’s standards of eligibility to serve and are concurrently members of the USA Swimming Athletes Committee at the time of the election. The Athletes Committee is comprised of:

1. Local Swim Committee Representatives
2. Athletes’ Executive Committee members
3. National Representatives
4. All athletes currently serving terms on a USA Swimming committee
5. At-large Representatives at the USA Swimming Convention
II. Term

A. As established by the AAC, the AAC Representative serves a four (4) year term, measured by the quadrennium spanning the four (4) years between Summer Olympic Games.

B. Representatives may serve no more than two (2) consecutive terms. Status as an alternate does not constitute serving a term. If an alternate replaces a representative and serves over half of the quadrennium in the latter's capacity, one (1) term has been served.

III. Election Procedure

A. Elections will take place every four (4) years during the year of the Summer Olympic Games.

B. Between one hundred fifty (150) and one hundred twenty (120) days prior to first day of the Summer Olympic Games, USA Swimming shall compile a list of all athletes who, as of that time, meet the eligibility standards to serve as a member of the AAC (the “List”).

C. Not later than one hundred (100) days prior to the first day of the Summer Olympic Games, USA Swimming shall mail a hard copy and email a soft copy, to each athlete on the List a form by which the athlete may nominate himself/herself or another eligible athlete for the position of AAC Representative.

D. Nomination forms must be returned to USA Swimming within fifteen (15) days of date of mailing. Late nominations will not be considered. All nominees will be contacted to confirm their interest in serving in the position within two (2) weeks.

E. Not later than sixty (60) days before the first day of the Summer Olympics, USA Swimming shall mail to the athletes who have served on the Athletes Committee in the previous ten (10) years who meet the USOC's standards of eligibility to serve as an AAC Representative a ballot containing all nominees for election. Ballots must be returned within fifteen (15) days of date of the postmark date.

F. Ballots shall be mailed directly to USA Swimming’s independent auditors, who shall tally the votes and inform the Athlete Vice Chair of the results. The Athlete Vice Chair shall inform the appropriate USA Swimming staff members.

G. The candidate who receives the greatest number of votes shall be declared the winner of the election. If there is a tie, a run-off election shall be conducted as soon as possible.

H. The candidate receiving the second highest number of votes shall become the alternate AAC representative, subject to the requirement of the AAC that the primary representative and alternate be of the opposite sex.

I. In accordance with USA Swimming policy, candidates may request the results of the election.

J. The newly elected representative and alternate shall begin serving their terms at the first AAC meeting of the new quadrennium.
Safety Training for Swim Coaches
In-Water Skills Checklist

<table>
<thead>
<tr>
<th>Skill</th>
<th>DATE</th>
<th>INSTRUCTOR’S SIGNATURE</th>
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</thead>
<tbody>
<tr>
<td>Reaching Assist with Equipment</td>
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<tr>
<td>Reaching Assist without Equipment</td>
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<tr>
<td>Reaching Assist without Equipment from a Position in the Water</td>
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<tr>
<td>Throwing Assist – Ring Buoy</td>
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<tr>
<td>Two-Person Removal from the Water Using a Backboard</td>
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<tr>
<td>Hip and Shoulder Support</td>
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<tr>
<td>Head Splint – Face Up &amp; Face Down</td>
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</tbody>
</table>

Name of Student: ________________________________________________

Address: ___________________________________________ City/State/Zip: __________________________

Date of ARC STSC Online Course Completion Certificate Presented: __________________________

Name of Instructor Who Tested the In-Water Portion: ________________________________

Lifeguard Instructor Certification Agency: ________________________________ Date of Expiration: _______

Your current certification that permits you to test for these skills

Address: ___________________________ City/State/Zip: _______________ _______________

Phone: (____) _______________ E-Mail: ________________________________

Signature of Instructor: ________________________________________________

This signature verifies your certifications meet the USA Swimming guidelines that are acceptable for skill testing for the certification of Safety Training for Swim Coaches in-water portion of their skills.

Currently Approved Agencies:

- American Red Cross – Lifeguarding Instructor, Instructor Trainer, Water Safety Instructor, or Safety Training for Swim Coach Instructor
- American Safety Association – STSC In-Water Skills Checklist
- American Lifeguard Association – Instructor
- Boy Scouts of America Lifeguard Instructor
- Ellis & Associates – International Lifeguard Training Instructor
- StarGuard – StarGuard Instructor
- YMCA – Lifeguarding Instructor

Present this form and your ARC STSC on-line completion certificate to your LSC Registrar for verification of completing the STSC requirement for USA Swimming Coaches registration.
Safety Training for Swim Coaches
In-Water Skills Checklist

Disclaimer: USA Swimming reserves the right to verify the authenticity of instructor credentials with the certifying agency. Falsification of this record may constitute a Code of Conduct violation and result in a Board of Review complaint.
USA Swimming, Inc. (the “Corporation”) is the national governing body for swimming in the United States and is responsible for the conduct and administration of swimming in the United States.

The House of Delegates governs USA Swimming. The Board of Directors has the authority to act for the Corporation between meetings of the House of Delegates. The officers of the Corporation comprise the Executive Committee and shall have the authority to act for the Corporation between meetings of the Board of Directors.

OFFICERS OF THE CORPORATION
The officers of the corporation, except for the Secretary & General Counsel who is appointed, are elected at the annual meeting held in even years.

EXECUTIVE COMMITTEE
The Executive Committee of the Board of Directors shall consist of the following: the Board Chair, Vice Chair of Administration, Vice Chair of Program Operations, Vice Chair of Program Development, Technical Vice Chair, Athletes Vice Chair, Athletes Deputy Vice Chair, Secretary & General Counsel, Finance Vice Chair, and the National Team Steering Committee Chair.

DIVISIONS OF THE CORPORATION
The Board of USA Swimming shall consist of the following divisions. An officer of the Corporation will preside over each division.

- Athletes
- Administration
- Board Chair
- Program Operations
- Program Development
- Secretary & General Counsel
- Technical
- Finance

COMMITTEES AND COORDINATORS
Each Division is further divided into committees. Unless otherwise specified in the USA Swimming Rules and Regulations, the Board Chair shall appoint the members of all committees including the chair of the committee. A committee may consist of only one member who will be known as the Coordinator. Each committee is directly responsible to a member of the Executive Committee.
Except for those individuals who qualify for their positions under some other provision of Article 506 or as otherwise provided in the Policy Manual or the Rules and Regulations:

A. Committee members shall serve four (4) year terms;

B. Committee members’ terms shall be staggered so that approximately one-fourth of all non-athlete members are appointed each year by the President following the annual meeting of the corporation;

C. Committees shall consist of volunteer members of USA Swimming who are not voting members of the Board of Directors. The President may appoint voting members of the Board of Directors as ex-officio non-voting members of committees. Athlete members and non-voting members of the Board of Directors shall be exempt from this rule.

TASK FORCES
The Board Chair or the Board of Directors may appoint one or more task force(s) to complete a specific objective where an existing committee would not otherwise be appropriate. In each instance where a task force is established, the Board of Directors must also approve a budget for the activities and the administration of the task force. The term of service for a task force shall not exceed one year.

MISSION STATEMENT OF A COMMITTEE
The Board of Directors shall establish and annually review the mission statement of the committees.

ANNUAL GOALS OF A COMMITTEE
The Board of Directors shall establish goals for the committee. Each committee shall establish a timetable or action plan for achieving these goals. The timetable and action plan shall be distributed to the respective Executive Committee member to whom the committee is directly responsible.

FUNCTIONS OF A COMMITTEE
The functions of the committee may include but are not limited to the following:

1. To study and evaluate existing programs of the Corporation.

2. To create and develop new programs for the Corporation or for recommendation to another committee or to the Board of Directors.

3. To advise the Board of Directors through the Executive Committee member to whom the committee is directly responsible.

4. To consider items which have been referred to the committee from the USA Swimming membership, the LSC officers, another committee or the Board of Directors.
5. To present resolutions for action items that should be referred to the division Vice Chair for consideration by the Board of Directors.

6. To implement the policies of the Board of Directors and the Corporation.

7. To work with the staff liaison as needed to prepare a budget for the projects and the administration of the committee in the next fiscal year.

8. To conduct the projects and operate the activities of the committee within the approved budget for the current fiscal year.

**USA SWIMMING STAFF LIAISON**
A staff liaison shall be assigned by the USA Swimming President and CEO to assist the committee as required and is the principal channel of communication between the USA Swimming Staff and the committee. The staff liaison shall facilitate communication among committee members and USA Swimming officers. The staff liaison will work with the committee chair in the preparation of a future budget and the administration of the committee’s expenses within the approved budget. The staff liaison will distribute to the respective member of the Executive Committee the notices and agenda of all committee meetings, memorandums to or from the committee, and minutes of all meetings. The staff liaison is generally responsible for taking minutes of the meeting in the absence of a designated secretary of the committee. The USA Swimming staff liaison shall have voice but no vote in the meeting.

**RESPONSIBILITIES OF COMMITTEE CHAIR OR COORDINATOR**
The responsibilities of the Committee Chair and /or Coordinator include:

1. Scheduling all meetings of the committee.

2. Proposing an agenda for all meetings.

3. Presiding at all meetings of the committee and guiding the business of the committee.

4. Keeping committee members informed of the activities of the committee or of the Corporation since the last committee meeting.

5. Introducing guests and presenters to the committee.

6. Serving as the spokesperson for the committee.

7. Appointing a secretary to take minutes of all meetings.

8. Reviewing the draft of the minutes prepared by the secretary and making corrections as necessary so that they may be submitted to the USA Swimming
staff liaison and distributed to members of the committee, the division Vice President and posted on the USA Swimming web site within 30 days of the meeting.

9. Working with the USA Swimming staff liaison to manage the programs and activities of the committee within the approved budget.

10. Assuming responsibility for the committee’s compliance with the policies of the Corporation.

11. Directing the committee’s activities towards the completion of its goals.

12. Maintaining regular contact with the USA Swimming staff liaison and the division Vice President.

IMPLEMENTATION OF ACTION ITEMS BY COMMITTEES
The implementation of action items shall be the responsibility of the appropriate member(s) of the USA Swimming staff. Action items will be implemented as follows:

1. A proposal or resolution passed by the committee will become an Action Item for consideration by another committee or by the Board of Directors, as appropriate.

2. All Action Items should be submitted in writing and shall include an estimate of the costs of implementation.

3. The Action Item is referred to the Executive Committee member assigned to the committee.

4. The Executive Committee member shall either refer the matter back to the committee, or refer the matter to another committee where appropriate, or shall place the Action Item on the agenda of the next meeting of the Board of Directors.

5. The Executive Committee member shall present the Action Item to the Board of Directors for consideration.

6. The Executive Committee member shall report the disposition of the Action Item to the committee chair or coordinator within ten (10) days of the Board of Directors meeting.

7. The Executive Committee member shall discuss with the committee chair or coordinator the plan for implementation of any Action Item approved by the Board of Directors.
COMMITTEE SERVICE
Unless otherwise specified in the USA Swimming Rules and Regulations or in this USA Swimming Policy Manual, the terms of each appointment to a committee shall be four (4) years, not to exceed two (2) consecutive four-year terms. Terms shall be staggered so that one-fourth of the non-athlete appointments are made annually. A member who is term-limited off a committee may be reappointed to that committee one year after his/her term of service ends.

MEMBERSHIP REQUIREMENT
All members of the Board of Directors and all members of any committee, sub-committee, task force, or division of the Corporation, whether appointed or elected, must be current members of USA Swimming, unless otherwise specified by the Board of Directors.

EQUAL OPPORTUNITY TO PARTICIPATE
It is the intent and purpose of the Corporation to provide an equal opportunity to athletes, coaches, trainers, managers, administrators, officials, and other volunteers to participate in the governance of the Corporation without discrimination on the basis of race, color, religion, age, gender, sexual orientation, disability, or national origin. No conditions or restrictions for participation in the governance of the Corporation may be imposed unless otherwise set forth in the USA Swimming Rules and Regulations.

OPEN MEETINGS POLICY
All meetings of the Corporation, divisions and committees shall be open to all members of the Corporation except in those situations where by majority vote of the body it would be in the interests of the Corporation to hold a closed session (e.g., those relating to corporate or committee personnel or legal matters).

ROBERT'S RULES OF ORDER
At all meetings of the Corporation, divisions and committees, the then current edition of Robert's Rules of Order shall be the governing procedural rules, unless otherwise modified in the USA Swimming Rules and Regulations or the USA Swimming Policy Manual or by the House of Delegates.

CONFLICT OF INTEREST
In the event that any officer, or member of the Board of Directors, Executive Committee, or any other Committee has a financial interest in any contract or transaction involving the Corporation, such individual shall not participate in the Corporation’s evaluation or approval of such contract or transaction unless the material facts of the relationship or interest are disclosed or known to the other Directors or Committee members. If such disclosure is made, the contracts or transaction shall not be voided if the Board or Committee in good faith authorized the contracts or transaction by the affirmative vote of the majority of the disinterested Directors or Committee members, and the contract or transaction is fair to the Corporation at the time it is authorized.
CODE OF CONDUCT AND ETHICAL PRACTICES
The Executive Committee shall adopt a written code of conduct and ethical practices for
the Corporation. This code shall contain the requirements that each Officer, member of
the Board of Directors, Executive Committee, and members of other committees, and
each administrative employee of the Corporation shall annually agree in writing to abide
by this code.

USA Swimming is committed to maintaining the highest tradition of excellence of building
and maintaining supportive environments in which children and young adults may grow,
learn and prosper, not only as athletes but as citizens of our communities.

MISCONDUCT BY MEMBERS
The Board Chair, the President and CEO, or Secretary and General Counsel, in response
to written allegations of misconduct by a USA Swimming member, may authorize a
confidential inquiry to determine whether a further investigation is appropriate.

CONFIDENTIALITY
Items which are designated by the committee chair to be of a confidential or sensitive
nature should not be disclosed outside the setting of the committee. Members who
knowingly divulge this information shall be subject to removal and possible expulsion from
membership.

ANNUAL MEETINGS
The Board of Directors, the Divisions as necessary, and the committees of the
Corporation as necessary, shall hold their annual business meetings in conjunction with
the annual meeting of the House of Delegates.

REGULAR MEETINGS
Meetings of the Board of Directors, the divisions, and the committees of the Corporation
shall be held at a location determined by the division head, committee chair, and staff
liaison. All participants in all committee and other meetings, regardless of the location,
shall follow the United States Olympic Committee (USOC) Code of Conduct or be asked
to leave the subject premises and withdraw from the meeting immediately, without refund
of fees or reimbursement of expenses.

SCHEDULING AND WRITTEN NOTICE OF MEETINGS
To the extent feasible, all meetings shall be scheduled three (3) months in advance of the
meeting date. A written notice of all meetings of the Board of Directors and the
committees of the Corporation stating the time and place thereof shall be given to each
Board or committee member, as the case may be, by email or by mailing it to each
member’s last known address at least 45 days before the meeting. In the event that more
than one-third of the committee members are unable to commit to attend a meeting within
fourteen (14) days of the meeting date, the respective USA Swimming officer may cancel
the meeting. The attendance of a member at any meeting without protesting the lack or
prior notice to or at the commencement of the meeting shall be deemed a waiver of notice.
MEETING EXPENSES
In order to conduct a meeting of the Board of Directors, the divisions, and/or the committees of the Corporation, sufficient funds must have been previously budgeted and available to assume the expenses associated with the meeting. No meeting shall be scheduled or conducted in the event that a majority of its membership cannot be assured, barring extraordinary circumstances.

ATHLETE MEMBERSHIP
At least twenty percent (20%) of the voting membership of each committee shall be athletes, each of whom must at the time of appointment have been engaged in competitive swimming within ten (10) years preceding the appointment.

QUORUM & VOTING
The presence at a regularly scheduled meeting of one-half of those duly registered and eligible to vote shall constitute a quorum. There shall be no voting by proxy. Each member shall have one vote on each matter; the chair need not vote except to break or cause a tie. Ex-officio members shall have a voice but no vote in the meeting. Invited guests may speak when recognized by the chair. Only the Board Chair may approve the participation of an alternate at a meeting.

MEETING AGENDA
A preliminary written agenda of the meeting should be discussed with the division Vice Chair and the USA Swimming staff liaison at least thirty (30) days in advance of the meeting, to the extent feasible. A committee meeting agenda should follow the outline of:

- Call to Order
- Roll Call
- Approval of Previous Minutes
- Reports by Committee Members
- Old Business
- New Business
- Announcements
- Announcement of Date / Place of Next Meeting

COMMITTEE MEETING MINUTES
The minutes of all meetings of the Corporation shall be taken by a person designated by the chair as the secretary of the committee. The minutes should be prepared as an executive summary, not verbatim, and should include majority as well as any dissenting views. The attendance of members and guests present should be listed along with those members absent; a member whose absence is known in advance and is unavoidable may be excused in the discretion of the chair. Minutes shall be posted to the USA Swimming web site, except that items of a confidential or sensitive nature may be recorded separately and retained only in the USA Swimming staff liaison files.
COMMUNICATIONS OUTSIDE OF THE COMMITTEE
All communications from the committee intended for a wide distribution and beyond the membership of the committee, including to the local swimming committees, shall first be reviewed by the USA Swimming staff liaison and the respective member of the Executive Committee. The USA Swimming staff liaison and the respective member of the Executive Committee shall review all communications to organizations outside of the Corporation.

PROCEDURES FOR COMMITTEE MAILINGS
Committee correspondence shall be done through email. When regular mailing is required, the USA Swimming staff liaison should receive the original documents in their final form at least five (5) business days in advance of the intended mailing date. The USA Swimming office will fulfill the mailing request and charge the committee or project budget as appropriate.

AUTHORIZATION OF EXPENSES
Only the USA Swimming staff liaison shall authorize expenditures against the approved budget of the committee. There shall be no separate checking accounts for projects carried out under the direction of any committee without the express authorization of the Board of Directors. All USA Swimming funds must be received and disbursed by the Corporation.

FOOD AND BEVERAGE SERVICE
The cost of food and beverage service during committee meetings and the costs of travel and per diem for officers attending the meetings will be charged to the appropriate budget. There shall be no expenditure of funds for food or beverage service during the annual committee meetings held in conjunction with the annual meeting of the House of Delegates. Alcoholic beverages shall not be served during any meetings of the Corporation.

HONORARIA
If budgeted, honoraria for speakers including coaches, athletes, and presenters, are permitted.

TELECONFERENCE MEETINGS
The Board of Directors, the divisions, and the committees of the Corporation shall be permitted to conduct businesses on behalf of the Corporation by means of teleconference, video conferencing or other similar electronic means. The expenses associated with such meetings shall be charged to the appropriate budget.

BALLOT BY MAIL, FAX OR E-MAIL
Any action which may be taken at any regular meeting of the committee may also be taken without a meeting under the following procedures: The chair shall distribute a written ballot to every member of the committee entitled to vote on the matter. The ballot shall set forth the proposed action, provide an opportunity to specify approval or disapproval of the proposal, and provide a reasonable time within which to return the ballot. Approval by written ballot shall be valid only when the number of votes cast in
favor of the proposed action within the time period specified constitutes a majority of the votes entitled to be cast.

**VOLUNTEER GIFT POLICY**

Gifts, cash, travel, hotel accommodations, entertainment, or other favors are neither to be given nor received by volunteers or staff, except those of nominal value exchanged in the normal course of business. The trading of pins and mementos is acceptable. Ordinarily gifts and favors exceeding one hundred dollars ($100) value should not be accepted. If circumstances render it awkward to refuse such a gift, the donor should be thanked and told that the gift is being accepted on behalf of and will be delivered to USA Swimming.

Sports, media, entertainment, and other organizations routinely invite USA Swimming personnel to sports and social events where the value of the admissions ticket exceeds a nominal value. Such invitations may be accepted if the invitation is an open and generally accepted practice, serves to promote the best interest of USA Swimming, and will neither embarrass the recipient or USA Swimming if publicly disclosed nor compromise the objectivity of the recipient.

Travel, hotel accommodations, uniforms, per diem and honoraria incurred in the ordinary course of business of USA Swimming are not subject to this policy.
Committees Reporting to the Board Chair

EXECUTIVE COMMITTEE

Mission Statement: To act for the Board of Directors and the Corporation between meetings of the Board and the House of Delegates.

Membership: The Executive Committee shall be comprised of the elected officers of the Corporation and sufficient athletes to comprise 20% of the voting membership of the committee, and the Secretary & General Counsel who shall have voice but no vote in any of the affairs of the Corporation.

Meetings: The meetings of the Executive Committee shall be held at any time or place upon the call of the Board Chair or any three members of the Committee, and upon no less than ten (10) days written notice of such meeting to each member. The Executive Committee shall convene at least once per year for the purpose of evaluating the goals and productivity of the committees.

USA Swimming Staff Liaison: Chief Executive Officer

Responsibilities:

1. To vote upon special matters by mail, or by telephone (confirmed in writing within 24 hours), although no action can be taken without the concurrence of all members of the Executive Committee.

2. To make a report of its activities since the last Board meeting for the Board’s confirmation, ratification, modification, or rejection at the next regular or special meeting of the Board of Directors.

3. To annually conduct a performance review of the Chief Executive Officer.

4. To periodically establish the compensation package of the Chief Executive Officer.

5. To determine the mission and core objectives of USA Swimming and each of its committees.

6. To measure and evaluate the goals and productivity of the committees.
GOVERNANCE COMMITTEE

Mission Statement: To provide on-going evaluation of the structure of USA Swimming in order to promote optimal business process and accountability, and to provide best practice guidance and support to the USA Swimming Board of Directors, Committee Members and LSCs as requested.

Membership: The Governance Committee shall consist of eight members appointed by the Board Chair, sufficient athlete appointments to constitute at least 20% of the voting membership of the Committee, and the Secretary & General Counsel who shall have voice but no vote. There shall be no current voting members of the Board of Directors appointed to this committee. Each non-athlete member shall serve a two year term, staggered so that one-half of such members are appointed each year.

Meetings:

USA Swimming Staff Liaison: As assigned

Responsibilities:

1. Review the governance practices of USA Swimming, including the House of Delegates, Board of Directors, divisions, committees, task forces, and LSCs.

2. From time to time, research governance best practices of other appropriate non-profits and provide this information to the Board of Directors, committees and LSCs for their due consideration.

3. Review, as appropriate, the balance of operational control and relationship of the Board of Directors and other key volunteers with USA Swimming staff.

4. Review, with counsel as appropriate, USA Swimming’s compliance with the Ted Stevens Olympic and Amateur Sports Act and the USOC Constitution and Bylaws and, if necessary, make suggestions for consideration of the Board of Directors to improve such compliance.

5. Respond to requests from LSCs regarding governance issues and concerns.
INTERNATIONAL RELATIONS COMMITTEE

Mission Statement: To plan and develop the agenda and action items for USA Swimming in the international arena and to expand the influence of USA Swimming in those international organizations to which USA Swimming relates.

Membership: The International Relations Committee shall consist of the following:

A Members of USA Swimming who hold any of the following positions shall be automatic members of the committee during their tenure in these positions: Any FINA Bureau member, UANA Executive Committee member or USOC Board member, FINA committee or commission chair, the National Team Steering Committee Chair, the USA Swimming representative to the United States Olympic Committee, the current head coaches of the U.S. Olympic Swimming team, the Technical Vice Chair (ex-officio), and the immediate past Board Chair of USA Swimming (ex-officio).

B Up to eight additional members of USA Swimming with relevant international experience, appointed by the Board Chair.

C A sufficient number of athlete representatives with international competitive experience on an Olympic, World Championships, Pan American, Pan Pacific, or World University Games team within 10 years preceding selection to the committee so as to constitute at least 20 percent of the voting membership.

D The Board Chair, Chief Executive Officer and National Team Director of USA Swimming, with voice but no vote.

E Each member shall serve during their tenure as listed in A. The additional members named by the Board Chair shall serve four year rolling terms.* The Board Chair shall appoint a Chairman with the approval of the Board of Directors.

*The up to eight additional members listed in B. would be appointed in 2012 with half serving two year terms and half serving 4 year terms to begin this process.

USA Swimming Staff Liaison: As assigned

Responsibilities:

1. To develop and advance a comprehensive non-technical international strategic plan for USA Swimming.

2. To identify and promote individuals for nomination and advancement to international political and leadership positions.

3. To enhance the influence of USA Swimming with FINA and the USOC commensurate with our competitive success and for the betterment of athlete-centered governance of our sport.
Committees Reporting to the Board Chair

SAFE SPORT COMMITTEE

Charge: To plan, implement and coordinate USA Swimming’s commitment to safeguard the physical, mental and emotional well-being of all of its members, with an emphasis on the welfare of its athlete members.

Membership: The Safe Sport Committee shall consist of twelve (12) members, as follows:

1. Three (3) athlete members selected by the Athletes Executive Committee, each of whom shall serve one year terms;
2. Three (3) coach members appointed by the Board Chair, each of whom shall serve staggered four (4) year terms ending in different years. The terms of coach members should be staggered so that there is no year in which more than one member is appointed;
3. Five (5) at-large members appointed by the Board Chair, each of whom shall serve a four-year term, staggered so that at least one at-large member is appointed each year;
4. One (1) subject matter expert from an organization outside USA Swimming, appointed by the Board Chair, who shall serve a four (4) year term.

The terms of the coach members and at-large members should be aligned so that there are two non-athlete, non-outside expert members appointed per year.

Chairperson: The chair, who may be either an athlete or non-athlete member, shall be appointed by the Board Chair from the foregoing enumerated members and shall serve a one year term.

Staff Liaison: The Director of Safe Sport shall serve as the staff liaison to the Safe Sport Committee.

Responsibilities:
1. To create, execute and continually review USA Swimming’s member protection policies, guidelines, educational programs, reporting and adjudication procedures, and make recommendations to the USA Swimming Board of Directors for such changes to existing policies, guidelines, programs and procedures, as well as recommendations for new ones, as are appropriate;
2. To raise the awareness of member protection and the availability of member protection educational resources within the swimming community, including at the LSC and club levels;
3. To coordinate and ensure that the athlete and member protection education requirements for membership are properly developed, implemented and executed;
4. To interface with the USOC, other NGBs, other sport and non-sport related youth organizations and appropriate child protection groups regarding their member protection policies, guidelines, procedures and programs; and
5. To take such further actions as may be directed by the Board of Directors.
6. The Safe Sport Committee shall report to the Board Chair.

Committees Reporting to the Finance Vice Chair

AUDIT COMMITTEE
Mission Statement: To provide technical and operational direction for the annual audit of USA Swimming finances, to serve as a liaison to the Board of Directors and the external audit team, and to ensure that the highest levels of accountability are applied to all financial procedures.

Membership: The Audit Committee shall be comprised of five members appointed by the Board Chair, as follows: an Executive Committee member, a Zone Director, an athlete from a slate submitted by the Athletes’ Committee, and two additional members with designated financial experience. No member of the committee shall have check-signing authority for the corporation. Each non-athlete member shall serve a two-year term, staggered so that two members are named each year.

Meetings:

USA Swimming Staff Liaison: As assigned

Responsibilities:

1. Reviewing and accepting the annual audited statements, accompanying opinion letter, and management letter.

2. Making a recommendation for acceptance to the Board of Directors.

3. Evaluating the system of internal control of the corporation.
INVESTMENT COMMITTEE

Mission Statement: To oversee the investments of the corporation, which are administered by investment managers, and to advise the Board of Directors on investment matters.

Membership: There shall be an Investment Committee of five persons. Two of the members shall be the Board Chair and Finance Vice Chair. The remaining three members shall be appointed jointly by the Board Chair and Finance Vice Chair with the approval of the Board of Directors. One member shall be appointed each year to serve a three year term. At least two of the appointed members shall be non members of the Board of Directors, one of whom shall be appointed chair by the Board Chair, Finance Vice Chair and Finance Chair with the approval of the Board of Directors. At least one of the appointed members shall be an athlete.

USA Swimming Staff Liaison: Managing Director of Financial Affairs

Responsibilities:

1. The committee shall have primary contact with the investment consultant and manager to instruct them on all matters requested by the Finance Vice Chair or Board of Directors.

2. To review on a quarterly basis the reports provided by the investment consultant and managers, and to report the results to the Board of Directors.

3. To meet periodically with the investment consultant and managers to review their performance, as well as the Controller of the corporation to determine the needs of the corporation.

4. To make recommendations on investments as provided in the investment policy of the corporation.

5. To annually review the investment policy of the corporation with respect to both the operating and endowment funds and to make recommendations to the Board of Directors for change.
NATIONAL BOARD OF REVIEW

Mission Statement: To act as a hearing body to resolve matters, questions and disputes involving USA Swimming, the Local Swimming Committees, or the membership.

Membership: The National Board of Review shall be comprised of a Chair and one or more Vice Chairs, all of whom shall be appointed by the Board Chair. Hearing panel members shall be appointed by the Chair and confirmed by the Board Chair and the Secretary & General Counsel. The term of the Chair shall be two (2) years and there shall be no term limit.

USA Swimming Staff Liaison: The Director of Safe Sport.

The National Board of Review has the authority set forth in Part Four of the Rules and Regulations, including without limitation, to:

1. Impose and enforce penalties for any violation of the rules and regulations, administrative or technical, of the Corporation.

2. Determine the eligibility and right to compete of any athlete.

3. Vacate, modify, sustain, reverse, or stay any decision or order properly submitted for review, or remand the matter for further action.

4. Investigate any election impropriety or cause for removal of a national committee member or national officer and take corrective action.

5. Interpret any provision of the rules and regulations of the Corporation with the exception of the technical rules contained in Part One of the USA Swimming Rules and Regulations.

6. Review any revocation, suspension, or reinstatement of membership to assure due process.

7. Issue such interim orders, prohibitory or mandatory in nature, as may be necessary pending a final decision of the Board of Directors.
Committees of the Administration Division

AWARDS COMMITTEE

Mission Statement: To ensure that proper recognition is bestowed upon those persons who have distinguished themselves by either their performance or contribution to USA Swimming.

Membership: The committee shall be comprised of four members appointed by the Board Chair for a two-year term and one athlete member. Terms shall be staggered so that one-half of the non-athlete members are appointed annually. With respect to the identification and/or recipients of the awards presented by USA Swimming, other members of USA Swimming may be included in the meeting.

USA Swimming Staff Liaison: As assigned

Responsibilities:
1. To identify the nominees and/or recipients of awards presented by USA Swimming.

2. To approve the design of awards to be presented at USA Swimming Championship meets and the annual meeting of USA Swimming.

3. To provide assistance in selection of awards to be presented at all USA Swimming events, including the Golden Goggles.

4. To review requests and help with the creation of new awards. Proposals for new awards musts meet with the approval of the USA Swimming Board of Directors.

5. To recommend to the USA Swimming Board of Directors necessary changes in criteria of existing awards.

6. To submit for consideration the names of the best possible candidates in various award or scholarship categories by outside organizations.

7. To assist the staff and Board Chair in all recognition programs.

8. To annually run the meeting of the previous winners of the USA Swimming Award for the purpose of selecting the recipient of the USA Swimming Award.

USA SWIMMING
APPLICATION FOR NEW AWARDS

Recommendations for new USA Swimming Awards must be submitted to the Awards Committee on this form. The Awards Committee will consider the application and then forward its recommendation to the USA Swimming Board of Directors.

Name of person making request: ________________________________________________________________

Telephone: ___________________________ Email: _______________________________________________

Who/what would the award honor? ____________________________________________________________
What should the award be called?

Why should this award be established?

How often should the award be presented?

What are the criteria for winning this award?

Who do you propose will pay for this award?

What will be the approximate cost for each award?

What will the award look like?

Would the award be presented every year?

Who is endorsing this award? (eg: committee, individuals):

Please send the completed form to:

Ellaine Cox, Awards Committee Chair
17575 Darden Road
South Bend, IN 46635-1109
574-272-0572 (office) / 574-272-0268 (fax) / email: ellainecox@aol.com
CONVENTION EDUCATION COMMITTEE

Mission Statement: To strengthen USA Swimming by providing educational opportunities for annual meeting participants.

Membership: The committee shall be comprised of eight members appointed by the Board Chair for a two-year term and two athlete members. Terms shall be staggered so that one-half of the non-athlete members are appointed annually.

USA Swimming Staff Liaison: As assigned

Responsibilities:

1. To coordinate and promote the conduct of workshops at the annual meeting.

2. To oversee the annual publication of the Guide to Committees.

3. To oversee the preparation and distribution of an orientation letter to first time delegates.

4. To evaluate the programs and workshops conducted at the annual meeting.

Note: It is important not to lose track of workshops conducted by committees that have been phased out or realigned: club fundraising, communications (Best Practices for LSC Webmasters and Advanced Website Development for LSC Webmasters), open water meet directors, open water officials, Top 16 & NTV, Grant Writing for Clubs, Sports Medicine/Science, Waterworks The committee should include these workshops in those it arranges.
Committees of the Administration Division

CREDENTIALS & ELECTIONS COMMITTEE

Mission Statement: To certify delegates at the annual meetings of the corporation and to conduct elections held at the annual meetings.

Membership: The committee shall be comprised of twelve non-athlete and three athlete members appointed by the Board Chair. Terms shall be staggered so that one-half of the non-athlete members are appointed annually. (To be effective 2014 on expiration of current members)

USA Swimming Staff Liaison: As assigned

Responsibilities:

1. To establish and maintain fair and reliable procedures for certifying delegates to the annual meetings of the corporation.
2. To recommend procedures for and supervise the conduct of all elections at the annual meetings of the corporation.
3. To recruit volunteers to assist in the certification and election process at the annual meetings of the corporation.
4. To certify the results of elections held at the annual meeting.
Committees of the Administration Division

OPERATIONAL RISK COMMITTEE

Mission Statement: To provide a proactive environment regarding assessment of risks, guideline developments and educational requirements.

Membership: The Committee Board Chair shall be comprised of two athletes and eight members, appointed by the Board Chair. Non-athlete members shall serve a two year term, staggered so that one-half of the non-athlete members are appointed annually.

USA Swimming Staff Liaison: As assigned

Responsibilities:

1. Proactively identify operational risks.

2. Analyze the operational risks.

3. Recommend guidelines, policies and programs to manage operational risks.

4. Promote the implementation of guidelines, policies and programs to manage operational risks.

5. Ongoing review and coordination with other USA Swimming committees and staff.

Revised January 2013
Committees of the Administration Division

REGISTRATION / MEMBERSHIP COMMITTEE

Mission Statement: To develop, administer, and communicate consistent policies and procedures among LSC Registration / Membership Coordinators.

Membership: The Committee shall be comprised of two athletes and eight members appointed by the Board Chair. Non-athlete members shall serve a two-year term, staggered so that one-half of the non-athlete members are appointed annually.

USA Swimming Staff Liaison: As assigned

Responsibilities:

1. Design policy and procedures for registration of athlete and non-athlete, club and seasonal membership for approval by the House of Delegates and/or the Board of Directors and implementation by staff.

2. Coordinate the administrative functions of all membership registration.

3. Serve as the designee of the Board of Directors to review and make recommendations on all organizational membership applications, including numbers of delegates to the House of Delegates.

4. Promote membership in the corporation.

Goals

1. Empower, support and educate LSC registrars through direct communication and training opportunities.

2. Support LSC registrars in the operational function of registration/membership through communication with the committee and encourage LSC feedback.

3. Cooperate with IT staff to develop SWIMS 2.0.
Committees of the Administration Division

RULES AND REGULATIONS COMMITTEE

Mission Statement: To act as the custodian of the USA Swimming Rules and Regulations, responsible for its contents, amendment process, and interpretation.

Membership: The committee membership shall be structured as follows:

a. the Chair of the Officials Committee, the Chair of the NCAA Men’s and Women’s Swimming Committee, the Chair of the High School Swimming Rules Committee, the Technical Vice Chair, the Program Operations Vice Chair, the immediate past chair of the Rules and Regulations Committee, the USA Swimming representative to the FINA Open Water Swimming Technical Committee, and the USA Swimming representative to the FINA Technical Committee or their respective designees;

b. a representative from each Allied member appointed by that member within thirty days following the annual meeting in even-numbered years;

c. eight non-athlete members appointed by the Board Chair, none of whom shall be members of the Board of Directors, and three of whom shall be coaches, each serving a two-year term, staggered so that four members are appointed annually;

d. a sufficient number of athletes appointed by the Athletes Committee so as to constitute at least twenty percent of the voting membership of the Committee;

e. ex-officio members (Chief Executive Officer, Secretary & General Counsel, the representative of U.S. Masters Swimming, the staff liaison, and others appointed by the Chair of the Rules and Regulations Committee) with voice but no vote.

The Board Chair, subject to the approval of the House of Delegates, shall appoint the chair of the committee for a two-year term, who shall appoint a secretary. Those persons originally selecting members of the committee shall fill vacancies occurring in membership.

USA Swimming Staff Liaison: As assigned

Responsibilities: See USA Swimming Rules and Regulations for additional responsibilities.

1. To have the sole authority to interpret the technical rules for swimming which are contained in Part One of the USA Swimming Rules and Regulations when requested by the Board of Directors, local swimming committees, staff, committees, members of the corporation, or when interpretation seems appropriate.

2. To have joint authority with the Secretary of the Corporation to officially interpret Part two of the USA Swimming Rules and Regulations.

3. To receive all proposed changes to the USA Swimming Rules & Regulations.

4. To review or initiate proposed amendments to the USA Swimming Rules & Regulations with recommendation for approval or rejection at the annual meeting of the House of Delegates.

5. To review and approve changes in LSC affiliation of clubs, changes in the territorial boundaries of LSCs, and changed in the Zone affiliations of LSC’s as prescribed by the procedures set forth in the USA Swimming Rules & Regulations.

6. To review applications for the creation of new LSCs and to study the geographical structure of the corporation prior to submitting recommendations to the House of Delegates.
Committees of the Program Development Division

CLUB DEVELOPMENT COMMITTEE

Mission Statement: To develop and implement programs that help build, support and educate USA Swimming member clubs.

Membership: The committee shall be comprised of two athletes and eight people appointed by the Board Chair. Non-athlete appointments shall serve two-year terms, staggered so that one-half are named annually.

Meetings: The committee shall meet as necessary by conference call and at the annual meeting of USA Swimming and in person as otherwise may be needed.

USA Swimming Staff Liaison: As assigned

Responsibilities:

1. To conduct an on-going evaluation of the USA Swimming club system and to identify the strengths and weaknesses.

2. To develop, implement, and evaluate programs and services with the intent to strengthen the USA Swimming club system.

3. To assist LSC’s in providing their member clubs with new programs and services which are intended to increase the numbers of clubs and athlete registrations.
Committees of the Program Development Division

DISABILITY SWIMMING COMMITTEE

**Mission Statement:** To encourage people with disabilities to participate in the sport of swimming and to facilitate their inclusion in USA Swimming programs through education and collaboration.

**Membership:** The committee shall be comprised of two athletes and eight people appointed by the Board Chair. Non-athlete appointments shall serve two-year terms, staggered so that one-half are named annually.

**Meetings:** The committee shall meet as necessary by conference call and at the annual meeting of USA Swimming and in person as otherwise may be needed.

**USA Swimming Staff Liaison:** As assigned

**Responsibilities:**

1. To educate athletes, parents, coaches, officials, and other members of the swimming community about competitive swimming opportunities to athletes with disabilities.

2. To collaborate with USA Swimming committees, disability sports organizations, the USOC, and other relevant groups to achieve the mission of full integration of swimmers with disabilities in USA Swimming programs.

3. To assist USA Swimming in fulfilling the mandates of the Americans with Disabilities Act and the Amateur Sports Act with respect to participation of swimmers with disabilities in USA Swimming programs.
Committees of the Program Development Division

**DIVERSITY AND INCLUSION COMMITTEE**

**Mission Statement:** To assist USA Swimming in creating a culture of inclusion and opportunity for people of diverse backgrounds, including, but not limited to, race, age, income, ethnicity, religion, gender, and sexual orientation.

**Membership:** The Board Chair appoints the members to two-year terms, staggered so that one-half are named annually.

**USA Swimming Staff Liaison:** As assigned

**Responsibilities**

To support USA Swimming in:

1. Increasing participation of minority and economically disadvantaged youth.
2. Creating an atmosphere for athletes, coaches, and volunteers to discuss inclusion in an open and trusting atmosphere.
3. Identifying opportunities that will reduce gender disparity among the coaching and leadership ranks.
4. Creating awareness initiatives and programming for athletes, coaches, and volunteers to educate them on age and gender inequity, racial inequity, sexual orientation discrimination, religious discrimination and other discriminations and/or inequities that underrepresented groups face.
5. Identifying and implementing creative strategies to achieve our mission.
6. Developing and supporting elite athletes and coaches as positive role models.
7. Educating and increasing awareness of our mission.
8. Enhancing the diversity, cultural competence, skill and performance of USA Swimming leaders.
9. Partnering with other organizations and agencies to achieve our mission.

**Diversity and Inclusion Committee Members act as:**

1. Advocates for USA Swimming, and diversity through support for the organization, its staff, and mission, vision and key strategies.
2. Resources to USA Swimming, the LSCs and the broader swimming community through assistance with diversity initiatives, gender equity initiatives, dialogue and expertise.
3. Liaisons to the LSC boards and Diversity Chairs.
Committees of the Program Development Division

LSC DEVELOPMENT COMMITTEE

Mission Statement: To provide a national network for LSC education and communication and to serve as a resource for LSC leaders

Membership: The committee shall be comprised of eight people appointed by the Board Chair, plus two athletes. Non-athlete appointments shall serve two-year terms, staggered so that one-half are appointed annually.

Meetings: The committee shall meet as necessary by conference call and at the annual meeting of USA Swimming and in person as otherwise may be needed.

USA Swimming Staff Liaison: As assigned

Responsibilities:

1. To strengthen LSC governance and operations by providing educational opportunities and mentoring for LSC boards and officers;*

2. To provide a national network to enhance the sharing of information and ideas among LSC leaders;

3. To work with LSCs to meet expectations as identified by USA Swimming;

4. To work with LSCs to help them serve their constituencies;

5. To foster methods of communication.
CHAMPIONSHIP EVALUATION COMMITTEE

Mission Statement: To provide meaningful feedback to USA Swimming, the event host, and future meet hosts to insure that national-level swimming competitions provide the best possible environment for maximizing athlete performance. To support LSC’s and Zones in their efforts to provide the best championship experience for athletes.

Membership: The committee shall be comprised of two athletes and eight people appointed by the Board Chair. Non-athlete appointments shall serve two-year terms, staggered so that one-half are named annually.

USA Swimming Staff Liaison: National Events Director

Responsibilities:

1. To evaluate the conduct of meets conducted by Program Operations from the perspective of the athletes, coaches, spectators and officials.

2. To report these findings to the Program Operations Vice Chair and the National Events Director.

3. To recommend appropriate action to the Program Operations Vice Chair for improving the conduct of the national championships.
Committees of the Program Operations Division

OFFICIALS COMMITTEE

Mission Statement: To conduct programs to recruit, educate, train and certify a diverse team of USA Swimming officials to provide the highest quality and consistent officiating for athletes at all levels of swimming.

Membership: The committee shall consist of eight (8) members appointed by the Board Chair and two (2) athletes designated by the Athletes’ Committee. The Chair of the Rules and Regulations Committee shall be an ex officio member with voice but no vote. The Board Chair appointments shall be for a term of two (2) years which shall be staggered so that one-half of such members are appointed annually. The Board Chair or his designee shall choose one of the appointed persons to act as the Committee Chair, or in lieu thereof, name two (2) persons to serve as co-chairs. The chair(s) shall be appointed annually and may, at the pleasure of the Board Chair, serve in that capacity for four (4) consecutive years, but not longer.

USA Swimming Staff Liaison: As assigned

Responsibilities:

1. Promulgate officials’ minimum performance standards for all USA Swimming sanctioned or sponsored events.
2. Develop and publish educational materials and conduct training seminars and clinics for officials.
3. Develop and maintain testing materials for officials at all levels including open water swimming. Develop and maintain questions for the coach foundation test.
4. Assist staff in maintaining a current roster of LSC Officials’ Chairs and Zone Officials’ Chairs.
5. Work with LSC Officials Chairs and Zone Officials Chairs to provide support for local swim officiating programs.
6. Supervise the certification of all officials above the LSC level.
7. Assist staff in maintaining a roster of officials certified above the LSC level.
8. The Officials Chair or co-chairs, together with the Vice Chair of Program Operations, will review and approve the selection of officials for all USA Swimming Championships and other USA Swimming competitions when requested by USA Swimming, in accordance with established policies.
9. The Officials Chair or co-chairs, together with the Vice Chair of Program Operations, will identify potential nominees for appointment to the FINA and UANA officials’ lists for submission to the Board of Directors of USA Swimming, in accordance with established policies.
10. Develop specialized programs as necessary to ensure quality officiating at Open Water Meets.
11. Work with other swimming bodies to promote fairness and consistency of officiating for all athletes.
OFFICIALS COMMITTEE – APPRENTICE OFFICIAL
Passed November 2013 Board of Directors Meeting

As required by the policy established in the USA Swimming Policy Manual regarding registration of apprentice officials as non-members, apprentice officials need to complete all current membership requirements within 60 days of initiation of training. The 60 day period shall begin on the date he/she first performs his/her on-deck training. It shall be the responsibility of the LSC Officials Chair to monitor all apprentice officials for completion of the membership requirements. If an apprentice official does not complete all current non-athlete membership requirements prior to the 61st day after he/she has first performed on-deck training, then he/she shall be prohibited from being on the pool deck until they have completed those requirements.
CRITERIA USED FOR CONSIDERING AN OFFICIAL FOR AN ASSIGNED POSITION AT A NATIONAL CHAMPIONSHIP

Criteria considered in determining assigned positions (in random order and not all inclusive):

- Qualified and proficient in the assigned position
- Demonstrated knowledge of the rules and regulations
- Demonstrated knowledge of duties and responsibilities of the assigned position
- Demonstrated integrity and good judgment
- Demonstrated ability to work well with others – “a team player”
- Demonstrated proficiency in position being considered, i.e. CJ, starter, deck referee, admin referee and meet referee
- Committed to all levels of swimming and not just the national or international deck
- Positions worked at National meets during previous several years
- Individual evaluations and recommendations
- Geographical balance
- Recommendation of both the USA Officials Chair and the VP Program Operations as to the Meet Referee and the recommendation of the Meet Referee, the USA Officials Chair and VP Program Operations as to the other assigned positions.

1 Not all criteria must be met in order to be considered. As with any officiating position, all officials serve at the pleasure of USA Swimming and will be assigned based on what USA Swimming believes is in the best interest of the organization.
OFFICIALS COMMITTEE – POLICY
Passed May 2011 Board of Directors Meeting

CRITERIA USED FOR CONSIDERING AN OFFICIAL FOR INTERNATIONAL COMPETITION2

Criteria considered for nomination (or re-nomination) as an official for the FINA list (in random order and not all inclusive):

- Age3
- Demonstrated integrity and good judgment
- Demonstrated ability to work well with others – a “team player”
- Demonstrated good communication skills
- Demonstrated proficiency in position considered, i.e. referee or starter
- Committed to all levels of swimming and not just the national or international deck
- Participation at national meets, especially those where application was submitted to work the meet. Appointed meets (Trials, Pan Pacs, etc.) are not considered.
- Individual evaluations
- Ability to diplomatically and skillfully represent USA Swimming at international events
- Geographical balance
- Recommendation of both the USA Officials Chair and the VP Program Operations as well as other appropriate senior members of the USA Swimming community

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2 Not all criteria must be met in order to be considered. It is the goal of the Officials Committee and USA Swimming generally to place officials on the deck at International and FINA events with the ultimate goal of placing officials on the Olympic and World Championship decks. Accordingly, assignments will be based in part on achieving this goal which may mean that one or more USA FINA officials may be given preference in assignments (out of rotation or seniority). The fact that a person is on the FINA list does not necessarily mean they will officiate at a FINA sponsored meet. Final selection of officials nominated for FINA competitions is the responsibility of the FINA Technical Swimming Committee. Once an official has officiated at the Olympics games, it is understood that they may rotate off the FINA list when their current term expires.

3 Currently FINA has an age limit. If this restriction is ever eliminated, then age will become less of a factor in the selection of officials for the FINA list.
Items considered when nominating an official for an international assignment (in random order and not all inclusive):

- **Olympics, World Championships and other FINA events** – 4
  - Currently on a FINA List
  - Availability
  - Seniority
  - Specific needs of the competition
  - Recommendation of the Officials Committee
  - Previous assignments 5
  - Evaluations or comments from previous assignments
  - Goals and objectives of the USA Swimming
  - Recommendation of both USA Official Committee Chair and VP Program Operations.
  - Participation at National meets.

- **Other international competitions** 6 –
  - Considerations in the NOMINATIONS listing
  - Level of participation at national meets
  - Nominations do not need to hold current FINA credentials
  - Availability
  - Specific needs of the competition
  - Goals and objective of the USA Swimming
  - Recommendation of both the USA Officials Committee Chair and the VP Program Operations

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4 A person being considered for this assignment must still meet those criteria for selection as a FINA official. If for any reason, the Officials Committee, the Officials Chair or VP Program Operations do not believe the person meets that criterion, then they may not be nominated for participation at the event even though they may be the most senior FINA official or next in rotation.

5 Other than USA Officials on the TSC, if any official has worked the Olympic Games, he or she may be taken out of rotation and not assigned to any further international meets.

6 A person being considered for this assignment must still meet those criteria for selection as a FINA official. If for any reason, the Officials Committee, the Officials Chair or VP Operations do not believe the person meets that criterion, then they shall not be appointed or name submitted for participation at the meet.
Board Chair
TIMES AND RECOGNITION COMMITTEE

**Mission Statement:** To assist in the development and implementation of policy for the processes used to store times information in the SWIMS database, to process that information for entry time verification and performance recognition, and to provide service to Program Operations for recognition of swimmer achievements in recognized competitions and at national-level meets to include athlete reimbursement.

**Membership:** The committee shall be comprised of, two athletes, and eight members appointed by the Board Chair. Non-athlete appointments shall serve two-year terms, staggered so that one-half are named annually.

**Meetings:** The committee shall meet as necessary by conference call and at the annual meeting of USA Swimming.

**USA Swimming Staff Liaison:** As assigned

**Responsibilities:**

1. To develop policy, procedures and criteria for entry of times from all USA Swimming sanctioned and approved meets, and observed swims by designated SWIMS Times Module Officers in each LSC.
2. To provide support to LSC SWIMS Times Module officers and monitor their compliance with published standards and guidelines to ensure that data from the field is properly transferred to the SWIMS database.
3. To make recommendations regarding potential enhancements to the LSC SWIMS functionality.
4. To maintain a list of all meets authorized for USA Swimming observation and to forward those needing approval to the Vice Chair of Program Operations or designee.
5. To verify compliance of potential new records [e.g., World, American, U.S. Open, National Age Group] with published rules and standards, and to execute appropriate steps for recognition.
6. To develop and implement a selection process for Scholastic All-America and ensure that recognition is distributed in a timely fashion.
7. To annually establish and publish the National Age Group Recognition times standards.
8. To assist in the annual publication of short and long course National Age Group Recognition listings and in the distribution of certificates and awards.
9. To oversee the process for the reimbursement of athlete travel expenses to the USA Swimming National Championships according to the current Athlete Reimbursement policy.
Committees of the Technical Division

AGE GROUP DEVELOPMENT COMMITTEE

Mission Statement: To plan for the needs of the Age Group level of our sport. To generate, evaluate, and communicate ideas, which will assist USA Swimming in planning and developing quality age group swimming programs.

Membership: The committee shall be comprised of eight people appointed by the Board Chair, plus two athletes with at least one representative from each Zone. At least five of the members shall be coaches. Each non-athlete member shall serve a two-year term, staggered so that four appointments are made annually.

Note: In transitioning to the new system, existing committee members shall fulfill their elected terms.

USA Swimming Staff Liaison: As assigned

Responsibilities:

1. To conduct an ongoing evaluation of the local and national age group programs.
2. To develop and submit proposals to provide for the long range planning of age group swimming.
3. To encourage the development of programs that promote participation.
4. To oversee recognition for age group swimmers.
5. To communicate with and provide education and direction for the age group chairs in each LSC.
6. To develop programs to assist athletes in transitioning from Age Group to Senior.
7. To advise and consult with the Club Development Division regarding camps, including open water.
8. To promote inclusion of open water at all levels including LSC competitions, LSC Championships, and Zone meets.
Committees of the Technical Division

NATIONAL TEAM EVALUATION

The National Team Evaluation Committee recommended the committee be sunset. Evaluations will still be conducted and handled by an athlete representative and staff. The USA Swimming Board of Directors approved this request at its November 20, 2016 meeting.
At the annual meeting of the USA Swimming House of Delegates on September 20, 2014, The House approved removing the Olympic International Operations Committee (OIOC) from the USA Swimming rulebook because it no longer serves the function for which it was created. The OIOC duties will be redistributed to the National Team Steering Committee, one day after the conclusion of the 2016 Olympic Games.

National Team Steering Committee

Mission Statement: In cooperation with the National Team Director, the National Team Steering Committee is responsible for overseeing competition of the United States National Team at international meets and for recommending services to the National Team and National Junior Team programs. The National Team Steering Committee, through its chair, reports to the USA Swimming Technical Vice Chair.

Membership: The National Team Steering Committee shall be formed at the annual meeting of the House of Delegates in the year preceding the Olympic Games. The terms of the newly elected members commence on the day following the conclusion of the Olympic Games and end the last day of the following Olympic Games.

There shall be a maximum of ten members in the Committee elected or selected as follows:

- Eight coaches:
  - Preceding Head Women’s Olympic Coach
  - Preceding Head Men’s Olympic Coach
  - The Head Women’s Coach for the two Long Course World Championships preceding the Olympic Games
  - The Head Men’s Coach for the two Long Course World Championships preceding the Olympic Games
  - Two coaches appointed by the Board Chair in consultation with the National Team Director
- Two athletes selected by the Athletes Committee, one female/one male, both former USA National Team members
Once the new Head Olympic Coaches are named, they shall become ex-officio members of the National Team Steering Committee, if not already on the committee.

- Ex-officio: the Technical Vice-Chair, the Chair of the Senior Development Committee, and the Chair of the Sports Medicine Committee.
- Staff liaison: National Team Director

The Committee may name additional ex-officio members. The National Team Director shall be an ex-officio member of the National Team Steering Committee without membership in the USA Swimming House of Delegates.

Any vacancies on the committee shall be filled by appointment by the Board Chair in consultation with the National Team Director.

The Chair of the Committee shall be elected by its voting members.

**USA Swimming Staff Liaison:** National Team Director

**Responsibilities:** Under the direction of the National Team Director, the functions of the National Team Steering Committee are:

1. Endorsing selection procedures for athletes, coaches, and staff members of all National Teams, Open Water Teams, and National Junior Teams

2. Endorsing the USA Swimming National Team Quadrennium Plan, developmental programs, training camps, and pre-Games training

Note: The National Team Division Administrative Assistant issues proper notices for meetings; prepares agendas and National Team Steering Committee bulletins; maintains proper records of proceedings; prepares and distributes minutes; maintains current addresses of National Team Steering Committee members; attends to Steering Committee correspondence and reports and provides administrative services as required.
Committees of the Technical Division

National Team Conduct Committee

Mission Statement: An internal committee shall consult on violations of the USA Swimming Code of Conduct (Code 304USA Swimming Rule Book), or any rules violations which causes an athlete to be dismissed from a National Team, National Junior Team or National Open Water Team.

Membership: The Conduct Committee is composed of:

- National Team Director
- National Team Steering Committee Chair
- One National Team Steering Committee Coach
- One National Team Steering Committee Athlete
- Athletes Advisory Committee Representative
- Two National Team athletes

Responsibilities: The Conduct Committee is charged with:

1. Acting as an agent for the National Team Steering Committee Chair upon request
2. Investigating and conduct an initial review of any alleged violations of the National Team Honor Code
3. Reviewing reports from international competitions which contain any grievances or derogatory statements concerning staff members and/or athletes
4. Reporting findings regarding alleged violations to the National Team Steering Committee Chair for further action
Committees of the Technical Division

Open Water Steering Committee

Mission Statement: In cooperation with the National Team Director and the National Team Steering Committee, the Open Water Steering Committee is responsible for overseeing competition of the United States Open Water National Team at international meets and for recommending services to the Open Water National Team and Open Water National Junior Team programs. The Open Water Steering Committee, through its chair-person, reports to the National Team Steering Committee and the USA Swimming Technical Vice Chair.

Membership: The Open Water Steering Committee shall be formed at the annual meeting of the House of Delegates following the Olympic Games. The terms shall conclude on the last day of the following Olympic Games.

The Open Water Steering Committee shall consist of:
- Open Water Olympic Team Head Coach
- Five members appointed by the National Team Steering Committee, in consultation with the National Team Director
- Two athletes with open water experience
- Once the new Head Open Water Olympic Coach is named, he or she shall become an ex-officio member of the Open Water Steering Committee, if not already on the committee
- Ex-Officio: National Team Director, Technical Vice Chair, and the USA’s representative on the FINA Technical Open Water Swimming Committee
- Staff liaison: Open Water Program Director

The Committee may name additional ex-officio members.

Any vacancies on the committee shall be filled by appointment by the Board Chair in consultation with the National Team Director and National Team Steering Committee.

The Chair of the Committee shall be elected by its voting members.

Responsibilities:

Under the direction of the National Team Director and the National Team Steering Committee, the functions of the committee are:

1. Endorsing selection procedures for athletes, coaches, and staff members of all Open Water National Team and National Junior Teams

2. Endorsing the USA Swimming Open Water National Team Quadrennium Plan, funding programs, training camps, and pre-Games training
Committees of the Technical Division

OPEN WATER DEVELOPMENT COMMITTEE

Mission Statement: To plan for the needs of Open Water Swimming for our sport. To generate, evaluate, and communicate ideas, which will assist USA Swimming in planning and developing Open Water Swimming programs within its established budgeting and financial parameters and its Quadrennial Game Plan.

Membership: The committee shall consist of eight (8) non-athlete members appointed by the Board Chair and a sufficient number of athlete members as to constitute at least 25% of the voting membership. Each non-athlete member shall serve a two-year term, staggered so that one-half of such members are appointed each year. In addition, the current member of the FINA Open Water Swimming Technical Committee and the USMS Open Water Chair shall serve as ex-officio members with voice, but no vote.

USA Swimming Staff Liaison: As assigned (Manager National Events)

Responsibilities:

1. 

2. Develop and review programs and policies regarding the safety of athletes, officials, and spectators involved in open water swimming.

3. Encourage the development of programs that promote safe and fair participation in open water swimming at all appropriate age and ability levels.

4. Develop programs to recruit, train, and educate open water coaches, officials, and volunteers.

5. Continued on-going review of all USA Swimming open water rules, guidelines, and special issues of concern with the purpose of improving fairness, athlete performance, and the safety of all involved.
Committees of the Technical Division

SENIOR DEVELOPMENT COMMITTEE

Mission Statement: To evaluate programs, advise and make recommendations within the scope of the committee focusing on issues that affect senior level athletes and coaches.

Membership: The Committee shall be comprised of eight members appointed by the Board Chair plus two athletes. At least five of the members shall be coaches. Each non-athlete member shall serve a term of two years, staggered so that four non-athletes are appointed annually. Additionally, the Vice Chair of Program Operations will be an ex-officio member with voice but no vote.

USA Swimming Staff Liaison: As assigned

Responsibilities:

1. To conduct an ongoing evaluation of senior swimming.
2. To conduct long range planning for senior level swimming.
3. To provide technical input for the structure of the national championship meets including Sectionals, Speedo Junior National Championships, Phillips 66 National Championships, Senior Zone Championships, and U.S. Open Championships.
4. To develop proposals and programs that encourage senior level competition.
5. To provide technical input for programs to develop athletes at the post-age group level.
6. To provide assistance in transitioning athletes from Age Group to National Team.
8. To study and evaluate swimmers’ performances in corresponding meets of past season.
9. To study and analyze available statistics to determine new methods for improving criteria for establishing national championships time standards.
10. To recommend legislative changes concerning time standards to the Rules Committee.
11. To advise and consult with the Club Development Division regarding camps, including open water.
12. To promote inclusion of open water in all systems.

Revised September 2013
Committees of the Technical Division SPORTS MEDICINE AND SCIENCE COMMITTEE

Mission Statement: The Sports Medicine and Science Committee shall develop and assist in the implementation and evaluation of medical and science-based programs for USA Swimming, coordinate programming with the Age Group Development, Senior Development and Medical Committees; expedite and implement decisions regarding those programs as necessary; and support the National Team Division, the Steering Committee in all scientific and medical areas as they relate to the National Team.

Membership: The Sports Medicine and Science Committee is composed of ten members, as follows:

- One member elected by Steering Committee
- Two members appointed by Steering Committee Chair in consultation with the National Team Director
- Five members appointed by the Board Chair of USA Swimming
- Two athletes
- Staff liaison: Athlete Services Director

The term of non-athlete members shall be two-years staggered so that 25% one-half of the non-athlete members are appointed annually.

The National Team Director, the Steering Committee Chair, and the USA Swimming Technical Vice Chair shall be non-voting, ex-officio members of the Sports Medicine and Science Committee.

The Chair of the Sports Medicine and Science Committee shall be appointed by the Board Chair in consultation with the National Team Director, Steering Committee Chair, and the Technical Vice Chair. The Chair of the Committee shall be an ex-officio, non-voting member of the National Team Steering Committee.

Responsibilities: The Chair will:

1. Serve as the liaison between the Steering Committee, USA Swimming, the USOC, FINA and USAS regarding medical issues and questions

2. Be responsible for submitting reports covering all medical requirements for international travel

3. Develop and maintain a list of qualified medical staff to accompany USA Swimming teams in international competition.

Committees Reporting to Athletes Vice Chair
NATIONAL TEAM ATHLETES COMMITTEE

Mission Statement: Under the leadership of the National Team Athlete's Representative, who reports directly to the Athletes' Executive Committee, to provide feedback on National Team programs and services and to guide legislation and policies as directly related to the USA Swimming National Team.

Membership:

The National Team Athletes Committee shall consist of eight (8) voting members:
1. National Team Vice Chair, Committee Chair
2. National Team Steering Committee, male athlete
3. National Team Steering Committee, female athlete
4. National Open Water Team Steering Sub-Committee, male or female athlete
5. National Team Open Water Team Athlete
6. At-Large Athlete
7. At-Large Athlete
8. At-Large Athlete

Members of the committee shall have a vote in the House of Delegates

The ex-officio (non-voting) members consist of (but not limited to):
1. Athlete's Vice Chair USOC AAC Representative
2. USOC AAC Representative Alternate
3. FINA Athlete’s Commission Member

The committee may name additional Ex-Officio Members. Ex-Officio membership shall not entitle an athlete to a vote in the House of Delegates.

Qualifications:
1. Members shall have been a member of the USA Swimming National Team within the preceding 10 years
2. Members of the US Paralympic team are eligible for the Committee.

Responsibilities:
1. To review the programs and services offered by the USA Swimming National Team division.
2. To evaluate and propose rules and regulations that directly affect Athletes of the National Team.
3. To address the specific needs of the National Team Athletes in preparation for
major international events.

4. To evaluate, develop projects, and conduct long range plans in all areas concerning National Teams Athletes.

5. To report to the members of the National Team Steering Committee, and Open Water Steering Sub-Committee any issues that warrant attention from those groups.

**Where/When Appointed:** At the USAS Convention every even year by the **Athletes Vice Chair** and **National Team Vice Chair**.

**Term length:** Two (2) years with half the membership appointed each year.

**Meetings:** The Committee shall meet as necessary and at the annual meeting of USA Swimming (USAS).
Committees Reporting to Athletes Vice Chair

THE ATHLETES' COMMITTEE

The Athletes' Committee is comprised of the Athletes Executive Committee (AEC) members, along with At-Large Representatives, National Representatives, and Local Swim Committee (LSC) Representatives. To qualify as a member of the Athletes' Committee, an individual must be a registered athlete member, in good standing, of USA Swimming, and either be

a) under the age of eighteen (18),

b) within ten (10) years of last competition (pool or open water) while under the age of eighteen (18), or

c) within ten (10) years of competing (pool or open water) at the USA Swimming Nationals or Trials class meet, or having represented USA Swimming (pool or open water) at any one of the following meets: Olympic Games, World Championships, Pan Pacific Championships, World University Games or Pan American Games within the previous ten (10) years.
USA SWIMMING

STATEMENT OF PRINCIPLES ON ETHICAL BEHAVIOR AND CONFLICT OF INTEREST

SECTION 1. PURPOSE:

The USA Swimming, Inc. (USA Swimming) board of directors, officers, committee members and employees have the responsibility of administering the affairs of USA Swimming honestly and prudently, and of exercising their best care, skill, and judgment for the sole benefit of USA Swimming. Those persons shall exercise the utmost good faith in all transactions involved in their duties, and they shall not use their positions with USA Swimming or knowledge gained therefrom for their personal benefit. The interests of the organization must be the first priority in all decisions and actions.

USA Swimming requires that its directors, officers, committee members and employees recognize and avoid activities or investments that involve, might appear to involve, or could result in a potential conflict of interest.

SECTION 2. PERSONS CONCERNED:

This statement is applicable to all USA Swimming directors, officers, committee members and employees.

SECTION 3. AREAS IN WHICH CONFLICT MAY ARISE:

Conflicts of interest may arise in the relations of directors, officers, committee members and employees with any of the following third parties:

1. Persons and firms supplying goods and services to USA Swimming.
2. Persons and firms from whom USA Swimming leases property and equipment.
3. Persons and firms with whom USA Swimming is dealing or planning to deal in connection with the gift, purchase or sale of real estate, securities or other property.
4. Competing or affinity organizations.
5. Donors and others supporting USA Swimming.
6. Agencies, organizations, and associations which affect the operations of USA Swimming.
7. Family members, friends, and other employees.

SECTION 4. NATURE OF CONFLICTING INTEREST:

A conflicting interest may be defined as an interest, direct or indirect, with any persons or firms mentioned in Section 3. Such an interest might arise through:

1. Owning stock or holding debt or other proprietary interests in any third party dealing with USA Swimming.
2. Holding office, serving on the board, participating in management, or being otherwise employed (or formerly employed) with any third party dealing with USA Swimming.
3. Receiving remuneration for services with respect to individual transactions involving USA Swimming.
4. Using USA Swimming’s time, personnel, equipment, supplies, or goodwill for anything other than USA Swimming-approved activities, programs, and purposes.
5. Receiving personal gifts or loans from third parties dealing or competing with USA Swimming. Receipt of any gift is disapproved except gifts of a value less than $50, which could not be refused without discourtesy. No personal gift of money should ever be accepted.
SECTION 5. INTERPRETATION OF THIS STATEMENT OF POLICY:

The areas of conflicting interest listed in Section 3, and the relations in those areas which may give rise to conflict, as listed in Section 4, are not exhaustive. Conflicts might arise in other areas or through other relations. It is assumed that directors, officers, committee members and employees will recognize such areas and relation by analogy.

The fact that one of the interests described in Section 4 exists does not necessarily mean that a conflict exists, or that the conflict, if it exists, is material enough to be of practical importance, or if material, that upon full disclosure of all relevant facts and circumstances it is necessarily adverse to the interests of USA Swimming. However, it is USA Swimming’s policy that the existence of any of the interests described in Section 4 shall be disclosed before any transaction is consummated. It shall be the continuing responsibility of the board, officers, committee members and employees to scrutinize their transactions and outside business interests and relationships for potential conflicts and to immediately make such disclosures.

Additional guidelines intended to assist individuals when making personal decisions relating to ethical behavior and conflict of interest include:

1. The business of USA Swimming is to be conducted in observance of both the spirit and letter of applicable federal and state laws.
2. USA Swimming properties, services, opportunities, authority and influence are not to be used for private benefit.
3. Expenses incurred in furtherance of USA Swimming business are to be reasonable, necessary and substantiated.
4. All are expected to exhibit honesty, loyalty, candor and professional competence in their relationships with USA Swimming and with each other.
5. Each individual has the responsibility to maintain the confidentiality of the organization. This includes both proprietary and sensitive information.

SECTION 6. DISCLOSURE POLICY AND PROCEDURE:

Transactions with parties with whom a conflicting interest exists may be undertaken only if all of the following are observed:

1. The conflicting interest is fully disclosed;
2. The person with the conflict of interest is excluded from the discussion and approval of such transaction;
3. A competitive bid or comparable valuation exists; and
4. The board or committee has determined that the transaction is in the best interest of the organization.

Disclosure involving directors and officers should be made to the board Chairperson (or if he or she is the one with the conflict, then to the Administration Vice Chair) who shall bring the matter to the attention of the board.

Disclosure involving employees should be made to the General Counsel (or if he or she is the one with the conflict, then to the Chief Executive Officer) who shall bring the matter to the attention of the board, as appropriate.
Disclosure involving committee members should be made to the committee Chairperson (or if he or she is the one with the conflict, to another committee member) who shall bring the matter to the attention of the committee.

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the board or committee meeting (as applicable) while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

SECTION 7. PROCEDURES FOR ADDRESSING POSSIBLE CONFLICTS OF INTEREST:

In the event a possible conflict of interest exists, the proposed transaction shall be addressed as follows:

1. An interested person may make a presentation at the board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
2. The Chairperson of the board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
3. After exercising due diligence, the board or committee shall determine whether USA Swimming can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
4. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the board or committee shall determine by a majority vote of the disinterested members whether the transaction or arrangement is in USA Swimming’s best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

SECTION 8. VIOLATIONS OF THE CONFLICTS OF INTEREST POLICY:

1. If the board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
2. If, after hearing the member’s response and after making further investigation as warranted by the circumstances, the board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

SECTION 9. RECORDS OF PROCEEDINGS:

The minutes of the board and committee meetings shall contain:

1. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the board’s or committee’s decision as to whether a conflict of interest in fact existed.
2. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.
SECTION 10. ANNUAL STATEMENTS:

Each director, officer, committee member and employee shall annually sign a statement which affirms such person:

1. Has received a copy of the conflicts of interest policy,
2. Has read and understands the policy,
3. Has agreed to comply with the policy, and
4. Understands that USA Swimming is a charitable organization and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

The disclosure statements shall be reviewed by the Chairperson of the board and USA Swimming’s General Counsel. Any issues not previously disclosed shall be referred by him or her to the board or appropriate Committee. The disclosure statements shall be retained in the files of the General Counsel.
USA SWIMMING CONFLICT OF INTEREST DISCLOSURE STATEMENT

I, ___________________________, am a member of USA Swimming and serve in the following role(s):

☐ Board of Directors
☐ Officer
☐ Committee(s) (please specify below)

______________________________________________________________________________

☐ Employee

And I attest to the following:

☐ I have received the USA Swimming Statement of Principles on Ethical Behavior and Conflict of Interest (the “Policy”).
☐ I have read and understand the Policy.
☐ I agree to comply with the Policy.
☐ I understand that USA Swimming is a charitable organization and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Note: This disclosure statement also requires you to provide information with respect to certain other parties that are related to you. These persons are termed “affiliated persons” and include the following:

a. your spouse, domestic partner, child, mother, father, brother or sister;
b. any corporation or organization of which you are a board member, an officer, a partner, participate in management or are employed by, or are, directly or indirectly, a debt holder or the beneficial owner of any class of equity securities; and
c. any trust or other estate in which you have a substantial beneficial interest or as to which you serve as a trustee or in a similar capacity.

1. Have you or any of your affiliated persons provided services (other than board/committee/employment service) or property to USA Swimming in the past year?

YES       NO

If yes, please describe the nature of the services or property and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:
2. Have you or any of your affiliated persons purchased services or property from USA Swimming in the past year?

YES       NO

If yes, please describe the purchased services or property and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

3. Please indicate whether you or any of your affiliated persons had any direct or indirect interest in any business transaction(s) in the past year to which USA Swimming was or is a party.

YES       NO

If yes, please describe the transaction(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

4. Were you or any of your affiliated persons indebted to pay money to USA Swimming at any time in the past year (other than travel advances or the like)?

YES       NO

If yes, please describe the indebtedness and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
5. In the past year, did you or any of your affiliated persons receive, or become entitled to receive, directly or indirectly, any personal benefits from USA Swimming or as a result of your relationship with USA Swimming, that in the aggregate could be valued in excess of $1,000, that were not or will not be compensation directly related to your duties to USA Swimming?

YES  NO

If yes, please describe the benefit(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

6. Are you or any of your affiliated persons a party to or have an interest in any pending legal proceedings involving USA Swimming?

YES  NO

If yes, please describe the proceeding(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

7. Are you aware of any other events, transactions, arrangements or other situations that have occurred or may occur in the future that you believe should be examined by USA Swimming’s board in accordance with the terms and intent of USA Swimming’s conflict of interest policy?

YES  NO

If yes, please describe the situation(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________
I HERBY CONFIRM that my responses to the above questions are complete and correct to the best of my information and belief. I agree that if I become aware of any information that might indicate that this disclosure is inaccurate or that I have not complied with this policy, I will notify the board or committee Chairperson or General Counsel (as applicable) immediately.

Signature  Date
Document Retention Policy

USA Swimming's legal counsel shall be instructed to inform the President and Chief Executive Officer when document destruction (planned or otherwise) should be halted. The President and Chief Executive Officer will in turn notify the staff and board members. Violation of such orders can result in immediate termination.
Position Title: President & Chief Executive Officer  |  FT/PT: FT
Division: Executive  |  Reports To: Board of Directors
FLSA Status: Exempt  |  Reviewed/Revised 1/2/17

Job Summary:
The President/CEO supervises all aspects of USA Swimming’s business and operational functions, including serving as the NGB’s primary spokesperson in communicating with all internal and external audiences. The President/CEO reports to the Board of Directors and oversees all staff. With a few exceptions, all staff are based in Colorado Springs where USA Swimming’s national headquarters is located at the U.S. Olympic Training Center. The President/CEO is expected to provide robust, visionary leadership that maintains USA Swimming’s national and international stature as a marquis Olympic sport governing body.

USA Swimming Foundation:
The USA Swimming President/CEO also serves as the CEO of the USA Swimming Foundation. The Foundation is governed by its own separate Board of Directors, and there is a full-time Executive Director who supervises all Foundation activities. The CEO is responsible for supervising the Foundation Executive Director and for serving as a resource and sounding board for the Foundation Executive Director.

Essential Duties/Responsibilities:
• Keep the Board of Directors apprised of all significant activity related to USA Swimming’s business affairs; provide written reports in advance of Board meetings.
• Ensure that all USA Swimming business is conducted in compliance with all policies and procedures approved by the Board.
• Maintain regular communication with the Chair of the Board of Directors to ensure that all governance and management matters are functioning in synch.
• Lead all strategic planning that factors into USA Swimming’s annual and quad business plans. Keep all staff and volunteers leaders apprised of any changes to the business plans.
• Provide guidelines to appropriate staff leaders for development of the annual and quad budgets; work with CFO to produce final budget proposals for presentation to the Executive Committee and Board of Directors.
• Supervise all senior staff and communicate as appropriate with all staff to ensure that there is continual progress in the fulfillment of the annual and quad business plans.
• Maintain regular communication with General Counsel and Director of Safe Sport to ensure USA Swimming is addressing all legal and Safe Sport related matters in the most appropriate way.
• Prepare and present the annual “State of the Sport” report to the House of Delegates.
• Serve as USA Swimming’s primary spokesperson with media and others; work collaboratively with the Director of Communications.
• Cultivate and maintain senior leadership level relationships with all relevant national and international organizations, including but not limited to: USOC, NCAA, ASCA, CSCAA, ACES, USADA, FINA, etc.
• Supervise the USA Swimming Foundation Executive Director. Serve as a management and strategic planning resource for the Executive Director. Assist, as appropriate, with cultivation of major gift prospects.

Other Duties:
• Serve as an ex-officio member of various USA Swimming committees and task forces; with voice but no vote.
• Take on special assignments as requested by the Board of Directors.
• Represent USA Swimming in meaningful ways with community, professional and trade organizations.
• Conduct performance reviews with all direct-reports, and assess performance of all USA Swimming divisions and departments.

Qualifications:
• High-level leadership experience with a national-level sports organization.
• Politically astute, highly self-aware and with a reputation for honesty, integrity and professionalism that reflects the highest level of ethical business practices.
• Strong strategic planning skills.
• Excellent writing and communication skills.
• Proven relationship-building skills.
• Effective public speaking skill; with both small and large audiences.
• Experience creating new events and programs; as well as experience managing events, programs and services to large audiences and constituent groups.
• Proven financial management experience compatible with overseeing a $35-40M/year operating budget. Proven revenue generation abilities.
• Proven staff management experience compatible with overseeing a staff of 80-100.
• Ability to travel and work effectively while away from national office.

This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job; other duties may be assigned.

USA Swimming is proud to be an Equal Employment Opportunity Employer
Members of the Succession Task Force are: Ron Van Pool – Chair, Tim Liebhold, Arlene McDonald, Dale Neuburger, Jim Wood, Bruce Stratton – Ex-officio, Chuck Wielgus – Ex-officio.

The objectives of this task force: To provide a plan for the selection of a new CEO in the event of his departure from USA Swimming under the following circumstances:

1. CEO’s sudden and unplanned departure;
2. CEO’s departure prior to the end of his current contract due to health reasons;
3. CEO’s decision to not request an extension of his current contract.

The Task Force recommendations are as follows:

- The Board of Directors should incorporate a formal plan for emergency interim executive management of USA Swimming into the Policy Manual.
- **Selection Committee:**
  - The recommended selection committee is by position.
  - The Board Chair will name the selection committee subject to approval by the Board of Directors.
  - The members of the selection committee should have institutional knowledge based on longevity and Board of Directors experience.

- **Committee Composition:** (at least one of the following with international coaching experience):
  - Board Chair (Chair)
  - A Past-Board Chair
  - A current voting member of the Board of Directors
  - An active athlete member within the ten-year eligibility requirement, with Board of Directors experience, selected by the Athlete’s Executive Committee
  - An at-large member not currently on the Board of Directors with at least ten years of House of Delegates voting experience and, preferably, with Board of Directors experience
  - The current CEO or Acting CEO (ex-officio, non-voting), provided he/she is not a candidate for the CEO position

Revised 12/14 /2016
USA Swimming is dedicated to ensuring that all financial operations are conducted under the highest standards of integrity and ethics and in compliance with strict internal controls to safeguard the organization's assets and provide a strong financial foundation. USA Swimming operates on a calendar year, and all financial records are maintained on an accrual basis.

FINANCIAL REPORTS

External Reports:

The Chief Financial Officer shall prepare unaudited financial statements, quarterly and annually, for the Board of Directors. Financial statements are to be prepared in compliance with generally accepted accounting principles on the accrual basis, and contain budget to actual amounts and variances. Reports will be e-mailed in PDF format, published according to the following schedule:

Quarterly statements: 45 days after the end of the quarter

Annual unaudited statements: 60 days after the end of the year

Annual Audit:

The Audit Committee will engage an independent CPA annually to conduct an audit, and audited financial statements will be presented to the Board of Directors and the House of Delegates. The annual audited financial statements are presented for acceptance to the Board of Directors at its April/May meeting. After acceptance, the audited financial statements are posted on the website.

BUDGET PROCESS AND APPROVAL

Budget Preparation:

All expenditures made in the name of the corporation are subject to and governed by the annual operating budget approved by the Executive Committee, Board of Directors, and House of Delegates. An annual budget for capital expenditures is also approved by same.

The initial part of the budget process begins with the staff. According to the following timetable, the Chief Financial Officer (CFO) will request appropriate divisions to prepare revenue projections for the coming year, which are then reviewed with the Chief Executive Officer (CEO). The CFO will budget the estimated return on investments and coordinate the budgets for salaries, benefits, general and administrative, and the Capital Budget. The division directors will work with the committee chairs, vice chairs, and department heads to determine the financial needs for existing and on-going programs and committees. They will also prepare proposals for any new programs the committees or departments deem appropriate for the coming year.
The Chief Executive Officer, with the assistance of the Division Directors, will prioritize the prospective programs within each division based on the budget policy set out by the Board and contained in the USA Swimming strategic quadrennial Business Plan. The preliminary budget will be prepared and presented to the Executive Committee for review. The preliminary budget will contain sufficient detail so the Executive Committee can determine the appropriateness and cost/benefit of the respective programs.

**The Role of the Committees:**

The committee chairs have been assigned staff to assist in preparing their budgets. The committees are provided with budget parameters by the staff liaison. The committees work with the liaison to review the viability and performance of existing programs. Committees will review and recommend new pilot programs for the upcoming budget year and, with the help of the staff liaison, develop appropriate budget worksheets for such programs.

**The Role of the Vice Chairs:**

The Vice Chairs have no specific role in the budget preparation process, except in their supervisory capacity over committees. The Vice Chairs should maintain contact with the committees under their jurisdiction and the staff liaison during the budget preparation phase, so they become familiar with the various aspects of the budget that fall within their respective jurisdictions. As members of the Executive Committee, the Vice Chairs will be involved in the review process and will play the key role of providing insight into the programs and committee budget recommendations under their jurisdiction.

**The Role of the Finance Vice Chair:**

With regard to the budget process, the Finance Vice Chair should be the functional liaison between the staff and the Executive Committee and Board. The Finance Vice Chair’s responsibility is to work with the CEO and the CFO to assure that the product that is delivered to the Executive Committee is in proper form and prepared in accordance with the budget policy and USA Swimming’s strategic quadrennial Game Plan. It is not the Finance Vice Chair’s function to pass on the appropriateness of any specific budget items. It will, however, be appropriate for the Finance Vice Chair to participate fully in the review process as a member of the Executive Committee.

**The Role of the Board and the House of Delegates:**

To amend, add, or delete a budget item, the primary place for change should be the Board of Directors. The role of the House of Delegates is to review, amend and approve the budget brought forward by the Board of Directors. Once the budget has been adopted, the CEO and staff, the Finance Vice Chair, and the Board are responsible for implementing and enforcing the budget.
Budget Amendments and Review:

The budget should be approved as a living document, one with built-in flexibility. The CEO should be charged to live within the budget. This means that he must be ever vigilant as to overrunning any specific budget category. He should be looking at the whole of the divisional budgets to determine that the intent of the House of Delegates is being carried out by the expenditure of funds within the division. It is, ultimately, the CEO’s responsibility to review and approve all changes in the manner in which budgeted funds are to be expended. Minor changes to the budget programs already approved should be handled administratively by the CEO. The CEO is responsible to the Board to bring the overall expenditures in at year-end within budget. For new programs adopted during the year, and previously approved programs that have been greatly expanded, the Board will consider budget amendments to adequately fund the programs.

In order to determine that funds are being spent in conformity with the budget, a quarterly budget to actual expenditures report will be provided to the Finance Vice Chair and members of the Board by the CFO. Forecasts for the current quadrennium will be prepared and updated quarterly to assist with financial planning and budget preparation.

Budget Timetable:

Feb - March: Budget forms and instructions will be made available to staff members for development of proposed program budgets. The CFO coordinates revenue projections with the CEO.

April - July: Using the budget worksheets and revenue projections, the CFO produces a first draft of the proposed budget, to be reviewed and revised via meetings between the CEO and Division Directors.

Late July: Proposed Budget distributed to Executive Committee.

Early to Mid-August: Executive Committee meets to review, amend and approve the Proposed Budget.

Late August: Proposed Budget distributed to Board of Directors.

September BOD meeting: Board of Directors meet to review, amend and approve the Proposed Budget.

September: USA Swimming House of Delegates meet to review, amend and approve the Budget.

OPERATING RESERVES
Philosophy:

The establishment and maintenance of a funded Board-Designated Operating Reserve is a high priority. This will enable USA Swimming to support strategic business practices and to:

- Manage cash flow interruptions.
- Minimize the need for working capital borrowing.
- Meet commitments, obligations or other contingencies.
- Generate investment income.

Policy:

The purpose of this policy is to establish and maintain a funded Board-Designated Operating Reserve, unencumbered and uncommitted, at a level relative to the annual program funding and the costs of operating and maintaining the organization.

The Operating Reserve is intended to serve a dynamic role and is available to be utilized as needed rather than being static, devoted only to generating interest income.

Definitions:

- **Board-Designated Operating Reserve** – Amounts reported in the Unrestricted Net Assets section of the balance sheet and identified as Board-Designated Operating Reserve.

- **Costs of Operating and Maintaining the Organization** – USA Swimming’s net expenses for Program Services and Administration as reflected by the approved annual budget.

- **Funded Board-Designated Operating Reserve** – A fund consisting of liquid assets and investments. Liquid assets are those that may be converted to cash quickly and easily. It is not required that Board-Designated Operating Reserve be physically segregated in a separate bank or investment account although USA Swimming may decide to do so.

Strategies and Procedures:

- Board-Designated Operating Reserve shall be accounted for separate and apart from Undesignated Operating Funds.

- The Investment Committee will have the responsibility for developing and recommending policies and guidelines for the investment of the Operating Reserve assets and the Board of Directors will approve such policies and guidelines.

- The Operating Reserve goal will be to achieve and maintain at least six months of Program Funding and Operating Costs as defined in Section III.
Sources:

Assets for the **Board-Designated Operating Reserve** accounts will come from the retained earnings of the organization.

Uses:

- Internal line of credit for use to financially operate the organization.
- Funds to meet unfunded and unexpected organization needs.
- Funds for emergency and emerging needs of subsidiaries.
- Funds to make up a deficiency in budgeted revenue, either in results or collection experience.

Governance:

Depletion of the Operating Reserve will be evidenced by a negative balance in Undesignated Operating Funds. The procedure for approving use of the Operating Reserve Funds will be as follows:

- As projected in the budget as approved by the House of Delegates.
- By approval of the Board of Directors to fund unusual expenditures out of reserves.
- By extraordinary expenses or loss of revenue and (or) investment losses. In this case, the following procedure will be followed:
  - The Chief Financial Officer will inform the Board Chair, the Finance Vice Chair, and the Chief Executive Officer.
  - The Finance Vice Chair will inform the Board of Directors at its next scheduled meeting.

If the Operating Reserve is and has been less than 75% of the targeted reserve level for two consecutive years, the Board of Directors, in the absence of any extraordinary circumstances, will adopt an operational budget that includes a projected surplus sufficient to rebuild the Operating Reserve Fund to its targeted reserve level over the following two years.
Maintenance:

The status of the funded **Board-Designated Operating Reserve** will be calculated at the end of each fiscal year based upon audited financial results.

**Operating Reserve Ratio Calculation**

The calculation formula will be based upon amounts defined in Section III as follows:

\[ \text{Unrestricted, Board-Designated Operating Reserve as of 12/31} = \left[\text{Budgeted Annual Operating Budget}\right] \times \frac{6}{12} \]

Example: $13,886,400 = $27,772,800 (2011 Budget) X 6/12

The adequacy of the Board-Designated Operating Reserve will be determined as follows:

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<th>Description</th>
<th>Example</th>
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<tbody>
<tr>
<td>Total Net Assets</td>
<td>$21,508,840</td>
</tr>
<tr>
<td>Less Board-Designated Funds for Specific Purpose</td>
<td>(5,000,000)</td>
</tr>
<tr>
<td>Total Unrestricted Net Assets</td>
<td>16,508,840</td>
</tr>
<tr>
<td>Less Equity in Fixed Assets</td>
<td>(2,339,563)</td>
</tr>
<tr>
<td>Less Investment in USSIC</td>
<td>(3,431,772)</td>
</tr>
<tr>
<td>Less Prepaid Rent</td>
<td>(3,106,580)</td>
</tr>
<tr>
<td>Add Deferred Revenue</td>
<td>8,669,996</td>
</tr>
<tr>
<td>Available Unrestricted Assets</td>
<td>16,300,922</td>
</tr>
<tr>
<td>Less <strong>Board-Designated Operating Reserve</strong></td>
<td>(13,886,400)</td>
</tr>
<tr>
<td><strong>Undesignated Operating Funds</strong></td>
<td><strong>$2,414,522</strong></td>
</tr>
</tbody>
</table>

The Operating Reserve Ratio Calculation will be presented to the Finance Vice Chair following approval of the financial audit results by the Audit Committee. The Finance Vice Chair will consider the adequacy of the Operating Reserve amount and will recommend any changes as deemed necessary.

**Policy Review:**

This policy will be reviewed every four years by the Finance Vice Chair or sooner if conditions warrant. Any changes thereto will be approved by the Board of Directors.

**PURCHASING**

**POLICY:** USA Swimming will employ sound business practices when purchasing goods and services to reduce costs and avoid conflicts of interest. Procurement of goods and services should be made by appropriate personnel and according to company guidelines. Please contact Financial Affairs for a detailed Purchasing and Payment policy.
COMMITTEE ACCOUNTING PROCEDURES

A. There shall be no separate checking accounts for projects carried out under the direction of any committee without the express authorization of the Board of Directors.

B. All USA Swimming funds must be received and disbursed by the Corporation.

LSC MEMBERSHIP PAYMENTS

Membership registration fees must be remitted by the LSC to USA Swimming by Automated Clearing House (ACH) deposit. The deposit will be generated on the 10th day of each month following the close of the membership enrollment month. If ACH results in non-sufficient funds, a check payable to USA Swimming would be due immediately.

If amounts due are not paid within ninety days, the CEO may refer the matter to a Board of Review for appropriate action. If monies owed USA Swimming remain outstanding at the time of the annual convention, credentials for the LSC, Allied, or Affiliate Member may be withheld upon approval by the Board.

LSC REPORTING REQUIREMENTS

LSC Model By-Laws: Each LSC, in accordance with its By-Laws, which are based on the “Required LSC Bylaws”, adopted and amended from time to time by the USA Swimming of House of Delegates, shall meet the reporting requirements to USA Swimming contained within the “Required LSC Bylaws”, including, but not limited to a copy of (1) the annual closing Balance Sheet and Statement of Income and Expense and (2) the corresponding federal income tax return (Form 990). The Balance Sheet and Statement of Income and Expense shall be audited or reviewed by an outside auditor or the LSC Finance Committee.

Financial Requirements: Annually, a copy of the financial reports listed above shall be forwarded to USA Swimming headquarters within five (5) months after the close of the fiscal year for the LSC. Upon submission of a request to extend the time to file its federal income tax return, an LSC may be granted additional time to meet its financial reporting requirements to USA Swimming equal to the extension period (typically three months), provided that the LSC submit a copy of the request for extension with the IRS to USA Swimming at the time the extension is filed and the IRS grants such an extension.

Suspension of LSC Voting: Should an LSC not be current, including extensions, with its financial reporting requirements to USA Swimming as of 45 days prior to the annual meeting of the USA Swimming House of Delegates, the Board of Directors may, with written notice, suspend the LSC from voting at the House of Delegates meeting, said suspension of votes applying only to the LSC positions entitled to vote in the House of Delegates, excluding any at-large members of the LSC. At a minimum, said notice shall be sent to the six voting positions, all financial positions, and the permanent office, if there is one.
LSC INSURANCE COVERAGE

LSC Requirements: For indemnification, the Board of Directors may set certain requirements, including the adoption of financial controls. Any such requirements shall be published in the minutes and communicated to all LSCs via mail or e-mail. Failure to adopt such requirements may result in a penalty to the LSC.

USA SWIMMING STATIONERY

A. Officers, Board members, including ex-officio, and committee chairmen are to be supplied with USA Swimming stationery upon request. USA Swimming will pay for imprinting stationery for officers. Others are authorized to have stationery imprinted at their own expense.

B. Officers are to be supplied with business cards. Further, the may authorize additional persons to be supplied with business cards when the position requires substantial external contact.

AUTHORIZATIONS

A. Disbursement authorization (checks and electronic) is granted by the Board of Directors to the Board Chair, Finance Vice Chair, CEO, and certain division directors.

   Number of signatures required:
   
   Less than $25,000 requires any one signature
   $25,000 to Less than $50,000 requires any two signatures
   $50,000 and over requires two internal signatures, plus an electronic approval by the Board Chair or Finance Vice Chair

B. $300 petty cash fund is authorized for national headquarters operation.

COACHING HONORARIA

Honoraria for coaches and speakers for age group and developmental camps/events, and coaching development, if provided for in the budget, are permitted. Honoraria for coaches for national team camps and events (i.e., Olympic, World Championships, Pan Pacifics, other international camps and competitions, and preparatory camps or events for any of the preceding) are not permitted. Honoraria for speakers for national team camps/events are not permitted.

An allowance for incidentals for coaches on international team trips (competitions and camps) are permitted but shall not exceed $20 per day, a portion of which may be taxable per IRS rules.
HOSPITALITY

At convention, water may be provided but coffee, soft drinks, and meals shall not be provided at any committee meeting, including the Board of Directors and Executive Committee. However, this policy does not apply to the Athletes Executive Committee.

Coffee and soft drinks may be provided at all committee meetings at USA Swimming Headquarters. A reception, if provided for in the budget, is permitted for major meetings (i.e. Board of Directors, workshops, or clinics).

Hospitality, as provided for in the budget, is permitted at LSC workshops.
Overview

USA Swimming, Inc. is a not-for-profit organization with its national headquarters located in Colorado Springs, Colorado. USA Swimming, Inc. maintains an investment portfolio for the benefit of its members.

Purpose of Investment Policy Statement

The purpose of this Investment Policy Statement is to assist the Investment Committee of USA Swimming, Inc. (sometimes referred to herein as the “Committee”) in effectively establishing, supervising, monitoring and evaluating the investments maintained in the portfolio (referred to as “The Portfolio” which includes all USA Swimming portfolio assets, including operating funds, unless specifically stated otherwise.)

The Policy:

1. Defines the investment goals and objectives of The Portfolio;
2. Documents the material facts considered and the process used to arrive at the investment decisions reached;
3. Establishes an asset allocation and investment management strategy designed to have a high probability of meeting the goals and objectives of The Portfolio;
4. Establishes a disciplined decision-making process to be followed by the investment advisors and managers in implementing the investment strategies decided upon;
5. Establishes a criteria for evaluating the success of the investment management of The Portfolio; and
6. Documents the procedural prudence followed by the Committee in taking the investment course of action followed.

With respect to the investment portion of the portfolio (referred to as “the Investments”) that are managed by the Investment Advisor “Advisor,” this statement also establishes a clear understanding between the Investment Committee and the Advisor concerning the investment policies and objectives of USA Swimming, Inc. It is contemplated that the Advisor will employ Investment Managers “Manager(s)” to manage specific segments of the Investments. The Advisor will be responsible for overseeing the Investments, monitoring individual manager performance and compliance with this document with respect to the Investments, and making asset allocation recommendations.

Goals and Objectives

Portfolio Goals

It is a primary goal of USA Swimming, Inc. to invest the financial assets of the organization, in excess of funds needed for current operations, and to provide maximum earnings growth, based on a total return, consistent with a policy of prudent investment and protection of assets. It is also the policy of the organization to maintain operating funds to provide for liquidity to meet current operating and capital expenditure needs.

Investment Objectives
A. Investment Funds

The invested assets of USA Swimming, Inc. are invested and maintained in a balanced investment program. The primary objective is to provide maximum growth consistent with a policy of prudent investment and protection of assets. Growth will be attained through appreciation of assets, the inclusion of additional funds when available, and from retention of earnings of the fund except earnings caused to be withdrawn as hereinafter provided.

B. Short Term Operating Account

The Short Term Operating Account is comprised of primarily operating funds that could reasonably be expected to be spent over the next 3 to 12 months. The account will be managed by the Chief Financial Officer with all transactions approved by the Finance Vice Chair except money market transfers. The securities in the account will be limited to the following investment vehicles and restrictions:

<table>
<thead>
<tr>
<th>Single Security Limit</th>
<th>Minimum Quality</th>
<th>Maximum Maturity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Money Market Funds</td>
<td>None</td>
<td>N/A</td>
</tr>
<tr>
<td>Brokered CD’s</td>
<td>$250,000</td>
<td>N/A</td>
</tr>
<tr>
<td>US Treasuries</td>
<td>None</td>
<td>N/A</td>
</tr>
<tr>
<td>Agency Discount Notes</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Commercial Paper</td>
<td>$250,000</td>
<td>A2/P2</td>
</tr>
<tr>
<td>Adjustable Rate Certificates</td>
<td>$250,000</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Asset Allocation

The asset allocation under the Investment Policy will meet the stated goals and objectives. The asset allocation is based upon the following:

A. That it is not productive to “time” the markets. Rather, long-term strategic asset allocation, based upon the principles of Modern Portfolio Theory, is the most prudent investment approach. That is, effective diversification can reduce risk. In utilizing this methodology, it is important to diversify into all the major asset classes as set out below, and to diversify by investment style and money manager.

B. That gains and losses have a significant impact upon the Investments’ growth objective.

C. That portfolios with a greater amount of stock allocations and a lesser amount of bond allocations have a higher probability of short-term losses and of long-term higher returns than portfolios with lesser amounts of stocks.

Therefore, since long-term higher returns are very important in meeting the objectives of the Investments, the asset allocation shall contain a mixture of stocks and bonds that subject the portfolio to the potential of moderate, but not devastatingly large short-term losses, and provide the potential for higher long-term returns.
<table>
<thead>
<tr>
<th>Asset Allocation Mix</th>
<th>Target</th>
<th>Minimum</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stocks</td>
<td>53%</td>
<td>43%</td>
<td>63%</td>
</tr>
<tr>
<td>Real Estate</td>
<td>5%</td>
<td>3%</td>
<td>7%</td>
</tr>
<tr>
<td>Commodity</td>
<td>3%</td>
<td>0%</td>
<td>7%</td>
</tr>
<tr>
<td>Bonds</td>
<td>38%</td>
<td>28%</td>
<td>48%</td>
</tr>
<tr>
<td>Cash</td>
<td>1%</td>
<td>0%</td>
<td>5%</td>
</tr>
</tbody>
</table>

**Historic* and Expected Returns**

The long-term un-audited historic rate of return on the Investments is shown below. It is based on the historic expected long-term total return for each asset class, and then adjusted for interest rate environment and each asset class' percentage weighting in your portfolio. This is compared against the assumed long-term average rate of inflation (as measured by the Consumer Price Index). The difference between the nominal rate of return and the inflation rate is your real (after-inflation) expected return. Actual performance will vary from these assumed rates and there is no guarantee that this return objective will be achieved either in any single year or over the longer term. The portfolio return will also be reduced by the deduction of advisory and money management fees.

<table>
<thead>
<tr>
<th></th>
<th>Year 1</th>
<th>Year 3</th>
<th>Year 5</th>
<th>Year 10</th>
<th>Year 20</th>
</tr>
</thead>
<tbody>
<tr>
<td>95th Percentile</td>
<td>28.95</td>
<td>19.37</td>
<td>16.56</td>
<td>13.80</td>
<td>11.89</td>
</tr>
<tr>
<td>Expected Value</td>
<td>8.08</td>
<td>7.63</td>
<td>7.55</td>
<td>7.48</td>
<td>7.45</td>
</tr>
<tr>
<td>5th Percentile</td>
<td>-10.53</td>
<td>-3.34</td>
<td>-1.02</td>
<td>1.38</td>
<td>3.11</td>
</tr>
</tbody>
</table>

*Mathematically calculated returns are based on historic asset class returns. Based on First Western Investment Advisor’s capital market assumptions, the expected value returns are believed to be in the 4.85% - 7.1% range gross of investment advisory fees.

At least two benchmarks for each asset class shall be selected to compare future performance against. One or more passive indices that are reflective of the universe of securities within that asset class shall be selected. In addition, one or more active manager benchmarks will be used to compare relative performance of the investment vehicle used herein to other managers investing within a particular asset class.

It will be the objective of the Portfolio to outperform a blended benchmark consisting of 48% MSCI All Country World Index, 4% NAREIT Dev Index, 3% Dow Jones-UBS Commodity Index and 45% Barclays Aggregate Bond Index over a three year rolling period after fees. A secondary objective of the Portfolio will be to earn inflation (CPI) plus 3%. The Committee recognizes that any particular investment strategy will have periods where it will fall short of achieving its goal. During such period, the Committee expects rational explanations for such under-performance.
Risk will be measured by standard deviation and may be more or less risky than the blended index benchmark. Risk in excess of 15% plus or minus the benchmark may require additional examination. Returns will also be monitored on a risk adjusted basis as measured by the Sharpe Ratio. (Return of the portfolio minus the risk free rate divided (the risk free rate is measured by the 5 year Treasury note) by the standard deviation.

**Investment Vehicles**

In implementing the asset allocation policy, it is intended that there be extensive diversification by investment style. Frank Russell Investment Management Company funds, through First Western Investment Advisors, have been selected as the primary method of effectively implementing the asset allocation.

First Western Investment Advisors, the registered investment advisor to the Investments, will monitor the performance of each fund or manager and report to the Committee. First Western Investment Advisors will recommend replacement funds or managers.

**Rebalancing**

The asset allocation shall be rebalanced to the target allocations set out above after any quarter in which one or more of the minimum or maximum allocations are exceeded. Furthermore, in the event of a sudden or significant change in the asset allocation attributable to market conditions, the asset allocation may be rebalanced between quarters.

**Costs**

The costs associated with the management of each asset class shall be reviewed at least annually. It is the Investments’ objective that the total costs of managing the funds, including the investment advisory fees, shall be average or below when compared to the average fees for a similar mix of mutual funds. Averages from Morningstar Analytical Service shall be used for determining the appropriate average.

**Communications**

Unless otherwise requested, the Advisor must furnish the Investment Committee with a quarterly account review detailing investment performance (time-weighted), portfolio holdings, an investment strategy, and the value of the Investments. The Investment Committee will also receive timely information about changes in investment philosophy, management, ownership, and key personnel of Frank Russell Investment Management Company.

Investment Committee meetings will be held quarterly.

The Investment Committee may call more frequent meetings if significant concerns arise about the Advisor’s investment strategy or performance of the Investments.
Execution

This Investment Policy Statement is hereby approved and adopted on ____________________________.

By:  __________________________________________
Printed Name:  _________________________________
Title:  ________________________________________

By:  __________________________________________
Printed Name:  _________________________________
Title:  ________________________________________
USA SWIMMING LIFE MEMBERS AND BACKGROUND SCREENING

Regarding inactive Life Members who are exempt from the background screening and Safe Sport education requirements.

To adopt an exemption from the background screen / athlete protection education requirement of Section 502.4.2 of the Rules only as it applies to Inactive Life Members, defined as those Life Members who:

1. Are not a coach member or active Official;

2. Do not interact directly and frequently with athletes as a regular part of their duties;

3. Do not have an ownership interest or management role in a member club;

4. Are not serving on the Board of Directors, Board of Review or any committee, subcommittee or task force of USA Swimming or an LSC.

Approved at the April 2013 USA Swimming Board of Directors Meeting
LSC Development Committee Policies & Procedures
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May 3, 2014
LSC Development Committee

Policies and Procedures

1.0 Mission
To provide a national network for LSC education and communication and to serve as a resource for LSC leaders

2.0 General Committee Responsibilities
• To strengthen LSC governance and operations by providing educational opportunities and mentoring for LSC boards and officers
• To provide a national network to enhance the sharing of information and ideas among LSC leaders
• To identify and provide support to LSCs experiencing operational and governance issues
• To monitor LSC compliance with respect to LSC obligations to USA Swimming and facilitate necessary action to insure compliance
• To work with LSCs to encourage good public relations with their constituencies
• To foster methods of communication

3.0 Committee Member Responsibilities
• Attend and participate in all meetings of the committee at the USAS Convention in the fall of each year.
• Attend and participate in all conference calls of the committee throughout the year as scheduled.
• Actively participate in LEAP evaluations and conference calls when you are informed that one of your assigned LSCs has completed and submitted its evaluation to USA Swimming.
• Acknowledge the importance of the cooperative effort needed to evolve programs and projects by completing committee assignments within the timeline assigned by the chair and/or staff liaison.
• Be willing to fully participate in the brainstorming, creating, vetting, executing and evaluation of ideas and/or programs that support the committee’s mission and responsibilities. There is no wrong question or suggestion. The committee does its best work when each member of the committee brings their expertise to the table and throws it in the mix.

May 3, 2014
4.0 LSC Evaluation and Achievement Program (LEAP)

4.1 General
The LSC Evaluation and Achievement Program is a result of a directive from the USA Swimming Board of Directors that each of the 59 LSCs shall be required to submit materials showing proof of compliance with Federal, State and Local laws, USA Swimming Rules & Regulations and LSC By-laws during each quadrennium. These laws, rules, regulations and by-laws have been divided into the four areas listed below and compiled in an on-line database format as LEAP Level 1.

- Business and Administration
- Volunteer Development
- Coach and Club Development
- Athlete Development

LSCs moving beyond the minimum requirements will utilize the metrics established in LEAP Levels 2 and 3 to measure their further successes.

4.2 Submission Process
LEAP is a web-based system designed to provide information and receive input. LSCs must access LEAP through the LSC portal. Data is provided to address queries in one of four ways:

- Checkbox
- Text box
- Document Upload
- System Query

Instructions for implementation of the LEAP process can be found in Appendix A. The committee recommends that the LSC Board of Directors be actively engaged in the LEAP process. The Board should review and update all materials before submission.

NOTE: It is understood that LSC policies in place at the time of LEAP submission may be enhanced or may be modified to conform to USA Swimming Rules and Regulations during the term between original submission of LEAP and subsequent resubmission in the next quadrennium. However, in the spirit of fair play, it is also understood that such policies may not be enacted to conform to LEAP requirements and then subsequently rescinded once LEAP status has been granted.
4.3 Evaluation Process – Level One

4.3.1 General
All 59 LSC’s must submit materials to meet the Level One LEAP requirements once within each quadrenium beginning with the 2009-2012 quad. Submitted materials will be reviewed and critiqued by evaluation teams via a checklist (Appendix H). The checklist may be divided among team members to expedite the review process. The LSC Governance Consultant will compile the review checklists. A conference call at a predetermined date and time each month will be held in the event there is no consensus on checklist items. The LSC Governance Consultant will send the compiled checklist with the team findings and inform the submitting LSC. LSCs meeting all requirements will be awarded Level 1 status. A schedule of submission deadlines for the 59 LSCs is shown in Appendix B. Instructions for Evaluators can be found in Appendix C. Final decision may be delayed pending receipt of the by-laws review by the Rules and Regulations committee member.

4.3.2 Evaluation Teams
Level 1 Evaluation Teams will be named each year. Each of the four zones will be assigned at least one team. An Evaluation Team shall be comprised of the following four (4) members:

- The relevant Zone Directors (2)
- An LSC Development committee member
- A volunteer (1)

A current list of evaluation teams can be found in Appendix D.

4.3.3 Evaluation Schedule
90 days prior to the scheduled submission date the LSC will receive a reminder from the LSC Governance Consultant. If the LSC is still deficient, a Committee member will be assigned to work with that LSC to assist the LSC in completing their submission by the published deadline. Submissions will be scheduled for review during the upcoming month if they are received seven (7) or more days prior to the scheduled conference call. Submissions received less than seven (7) days prior to the next scheduled call will be evaluated the following month.

Level 1 conference calls are scheduled on a set day and time each month. If no evaluations are pending, there is no call.

- Eastern Zone 2nd Tuesday of month 6:30-8:00 PM Eastern
- Southern Zone 2nd Tuesday of month 8:00-9:30 PM Eastern
- Central Zone 3rd Tuesday of month 7:00-8:30 PM Central
- Western Zone 3rd Tuesday of month 6:30-8:00 Pacific

May 3, 2014
Any LEAP evaluation team member, who for good reason cannot participate in an upcoming monthly evaluation conference call, is responsible for contacting the alternate at least 10 days prior to the scheduled evaluation call to see if the alternate can replace him/her for that month. The LSC Governance Consultant should also be notified of this situation.

The LSC Governance Consultant will moderate the conference call and prepare a written report to submit to the LSC.

Sport Development Consultants should participate in calls to provide background on LSCs, but will not evaluate submitted LEAP material.

4.3.4 Evaluation Guidelines

Items in Level 1 are required and all criteria must be met before an LSC can achieve Level 1 status. LSC By-Laws will be reviewed by a member of the USA Swimming Rules and Regulations committee, while notification on the submission of financial information to USA Swimming will come from the USA Swimming Accounting Department. The LSC Development Consultant will gather this information prior to the scheduled review of the submitted materials. All other areas of the LEAP Level 1 submission will be assessed by one of the LSC Evaluation teams. A link to the LEAP Evaluation checklist for LSCs can be found in Appendix E.

The LSC Governance Consultant will contact the submitting LSC via a written report noting items that must be addressed before Level 1 status is granted.

Re-submitted items will be reviewed by the LSC Governance Consultant in consultation with the Evaluation Team. The LSC Governance Consultant will inform the submitting LSC of the outcome.

4.3.5 Approval or Denial of Level One status

- Approve the submission.
  If the submission is approved, the LSC will receive an email saying it has received approval. The LSC can print a certificate and start working on the next level. The logo for the appropriate LEAP level will automatically appear in the LSC portal.

- Decline the submission.
  If the evaluation group finds irregularities, lack of appropriate documents, etc., the group can decline the submission. The LSC will receive an email indicating that the submission is not approved and noting the problem areas. The LSC will be given 30 days to correct any deficiencies. Re-submitted materials will be reviewed by the LSC Governance Consultant in consultation with the Evaluation Team and notification of Level 1 status or remaining deficiencies will be communicated to the submitted LSC by the LSC Governance Consultant.
4.3.6 Appeals

An LSC shall have the right to appeal with regard to any LEAP Certification criterion. To appeal, the LSC shall submit a written document to the LSC Governance Consultant and/or the LSC Development Committee Chairperson describing the issue in question.

The LSC Development Committee shall direct the appeal to the appropriate LEAP Evaluation Team. If the Evaluation Team feels that the appeal has merit, the criterion will be deemed to have been met and the appropriate point(s) will be awarded.

If the LSC feels that its appeal has been wrongly denied, it may submit the appeal to the LSC Development Committee Chairperson for consideration. The decision of the LSC Development Committee Chairperson shall be final.

4.4 Extension of Submission Deadline – Level One

4.4.1 Extension of deadline by written request
The LSC Development Committee shall grant a 30-day extension to any LSC submitting a written request to the LSC Governance Consultant and/or the LSC Development Committee Chairperson on or before the original deadline date for submission of LEAP Level 1 by that LSC. The extension applies only to the original deadline published in the current LEAP Level 1 Submission Schedule, (Appendix A). The extension period shall begin on the original deadline date and expire in 30 days, regardless of when the extension request is received.

4.4.2 Extension beyond 30 days
The LSC Development Committee may grant an additional 30 day deadline extension in the case of extraordinary circumstances, (i.e. natural disaster, extreme hardship, compassionate dispensation, etc.). An LSC seeking such an extension shall submit a written request to the LSC Governance Consultant and/or the LSC Development Committee Chairperson. The extension, if granted, shall be in the form of a written Remediation Plan that is mutually-agreed upon by the LSC and LSC Development Committee. The Remediation Plan shall explicitly define a new submission deadline, (date certain) which shall be no more than 60 days from the original deadline published in the current LEAP Level 1 Submission Schedule.
4.5 **Failure to Comply with LEAP Level 1 Submission**

An LSC that fails to submit or has uncorrected deficiencies shall be referred to the Board of Directors. After the USA Swimming Board of Directors (“BOD”) sends out a directive to an LSC to forthwith comply, the LSC must immediately make good faith progress, in the discretion of the LSC Development Committee, to correct all uncorrected deficiencies in the LEAP Level 1 requirements. Failing this, the BOD will direct the following penalties be imposed: Ten (10) days after the BOD directive, a penalty of $100 per day will be assessed the LSC until all deficiencies are corrected. If the deficiencies have not been corrected at the end of thirty (30) days after the BOD directive, then USA Swimming will file a complaint with the National Board of Review to remove the LSC General Chair and the Administrative Vice Chair from office (and any other National or LSC office or committee position they may hold), and suspend their membership in USA Swimming for a period of not less than three (3) months and not more than six (6) months. At the end of sixty (60) days after the BOD’s directive, the LSC will lose its USA Swimming House of Delegates votes for the next Convention and USA Swimming will take action to remove the entire LSC BOD from office and replace them with appointments of the USA Swimming Board Chair (to be confirmed by the Executive Committee). In addition, the LSC’s right to sanction, approve, observe and oversee competitive swimming events may be suspended at any time. See Appendix G for text of final notice of non-compliance to LSC Leadership.

4.6 **Evaluation Process – Levels Two & Three**

4.6.1 **General**

LSCs moving beyond the minimum requirements will utilize the metrics established in LEAP Levels 2 and 3 to measure their further successes. While items may be uploaded to any level at any time, LSCs must be current on all requirements in lower levels to achieve a higher level.

4.6.2 **Evaluation Teams**

An Evaluation Team for Levels 2 and 3 shall be named each year; this will provide consistency in the evaluation as the higher levels in LEAP are more subjective in nature. The Level 2/3 Evaluation Team shall be comprised of three (3) members. Two (2) alternates shall be named. A current list of evaluation teams can be found in Appendix D.

4.6.3 **Evaluation Schedule**

Submissions will be scheduled for review during the upcoming month if they are received seven (7) or more days prior to the scheduled conference call. Submissions received less than seven (7) days prior to the next scheduled call will be evaluated the following month.
Level 2 and 3 conference calls are scheduled on the first Tuesday of each month at 4:15 EST/3:15 CST/2:15 MST/1:15 PST. If no evaluations are pending, there is no call.

Any LEAP evaluation team member, who for good reason cannot participate in an upcoming monthly evaluation conference call, is responsible for contacting the alternate at least 10 days prior to the scheduled evaluation call to see if the alternate can replace him/her for that month. The LSC Governance Consultant should also be notified of this situation.

The LSC Governance Consultant will moderate the conference call and prepare a written report for review by the Evaluation Team before the report is presented to the submitting LSC.

4.6.4 Evaluation Guidelines
LSCs requesting approval at Levels 2 or 3 must meet all of the required criteria in each of the four areas while accumulating sufficient optional points to meet the total necessary for that level. In all other aspects, the Level 2 and 3 evaluation process is the same as that used for Level 1.

The LSC Governance Consultant will contact the submitting LSC via a written report noting items that must be addressed before Level 2 or 3 status is granted. Re-submitted items will be reviewed by the Level 2/3 Evaluation Team and the LSC Governance Consultant will inform the submitting LSC of the outcome.

4.6.5 Approval or Denial of Level 2 or 3 status
- Approve the submission.
  If the submission is approved, the LSC is will receive an email saying it has received approval. The LSC can print a certificate and start working on the next level. The logo for the appropriate LEAP level will automatically appear in the LSC portal.

- Decline the submission.
  If the evaluation group finds irregularities, lack of appropriate documents, etc., the group can decline the submission. The LSC will receive an email indicating that the submission is not approved and indicating the problem areas. The LSC will be given a period of time to correct any deficiencies. This process will be monitored by the LSC Governance Consultant.

4.6.6 Appeals
An LSC shall have the right to appeal with regard to any LEAP Certification criterion. To appeal, the LSC shall submit a written document to the LSC Governance Consultant and/or the LSC Development Committee Chairperson describing the issue in question.

May 3, 2014
The document should explain why:

- The LEAP criterion is in error—or-
- The LEAP criterion does not apply—or-
- The LSC feels that its policy is achieving superior performance in the disputed area—or-
- The LSC feels that its policy better fits its Mission and Vision

The LSC Development Committee shall direct the appeal to the LEAP Evaluation Subcommittee. If the Evaluation Subcommittee feels that the appeal has merit, the criterion will be deemed to have been met and the appropriate point(s) will be awarded.

Guideline - The Evaluation Subcommittee should value more highly data and analyses over hearsay and generalizations. The Evaluation Subcommittee should have the feeling that the LSC has thoroughly reviewed the issue and thoughtfully decided that their program fits their Mission and Vision better than a different program that simply meets the LEAP metric.

If the LSC feels that its appeal has been wrongly denied, it may submit the appeal to the LSC Development Committee Chairperson for consideration. The decision of the LSC Development Committee Chairperson shall be final.

4.7 Submittal Deadlines – Levels Two & Three
An LSC shall have 18 months from the original due date for LEAP Level 1 to submit all materials for LEAP Level 2. An LSC shall have an additional 18 months to submit all materials for LEAP Level 3. [Note: For the 2013-16 quad LSC’s that have been approved for LEAP Level 1 prior to January 1, 2014 will use that January date as the beginning of the 18 months for submission of Level 2]

4.8 Incentives – Levels Two & Three
The USA Swimming Board of Directors shall authorize incentive payments to LSCs that achieve LEAP Level 2 & 3.

Each LSC is eligible for one LEAP Level 2 award per quadrennium. Each LSC is eligible for one LEAP Level 3 award per quadrennium. The payments shall be made quarterly (end of March, June, September, December) in the period during the year in which the LEAP Level certification is first achieved. An LSC that will receive below the maximum award may request a revised computation if current registration numbers are higher than what is officially recorded at the end of the past registration year.
4.8.1 Level Two
The LSC will receive $0.50 per registered year-round athlete, (as determined at the end of the most recently completed registration year).

- The minimum award shall be $1000
- The maximum award shall be $2500

4.8.2 Level Three
The LSC will receive $1.00 per registered year-round athlete, (as determined at the end of the most recently completed registration year).

- The minimum award shall be $2000
- The maximum award shall be $5000

4.9 LEAP update process
The LSC Development Committee shall maintain a list of recommended changes, additions and/or revisions to LEAP throughout the year. This list will be reviewed at the committee business meeting in the fall and items deemed appropriate will be added to the program. Obsolete items will be marked for removal.

The online and hard-copy versions of LEAP Level 1 will be updated annually to reflect changes in USA Swimming Rules and Regulations, By-Laws, Policies & Procedures and/or federal, state or local laws. Levels 2 and 3 will be updated annually as well. These updates will take place between October 1 and December 31 of each year.
Appendix A - LSC Submission Instructions

To begin the LEAP process, it is necessary to access the LSC Portal. Instructions for doing so can be found on the USA Swimming website: [http://www.usaswimming.org/_Rainbow/Documents/50093edd-2cf5-4da8-b523-939afc112c67/LEAP%20LSC%20instructions.pdf](http://www.usaswimming.org/_Rainbow/Documents/50093edd-2cf5-4da8-b523-939afc112c67/LEAP%20LSC%20instructions.pdf)

Log in to the USA Swimming website and select the Member Resources tab at the top. From the drop-down menu under Volunteers and LSCs, choose LSC Portals. From the next page, choose your LSC portal. Log into the LSC Portal as the Administrator and select Edit LSC Portal. Near the bottom of the next page, you will find LEAP. Click on the “Go to LSC Recognition” button to see the LEAP screens for your LSC.

We encourage General Chairs to share the component information with the LSC Board of Directors and other contributors in the LSC organization as soon as possible. Bring everyone together for a strategic planning session using LEAP as the platform for group discussion. A complete copy of the LEAP component requirements can be viewed/printed from the USA Swimming website. [Member Resources – Governance & LSCs – LSC Management – LEAP Program. See “Description of all LEAP Levels” link at the bottom of the page.](http://www.usaswimming.org/_Rainbow/Documents/6b797510-f7e8-4bbc-9ae0-2c30d3f0c3fa/LEAPlevels.pdf)

Should you need assistance along the way, please contact one of the following people:

Jane Grosser – LSC Governance Consultant, USA Swimming (Central time zone)
[LEAP.Grosser@sbcglobal.net](mailto:LEAP.Grosser@sbcglobal.net) 630-803-4058

Arlene McDonald – LSC Governance Consultant, USA Swimming (Eastern time zone)
[ArleneMcD@aol.com](mailto:ArleneMcD@aol.com) 317-442-2166

Sue Anderson – Staff Liaison to the LSC Development Committee, USA Swimming (Eastern time zone)
[Sanderson@usaswimming.org](mailto:Sanderson@usaswimming.org) 719-866-4578

Cherita Gentilucci – LSC Development Committee Chair (Eastern time zone)
[Office@maswim.org](mailto:Office@maswim.org) 302-429-6288

May 3, 2014
## Appendix B - LSC Submission Schedule

<table>
<thead>
<tr>
<th>2013</th>
<th>2014</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 01</td>
<td>May 01</td>
<td>May 01</td>
</tr>
<tr>
<td>ILLINOIS</td>
<td>ALLEGHENY MOUNTAIN</td>
<td>ADIRONDACK</td>
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<tr>
<td>LAKE ERIE</td>
<td>CONNECTICUT</td>
<td>BORDER</td>
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<tr>
<td>MARYLAND</td>
<td>PACIFIC</td>
<td>IOWA</td>
</tr>
<tr>
<td>NORTH CAROLINA</td>
<td>SOUTHEASTERN</td>
<td>SOUTH TEXAS</td>
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<tr>
<td>PACIFIC NORTHWEST</td>
<td>UTAH</td>
<td>WEST VIRGINIA</td>
</tr>
<tr>
<td>COLORADO</td>
<td>ARKANSAS</td>
<td>FLORIDA GOLD</td>
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<tr>
<td>August 01</td>
<td>August 01</td>
<td>August 01</td>
</tr>
<tr>
<td>INDIANA</td>
<td>HAWAI</td>
<td>INLAND EMPIRE</td>
</tr>
<tr>
<td>MIDDLE ATLANTIC</td>
<td>LOUISIANA</td>
<td>KENTUCKY</td>
</tr>
<tr>
<td>NIAGARA</td>
<td>NORTH TEXAS</td>
<td>NEW JERSEY</td>
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<tr>
<td>VIRGINIA</td>
<td>SOUTHERN CALIFORNIA</td>
<td>WYOMING</td>
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<td>GEORGIA</td>
<td>ALASKA</td>
<td>ARIZONA</td>
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<td>GULF</td>
<td>NORTH DAKOTA</td>
<td>MICHIGAN</td>
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<td>METROPOLITAN</td>
<td>OREGON</td>
<td>MINNESOTA</td>
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<tr>
<td>November 01</td>
<td>November 01</td>
<td>November 01</td>
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<tr>
<td>MIDWESTERN</td>
<td>SAN DIEGO IMPERIAL</td>
<td>MISSOURI VALLEY</td>
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<tr>
<td>SOUTH CAROLINA</td>
<td>SOUTH DAKOTA</td>
<td>NEW MEXICO</td>
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<td>MISSISSIPPI</td>
<td>CENTRAL CALIFORNIA</td>
<td>OHIO</td>
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<td>NEW ENGLAND</td>
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<td>OZARK</td>
<td>MAINE</td>
<td>SIERRA NEVADA</td>
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<td>POTOMAC VALLEY</td>
<td>MONTANA</td>
<td>SNAKE RIVER</td>
</tr>
<tr>
<td>WISCONSIN</td>
<td>WEST TEXAS</td>
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</tbody>
</table>
1. Go to the USA Swimming Admin site. Note, it will look like the regular website, but it’s not. You must use this link. Cut and paste it into your browser. You can save it as a “favorite”.

http://www.usaswimming.org/adminlogin/

You will be taken to the sign-in page that looks like this. Be sure to use the same username every time you login. That is the only username tied to administrative privileges. If you forget your username or password, contact Sue Anderson (sanderson@usaswiming.org). Do NOT create a new account!

2. After you have logged in, you will see a welcome note on the front page showing your name. If you do not see that, you are not logged in.

3. You will also see an “extra” tab called Admin.

4. Drop down the Admin menu and select LEAP.
5. The next page will look like this (below). By checking the box that says “Requested Certification” you will easily find the LSC that submitted LEAP. Alternately, you can search by LSC or Zone. Click on search.

6. The LSC that has submitted LEAP will appear. It will look like this. Click on “Edit LEAP Information.”

7. The name of the LSC will come up in a green box. Don’t worry about LSC Size, just click on Continue.
8. Now comes the fun part: the information submitted by the LSC. It will look like this (below). There are 50 items in Level 1. The LSC must complete **100% of the Level 1** items. (When you get to Level 2 and Level 3 there is an 80% completion requirement with some *Required* and some *Additional* items.)

9. As you go through the material you will quickly realize that there are 4 types of questions. Here are examples:
   
   a. **Check off.** The simplest type of question asks the LSC “do you do this activity or understand this concept?” The LSC is not asked for any proof. It is a point of information or education to be sure that the LSC is doing a required activity. Clicking the “Save” button means the LSC has read the item and is in compliance.

   **COMPLY WITH OLYMPIC AND AMATEUR SPORTS ACT**

   The *Ted Stevens Olympic & Amateur Sports Act* established a governance structure for amateur sports in our country. One requirement of the Amateur Sports Act is 20% athlete representation on the LSC Board of Directors, in the House of Delegates and on the Board of Review. Click on the “Save” button below if your LSC complies.

   [Save] [Cancel]

May 3, 2014
b. **Document upload.** In this question type, the LSC is asked to upload an electronic document. These documents will be valuable resources for the LSC Development Committee to share with other LSCs. There is no way to submit paper copies of documents.

![CREATE AND ADOPT BYLAWS](image)

Bylaws govern the operation of an organization. USA Swimming provides a *mandatory template for LSC Bylaws.* Upload your current bylaws which must include date of last revision.

File (max 1024 KB): [Browse...](image)

To load a document, use the *Browse* button to select a document from your local computer and then click *Save.*

- Uncheck this measure
- Save
- Cancel

c. **Text Box.** Sometimes the LSC will be asked to enter information into a text box.
d. **SWIM Query.** The final question type, and there are only a few of these, is a query from the SWIMS database. The information about the LSC is automatically drawn from the database and points are awarded based on the data.

**EVALUATOR INSTRUCTIONS – Specific**

1. Click on **every** item and see what information is supplied.
   a. For example, if you click on Mission Statement, the second item in the list, you will see a text box question.
b. If you click on Conflict of Interest policy, you will see a document upload question. Open the file to see what was submitted.

2. Go through every item. See what is written in the text box and look at the documents that are uploaded. Take notes on items you want to discuss with other evaluators.
   a. Is everything there that the LSC says is there?
   b. Does it look like they misunderstood or loaded a document that does not meet the requirements?
   c. Are there exceptional documents that could help another LSC?

3. At the bottom of every box you will see:
   a. Even if something is totally erroneous, do NOT click “Uncheck this measure”. That makes everything go away that was submitted for that item and the other evaluators would not be able to see it. All materials are lost if the submission is “unchecked”; it is also a good idea to save the submission, just in case the LSC did not.
   b. Click Cancel to exit from the box. It will not affect the submission.

4. You can exit at any time just by logging off or going to a different tab on the website. You can come back to LEAP the same way you got there in the beginning and pick up where you left off.
EVALUATOR INSTRUCTIONS – Completion

1. Once the evaluation group has completed its review, the LSC Governance Coordinator should go into the LEAP submission and uncheck any measure(s) that the team agreed do not meet the requirements.

2. In unusual circumstance where it is impossible for the LSC to achieve the requirement to score points and the evaluation team agrees that they have meet the requirement, the Programs and Services Director can award points in the Admin Override box.

3. Once the LEAP submission has been updated go back to the LEAP Admin page and once again locate the LSC.

May 3, 2014
4. Look at the Options column on the right. If you approve, click on Approve.

5. You can add to the body of the email, but don’t change or delete anything that is there. Click OK, and off it goes.

6. If you disapprove, click on Decline.
7. You should indicate why the submission was declined, give contact information to discuss the problems, AND plan to call the LSC if there are major issues. Click “OK” to complete the process.

If you have questions about the online process, please contact USA Swimming staff member: Sue Anderson sanderson@usaswimming.org

May 3, 2014
Appendix D  -  LEAP Evaluation Teams

- **LEAP Level 1 Evaluation Teams**
  - Coach Zone Director
  - Non-Coach Zone Director
  - Committee Member
  - Volunteer

**LEAP Level 2-3 Evaluation Team**

- Cherita Gentilucci
- Richard Pockat
- JoAnn Faucette
- Ben Creekmore
Appendix E - Written Description of All LEAP Levels

http://www.usaswimming.org/_Rainbow/Documents/73dff799-8cf5-450b-a6d8-7f154d732827/Hard%20Copy%20all%20levels%20.pdf

Or go to the USA Swimming website (www.usaswimming.org).

- Member Resources
  - LSC Management (under Governance & LSCs)
    - LEAP Program
      - Description of All LEAP Levels

May 3, 2014
## Appendix F - LSC Development Committee Yearly Calendar

<table>
<thead>
<tr>
<th>September</th>
<th>October</th>
<th>November</th>
<th>December</th>
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<tbody>
<tr>
<td>Convention -</td>
<td>Conference call –</td>
<td>Workshop (if needed) in even years in April or</td>
<td>Final update to LEAP for roll-out on Jan 1st</td>
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<tr>
<td>GC luncheon</td>
<td>Convention wrap-up</td>
<td>November</td>
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<tr>
<td>Business meeting –</td>
<td>LEAP changes out of</td>
<td>New committee members announced</td>
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<tr>
<td>review</td>
<td>convention legislation</td>
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<tr>
<td>proposed LEAP</td>
<td>November workshop details</td>
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<tr>
<td>changes for</td>
<td>&amp; deliverables as needed</td>
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<tr>
<td>implementation in</td>
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<tr>
<td>the coming year;</td>
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<tr>
<td>review</td>
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<td>mission/goals</td>
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<tr>
<td>Workshop</td>
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<tr>
<th>January</th>
<th>February</th>
<th>March</th>
<th>April</th>
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<tr>
<td>Conference call –</td>
<td>Conference call –</td>
<td>Conference call –</td>
<td>Workshop (if needed) in even years in April or</td>
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<tr>
<td>Convention planning</td>
<td>Convention planning</td>
<td>Convention planning</td>
<td>November</td>
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<td>(see September</td>
<td>(see September calendar</td>
<td>(see September calendar</td>
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<td>calendar details)</td>
<td>details)</td>
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<tr>
<td>LEAP in place for</td>
<td>April workshop details</td>
<td>April workshop details</td>
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<tr>
<td>current year</td>
<td>&amp; deliverables as needed</td>
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<th>May</th>
<th>June</th>
<th>July</th>
<th>August</th>
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<tbody>
<tr>
<td>Conference call –</td>
<td>Conference call –</td>
<td>Conference call –</td>
<td>Conference call –</td>
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<tr>
<td>-OR-</td>
<td>Committee meeting (even years)</td>
<td>Convention planning</td>
<td>Convention planning</td>
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<tr>
<td></td>
<td>Finalize Convention planning</td>
<td>(see September calendar details)</td>
<td>(see September calendar details)</td>
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<td></td>
<td>Review &amp; update P&amp;P</td>
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<td></td>
<td>Decide on workshop date for</td>
<td></td>
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<tr>
<td></td>
<td>upcoming year</td>
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</tbody>
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LEAP evaluations continue throughout the year as LSC’s submit data. The LSC Governance Consultant will keep the committee chair informed regarding problems or delays in timely submissions of required information.

Workshops and committee meetings outside of the annual convention should be planned at least 6-9 months in advance in order to allow LSCs to budget for same.

Conference calls are scheduled for 4-5 different months; more may be necessary and will be called on an “as needed” basis by the committee chair.

May 3, 2014
Appendix G - Letter to Delinquent LSCs

Olympic Plaza
Colorado Springs, CO
80909-5770
o 719.866.4578
f 719.866.4761
usaswimming.org

Month DD, YYYY

Name – LSC General Chair
Name – LSC Administrative Vice-Chair
Name – LSC Secretary

LSC Name Swimming Leadership,

It appears that LSC Name has failed to successfully complete its LEAP Level 1 submission requirements as mandated by the USA Swimming. According to our records, number items have not yet been submitted and/or approved.

The LSC Development Committee has sent requests for these items and has extended the deadline for submittal on several different occasions. Because of your lack of response, it is my unhappy duty, as Chair of the LSC Development Committee, to refer this matter to the USA Swimming Board of Directors. The LEAP Program is considered one of USA Swimming’s most important programs and compliance by the LSCs with the Level 1 requirements has a very high priority. If the Board of Directors determines it is necessary to send out a directive to an LSC to comply with the LEAP Level 1 requirements, the current Policies of USA Swimming require in part:

The LSC must immediately make good faith progress, in the discretion of the LSC Development Committee, to correct all uncorrected deficiencies in the LEAP Level 1 requirements. Failing this within ten (10) days, a penalty of $100 per day will be assessed the LSC until all deficiencies are corrected.

If the deficiencies have not been corrected at the end of thirty (30) days after the BOD directive, additional actions may be taken. These actions include, but are not limited to, suspension of the LSC’s right to sanction, approve, observe, or oversee competitive swimming events; or loss of the LSC’s votes at the next USA Swimming House of Delegates meeting.

May 3, 2014
As you can see, the penalties can be severe. It our sincere hope and intent that none of these be imposed, but that will require the cooperation of your LSC. Our primary goal is to insure compliance with the LEAP Program and to provide any needed assistance to LSCs in meeting the requirements. If LSC Name needs any assistance in fulfilling the elements of the LEAP Level 1 Program, the LSC Development Committee and members of the USA Swimming Staff are anxious to help.

Please contact me via e-mail (email@address.net) or cell phone (XXX-XXX-XXXX) if there are any questions.

Name of current Committee chair

Chairman, LSC Development Committee, USA Swimming

cc: Name – Board Chair, USA Swimming
    Name - Program Development Chair
    Name – LSC Governance Consultant
    Name - Appropriate Zone Sports Development Consultant
    Name – Appropriate Zone Directors (2)
    Name – Staff Liaison
    Name – Appropriate LSC Development Committee member(s)
    Name – Board of Directors of submitting LSC
<table>
<thead>
<tr>
<th>No.</th>
<th>Category</th>
<th>Sub Category</th>
<th>Measure Title</th>
<th>Measure Description</th>
<th>Pa</th>
<th>Fa</th>
<th>Comments</th>
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<tbody>
<tr>
<td>1</td>
<td>Business and Organizational</td>
<td>Communication</td>
<td>LSC Portal</td>
<td>Every LSC has a portal on the USA Swimming website. Contact USA Swimming to obtain the LSC’s password. This portal contains contact information for the LSC as well as meet results and records. Note: Completion of the records section is not required in Level 1 LEAP. In the textbox, enter the contact information for your LSC. After entering your information, click on the SAVE button.</td>
<td></td>
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</tr>
<tr>
<td>2</td>
<td>Business and Organizational</td>
<td>Legal</td>
<td>Comply with State and Municipal Business Laws</td>
<td>Depending on location, an LSC may be required to file Articles of Incorporation, acquire a Business License and/or Register the LSC name with the state. Click the &quot;Save&quot; button below if your LSC has met the requirements in your state(s).</td>
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</tr>
<tr>
<td>3</td>
<td>Business and Organizational</td>
<td>Legal</td>
<td>Anti-Discrimination</td>
<td>USA Swimming prohibits discrimination on the basis of race, color, religion, age, gender or national origin. See USA Swimming Rule Book Code of Conduct 304.3.3 and Part Five Corporate Bylaws 501.3 (eligibility). Click the &quot;Save&quot; button below if your LSC complies.</td>
<td></td>
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</tr>
<tr>
<td>4</td>
<td>Business and Organizational</td>
<td>Legal</td>
<td>501(c)(3)</td>
<td>Every LSC is a 501(c)(3) non-profit organization as a subordinate under USA Swimming's 501(c)(3) tax exemption status and, as such, must comply with state and federal requirements for 501(c)(3) status. Click on the &quot;Save&quot; button below if your LSC complies. For more information: 501(c)(3) non-profit status.</td>
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</tr>
<tr>
<td>5</td>
<td>Business and Organizational</td>
<td>Financial</td>
<td>Tax Form (550)</td>
<td>Each LSC shall meet the reporting requirements to USA Swimming contained within the &quot;LSC Model By-Laws&quot;, including submission of a copy of IRS Tax Form 990. Click the &quot;Save&quot; button below if your LSC has submitted this document within one year of LEAP submission. For more information: LSC Financial Reporting Requirements.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Business and Organizational</td>
<td>Financial</td>
<td>Financial statements</td>
<td>Each LSC shall meet the reporting requirements to USA Swimming contained within the &quot;LSC Model By-Laws&quot;, including submission of a copy of the annual closing Balance Sheet and Statement of Income and Expense. Click the save button below if your LSC has submitted these documents within one year of LEAP submission.</td>
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<td>7</td>
<td>Business and Organizational</td>
<td>Financial</td>
<td>Internal financial review</td>
<td>LSCs shall conduct and submit to USA Swimming an annual financial review. Minimum requirement is an internal review; an external review or audit is optional. An LSC Statement of Financial Review form must be submitted if the LSC conducts an internal review. Click the save button if your LSC complies.</td>
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<td>8</td>
<td>Business and Organizational</td>
<td>Registration</td>
<td>Registration</td>
<td>Registration fees must be remitted to USA Swimming monthly. Athlete membership cards are to be returned to the athletes or their clubs and non-athlete membership cards are to be sent to those members. Provide the name and contact information of the person who performs the above duties. After entering your information, click on the SAVE button.</td>
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<td>9</td>
<td>Business and Organizational</td>
<td>Swim Meets/Events</td>
<td>SWIMS</td>
<td>LSDs are responsible for processing the results for all sanctioned, approved and observed swims within their boundaries into the SWIMS database in the recommended 2 week period. In the textbox, provide the name(s) and contact information of the person(s) who provides the above services. After entering your information, click on the SAVE button.</td>
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<td>10</td>
<td>Business and Organizational</td>
<td>Safety / Safe Sport</td>
<td>Safety</td>
<td>Safety is anyone's priority. Click on the &quot;Save&quot; button below if your LSC has a process to disseminate safety information.</td>
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<tr>
<td>11</td>
<td>Business and Organizational</td>
<td>Swim Meets/Events</td>
<td>Open Water Sanctions and Approvals</td>
<td>Applicants for sanctions or approvals of Open Water competition must complete the application provided by USA Swimming. Before an Open Water competition is sanctioned or approved by the LSC, the application packet must be submitted to USA Swimming for review and approval. Click the &quot;Save&quot; button below if your LSC is aware of the Open Water sanction and approval procedure.</td>
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<td>12</td>
<td>Business and Organizational</td>
<td>Participation in National Events</td>
<td>Zone Planning Meeting</td>
<td>Zone Planning Meetings are held annually at the USA Swimming Convention. Click on the &quot;Save&quot; button below if your LSC was represented at the most recent Zone Planning Meeting within one year of submission.</td>
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<tr>
<td>13</td>
<td>Business and Organizational</td>
<td>Governance</td>
<td>Mission Statement</td>
<td>A successful organization maximizes effectiveness by having its members working for a common purpose as described in its Mission Statement. Enter your Mission Statement in the box below and indicate where on the LSC website the Mission statement can be found. After entering your information, click on the Save button below. For more information: Developing Mission Statements.</td>
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<td>14</td>
<td>Business and Organizational</td>
<td>Governance</td>
<td>Vision Statement</td>
<td>Long-term success is achieved by pursuing a strategic objective as described in the organization's Vision Statement. Enter your Vision Statement in the box below and indicate where on the LSC website the Vision Statement can be found. After entering your information, click on the Save button below. For more information: Developing Vision Statements.</td>
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May 3, 2014
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<th>No.</th>
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<tr>
<td>16</td>
<td>Business and Organizational Success</td>
<td>Legal</td>
<td>Board of Review</td>
<td>Everyone hopes that conflicts can be avoided. However, some conflicts are inevitable. The Ted Stevens Olympic &amp; Amateur Sports Act and the LSC bylaws specifically state that a Board of Review be in place. In the box, provide your name and contact information for the Chairman of the LSC Board of Review. In the textbox list the Board of Review members, name selected for the Board of Review Chair. After entering your information, click on the SAVE button.</td>
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<tr>
<td>18</td>
<td>Business and Organizational Success</td>
<td>Registration</td>
<td>Registrar Verification</td>
<td>Swimmers must be registered before competing in a sanctioned meet. Each LSC must perform Meet Entry Reconciliation to validate all meet participants as USA Swimming registered athletes. In the textbox describe the process that your LSC uses to ensure that all competitors are registered with USA Swimming. After entering your information, click on the SAVE button.</td>
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<td>19</td>
<td>Business and Organizational Success</td>
<td>Financial</td>
<td>Annual Budget</td>
<td>Each LSC should have an annual operating budget. Upload a copy of your budget within one year of submission/budget. (Note: You may group items together. For example, USA Swimming does not need to see individual salaries of staff, but would like to see a single line item for salaries.) After uploading your information, click on the SAVE button.</td>
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<td>20</td>
<td>Business and Organizational Success</td>
<td>Governance</td>
<td>Create and Adopt Bylaws</td>
<td>USA Swimming provides a mandatory template for LSC Bylaws. LSC Bylaws must be submitted to USA Swimming (<a href="mailto:bylaws@usa.swimming.org">bylaws@usa.swimming.org</a>) within 60 days of any revisions, including legislative changes at the USA Swimming Convention. The LSC will receive a Letter of Bylaw Approval from the USA Swimming Rules and Regulations Chair. Upload the most recent Letter.</td>
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<td>21</td>
<td>Business and Organizational Success</td>
<td>Governance</td>
<td>Rules &amp; Regulations</td>
<td>Each LSC must provide competitive opportunities for its athletes and these opportunities must be governed by specific rules and regulations. LSCs must establish, publish, and maintain a document that applies to the conduct of competition. This document should include meet sanction procedures, entry procedures, and warm-up &amp; safety procedures. Upload your current LSC rules and regulations which must include the date of last revision. Note: If your Rules and Regulations and Policies and Procedures are combined into one document, upload that document here.</td>
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<td>22</td>
<td>Business and Organizational Success</td>
<td>Governance</td>
<td>Policies &amp; Procedures</td>
<td>Each LSC will have governance items that are not specifically covered under the LSC By-Laws. Each LSC must establish, publish, and maintain a document that includes a schedule of LSC meetings, deadlines, operating procedures, etc. Upload your current LSC policies and procedures which must include the date of last revision. Sample Policies and Procedures Manual Note: If your Rules and Regulations and Policies and Procedures are combined into one document and you already uploaded the document in the Rules and Regulations requirement, simply upload a document that says &quot;Rules and Regulations and Policies and Procedures are combined into one document.&quot; There must be an upload in order to proceed.</td>
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<td>23</td>
<td>Business and Organizational Success</td>
<td>Governance</td>
<td>Conflict of Interest Policy</td>
<td>LCS Board and committee members must serve for the good of the entire organization, rather than for personal or professional gains. Each LSC must develop, publish and enforce a ‘Conflict of Interest’ policy. Upload your Conflict of Interest Policy</td>
<td>Sample Conflict of Interest</td>
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<td>24</td>
<td>Business and Organizational Success</td>
<td>Governance</td>
<td>Board of Directors Meetings</td>
<td>LSC's must conduct regular, scheduled meetings of the LSC Board of Directors. Upload the minutes from the most recent LSC Board of Directors meeting which must be within one year of LEAP submission.</td>
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<td>25</td>
<td>Business and Organizational Success</td>
<td>Governance</td>
<td>House of Delegates Meetings</td>
<td>LSC’s must conduct an annual meeting of the LSC House of Delegates. Upload the minutes from the most recent LSC House of Delegates meeting which must be within one year of LEAP submission.</td>
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<td>26</td>
<td>Business and Organizational Success</td>
<td>Governance</td>
<td>Elections</td>
<td>Each LSC must elect a Board of Directors on a regular basis. Upload a document that identifies your current Board of Directors by name, position, year elected and length of term. Clearly indicate which positions are voting positions.</td>
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<td>27</td>
<td>Business and Organizational Success</td>
<td>Financial</td>
<td>Financial Responsibilities of the Board of Directors</td>
<td>LSC Board members must have knowledge of the financial state of the organization. A financial statement, such as a Profit/Loss (P&amp;L) statement, must be provided at each regularly scheduled Board of Directors meeting. Upload your most recent (within one year of LEAP submission) financial report.</td>
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<td>28</td>
<td>Business and Organizational Success</td>
<td>Registration</td>
<td>Reduced Price Membership</td>
<td>The USA Swimming Rules &amp; Regulations (Article 302.2.9) require that LSCs offer an Outreach Membership with specially reduced fees. Upload your LSC’s Outreach Membership policy.</td>
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<td>29</td>
<td>Business and Organizational Success</td>
<td>Swim Meets/Events</td>
<td>Test Sanctions</td>
<td>Each LSC must sanction and oversee competitive swimming events. This includes processing all meet sanctions and collecting all meet surcharges. Upload your sanction request form. Sanction form must include the USA Swimming rule book language specified in article 202.2.8.</td>
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<td>30</td>
<td>Business and Organizational Success</td>
<td>Swim Meets/Events</td>
<td>Meet Announcement for Sanctioned Meet</td>
<td>A meet announcement for a sanctioned meet must include language specified in the USA Swimming Rulebook, article 202.2.9. Upload a meet announcement for a sanctioned meet (within one year of LEAP submission).</td>
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<td>31</td>
<td>Business and Organizational Success</td>
<td>Swim Meets/Events</td>
<td>Swim Meet Approval</td>
<td>Each LSC is charged with having a process to approve swim meets that are not sanctioned. Approval form must include the USA Swimming rule book language specified in article 202.4.14. A closed competition can be approved by the LSC. An open competition requires the approval of the Vice President Program Operations or Designee. Upload your approval request form.</td>
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<td>32</td>
<td>Business and Organizational Success</td>
<td>Swim Meets/Events</td>
<td>Meet Announcement for Approved Meet</td>
<td>A meet announcement for an approved meet must include language specified in the USA Swimming Rulebook article 202.4.6. Upload a meet announcement for an approved meet (within one year of LEAP submission).</td>
<td>Sample Approved Meet Announcement</td>
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<td>33</td>
<td>Business and Organizational Success</td>
<td>Swim Meets/Events</td>
<td>Swim Meet Observation for Championship Meets</td>
<td>A meet announcement for an approved meet must include language specified in the USA Swimming Rulebook article 202.4.6. Upload a meet announcement for an approved meet (within one year of LEAP submission).</td>
<td>Sample Approved Meet Announcement</td>
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<td>34</td>
<td>Business and Organizational Success</td>
<td>Swim Meets/Events</td>
<td>Swim Meet Observation for Non-Championship Meets</td>
<td>Each LSC is charged with having a process to observe swim meets that are conducted under non-USA Swimming rules. Upload your observation request forms for non-Championship meets.</td>
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<td>35</td>
<td>Volunteer Development</td>
<td>Governance</td>
<td>SWIMS access</td>
<td>All persons with password access to the USA Swimming database (SWIMS) must be members of USA Swimming and are obligated to keep SWIMS information confidential. Click the save button below if your LSC complies.</td>
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<td>36</td>
<td>Volunteer Development</td>
<td>Communication</td>
<td>Organizational Structure Communicated</td>
<td>The organizational structure of the LSC must be communicated to the volunteers and members. This structure includes Board of Director positions and members, and LSC committee and committee chairs. The textbox explains where someone can find a listing of your LSC board and committee positions. Explain specifically where this information can be found on the LSC website. After entering your information, click the Save button below.</td>
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<td>37</td>
<td>Volunteer Development</td>
<td>Communication</td>
<td>Permanent Central Contact Point</td>
<td>The LSC has a permanent central contact point. This may vary from a volunteer working out of the office to an office with paid employees. In the text box below, list the name, address, email address, and telephone number of the permanent central contact point and explain where this information can be found on the LSC website. After entering your information, click the Save button below.</td>
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<td>38</td>
<td>Volunteer Development</td>
<td>Governance</td>
<td>Nominating Committee</td>
<td>A nominating committee is responsible for identifying and recruiting potential BOD officers. Give the name of the Nominating Committee Chair in the text box. After entering your information, click the Save button below.</td>
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<td>39</td>
<td>Volunteer Development</td>
<td>Officials</td>
<td>Sufficient Number of Officials</td>
<td>The LSC has sufficient officials to conduct fair competitions for athletes. In the text box, provide an explanation of what procedures your LSC uses to ensure compliance with Article 162.10 of the USA Swimming Rulebook. After entering your information, click the Save button below.</td>
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<td>40</td>
<td>Volunteer Development</td>
<td>Officials</td>
<td>Training of Officials</td>
<td>Officials’ training and certification is offered by the LSC. Upload a document that shows a current (within one year of LEAP submission) schedule of training and certification for officials</td>
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<td>41</td>
<td>Volunteer Development</td>
<td>Officials</td>
<td>Number of Officials</td>
<td>How many officials does your LSC have in relation to the number of registered athletes? Number of officials is expressed as a % of registered athletes. The LSC will receive a point for a minimum of 1% however the results of this query are for LSC informational purposes. Points earned are in addition to all of the required Level 1 points and do not affect LEAP completion status.</td>
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<td>42</td>
<td>Club and Coach Development</td>
<td>Registration</td>
<td>Coach Registration</td>
<td>Membership and registration information should be communicated annually, electronically or hard copy, to all coaches. In the text box explain who distributes the material to coaches and how it is communicated. After entering your information, click the Save button below.</td>
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<td>43</td>
<td>Club and Coach Development</td>
<td>Registration</td>
<td>Coach Safety Certifications</td>
<td>Each LSC must update coach safety certifications in the SWIMS database in a timely manner. In the text box give the name and contact information of the person responsible for coach safety certification updates in the SWIMS database. After entering your information, click the Save button below.</td>
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<td>44</td>
<td>Club and Coach Development</td>
<td>Registration</td>
<td>New Coach Registration</td>
<td>Membership information should be sent, electronically or hard copy, to new coaches upon registration. Provide the name and contact information of the person in your LSC who provides information specifically for new coaches. For more information, visit New Coach Requirements on the USA Swimming website.</td>
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<td>46</td>
<td>Club and Coach Development</td>
<td>Governance</td>
<td>Coach Representation on LSC Boards</td>
<td>USA Swimming rules require that a Coach Representative be elected to the LSC Board of Directors by coach members of the LSC. In the text box list the name(s) of the Coach Representative(s) on the LSC Board of Directors and the date and location at which the last election was held. After entering your information, click on the Save button below.</td>
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<td>47</td>
<td>Club and Coach Development</td>
<td>Registration</td>
<td>New Club Registration</td>
<td>An LSC must provide guidance to new clubs and complete and forward new club paperwork to USA Swimming in a timely manner. Describe in text box the guidance that is provided to new clubs. After entering your information, click on the Save button below. For more information: Starting a New Club</td>
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<td>48</td>
<td>Athlete Development</td>
<td>Registration</td>
<td>Athlete Registration</td>
<td>Athletes must be members of USA Swimming and each LSC must process athlete registrations in a timely manner. Click the “Save” button if your LSC is compliant with timely athlete registration.</td>
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<td>49</td>
<td>Athlete Development</td>
<td>Governance</td>
<td>Athlete Participation – Board of Directors</td>
<td>Per the Amateur Sports Act and LSC Bylaws, at least 20% of the LSC Board of Directors and 20% of all LSC standing committees (except the Officials’ Committee and the Coaches’ Committee) must be athlete members. All athletes must be current athlete members of USA Swimming. Click the save button if your LSC complies.</td>
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<td>50</td>
<td>Athlete Development</td>
<td>Governance</td>
<td>Athlete Participation – Board of Directors</td>
<td>Per the Amateur Sports Act and LSC Bylaws, at least 20% of the LSC Board of Directors’ voting positions must be athlete members. In the text box, list the names of the athlete representatives on the current LSC Board of Directors. Indicate the total number of voting positions, including athletes, on your board. All athletes must be current athlete members of USA Swimming. NOTE: Information provided here should be consistent with that provided in the Elections section of LEAP, your LSC by-laws and information posted on the LSC website. After entering your information, click on the Save button.</td>
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<td>51</td>
<td>Athlete Development</td>
<td>Meet Results</td>
<td>Meet Results</td>
<td>Meet results must be tabulated and published in a timely manner. The recommended time frame is no later than two weeks from conclusion of the final meet event. Indicate the time frame for the meet results and publish them on your website. After entering your information, click on the Save button below.</td>
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<td>52</td>
<td>Athlete Development</td>
<td>Recognition</td>
<td>Athlete Performance</td>
<td>Athlete recognition at the LSC level is an important motivational tool. Each LSC must develop, maintain and publish LSC records and rankings at least seasonally (short course and long course). In the text box, explain specifically where the records and rankings can be found on your website. After entering your information, click on the Save button below.</td>
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<td>53</td>
<td>Athlete Development</td>
<td>Swim Meets/Events</td>
<td>Championship Meets</td>
<td>USA Swimming Rules and Regulations require that each LSC offer championship meets as part of the Age Group and Senior programs. See rulebook 294.1 on LSC Senior Championship Meets and rulebook 205.8.2 on Age Group Championship meets. In the text box list the dates and locations of your LSC Championship Long Course and Short Course meets in the most recent calendar year (within one year of LEAP submission). After entering your information, click on the Save button below.</td>
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<td>54</td>
<td>Athlete Development</td>
<td>Swim Meets/Events</td>
<td>Competitive Schedule – Short Course</td>
<td>LSCs must provide a balanced competitive meet schedule open to all athletes. Upload a copy of your most recent (within one year of LEAP submission) Short Course schedule.</td>
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<tr>
<td>55</td>
<td>Athlete Development</td>
<td>Swim Meets/Events</td>
<td>Competitive Schedule – Long Course</td>
<td>LSCs must provide a balanced competitive meet schedule open to all athletes. Upload a copy of your most recent (within one year of LEAP submission) Long Course schedule.</td>
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<td>56</td>
<td>Athlete Development</td>
<td>Safety / Safe Sport</td>
<td>Team Travel Policy</td>
<td>Every LSC is required to adopt a Team Travel Policy. Team travel is defined as overnight travel to a swim meet or other team activity that is planned and supervised by the LSC. LSC travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the LSC. Upload a copy of your LSC Travel Policy. For additional information: Model Travel Policy</td>
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May 3, 2014
Completion of the LSC Evaluation and Achievement Program (LEAP) Level One is a requirement for each LSC to complete once every four years (during a "quad"). Level One ensures compliance with legal and USA Swimming rules plus basic business principles. Details for LEAP Level One are included in this manual.

LEAP Levels Two and Three are LSC incentive programs to help LSCs step up services and programs. Participation is voluntary. Details for Levels Two and Three are available on the USA Swimming website under LSC Management and through the club development department.

For additional information on the LEAP Program and requirements, please go to the following link:

LEAP Sub-committee LEAP 1 – APPROVED AT 11/20/2016 BOD Meeting

Changes:
● 1 item was added and is included in the outline below in Green
● 3 items were deleted and are noted at the bottom in Red
● LEAP 1 has 45 items/points, all items are required
● Consistent Sub Categories were added in each of the four LEAP categories to further categorize and organize LEAP items (replaces the old “category view” in LEAP portal).

Business and Organizational Success:

○ Compliance
  ■ Comply with State and Municipal Business Laws (B2)
  ■ Anti-Discrimination (B3)
  ■ 501(c)(3)
  ■ Safe Sport Coordinator/Chair (B 17)
  ■ Safety (B 10)
  ■ Zone Board of Review / Zone Sanction Appeals Panel/website link (B 35)
  ■ Open Water Sanctions and Approvals (B11)

○ Financial
  ■ Tax Form (990)- (B5)
  ■ Financial statements (B6)
  ■ Annual Budget (B 19)
  ■ Monthly financial Statement (P&L statement) (B27)
  ■ Internal Financial Review (B7)

○ Governance
  ■ Geographical boundaries of the LSC communicated (V8)
  ■ Organizational structure communicated (old V2)
  ■ Create and Adopt Bylaws (B20)
  ■ Rules & Regulations/ Policies and Procedures (B21)
  ■ Mission and Vision Statement (B12)
  ■ House of Delegates Meetings (B25)
  ■ Board of Directors Meetings (B24)
  ■ Elections (B26)
  ■ LSC Online Leadership Course (B37)- New
  ■ Conflict of Interest Policy (B23)
  ■ USA Swimming House of Delegates Meeting/Zone Planning meetings (B14)
  ■ Nominating Committee (old V4)

○ Registration
  ■ SWIMS (B9)

○ Support
  ■ Central Contact (old V3)
Competition
- Registration Verification (B18)
- Swim Meet Sanctions (B27)
- Swim Meet Approval (B31)
- Swim Meet Observation Forms (B33)
- Meet Announcement for Sanctioned meet (B30)
- Meet Announcement for Approved meet (B32)
- Sufficient Officials (V5)

Recognition
- N/A

Volunteer:
- Compliance
  - N/A
- Financial
  - N/A
- Governance
  - N/A
- Registration
  - N/A
- Support
  - Training Officials (V6)
- Competition
  - N/A
- Recognition
  - N/A

Club and Coach:
- Compliance
  - N/A
- Financial
  - N/A
- Governance
  - Coach Representation on Boards (no change - C4)
- Registration
  - Coach Registration (Combined C1,C2,C3)
  - Club Registration (Combined C5,C6)
- Support
  - N/A
- Competition
  - N/A
- Recognition
  - N/A
Athlete:

- Compliance
  - N/A
- Financial
  - N/A
- Governance
  - Athlete Participation Board of Directors/committees (A2)
- Registration
  - Athlete Registration (A1)
  - Outreach membership policy (moved from Business) (A10)
- Support
  - LSC Team Travel Policy (A9)
- Competition
  - Meet results (A4)
  - Championship meets (A6)
  - Competitive schedules (A7)
- Recognition
  - Athletes records and Rankings (A5)

Items deleted/combined from Level 1:

- LSC Portal (Deleted)- Unnecessary if you are in LEAP you are in your portal
- Registration (Deleted)- Unnecessary- All LSCs register swimmers
- Number of officials (optional item)- unnecessary- time to eliminate this in level one
- Zone Board of Review / Zone Sanction Appeals Panel (combined with ZBOR/ZSAP Link)
- Vision Statement (combined with Mission Statement)
- Zone Planning Meeting (combined with Convention attendance)
- Policies & Procedures (Combined with Rules and Regs)
- Reduced Price Membership (moved to athlete section)
- Swim Meet Observation for Non-Championship Meets (combined into one entry for Championship and Non-Championship)
- Central office contact moved from Volunteer to Business/organizational
- combined V1, secure SWIMS access, with B9, SWIMS
- Athlete Participation Board of Directors (combined with committee representation)
- Competitive schedules (long and short course combined)
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<tr>
<td>1</td>
<td>Business and Organizational Success</td>
<td>LSC Portal</td>
<td>Every LSC has a <a href="#">portal</a> on the USA Swimming website. Contact <a href="#">USA Swimming</a> to obtain the LSC’s password. This portal contains contact information for the LSC as well as meet results and records. Enter and update the contact information. Meet results are loaded automatically from the SWIMS database. Completion of the records section is not required in Level 1 LEAP. Click on the “Save” button below when the LSC has finished updating the portal.</td>
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<tr>
<td>1</td>
<td>Business and Organizational Success</td>
<td>Comply with State and Municipal Business Laws</td>
<td>Depending on location, an LSC may be required to file Articles of Incorporation, acquire a Business License and/or Register the LSC name with the state. Click the save button below if your LSC has met the requirements in your state(s).</td>
<td>1</td>
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<td>1</td>
<td>Business and Organizational Success</td>
<td>Anti-Discrimination</td>
<td>USA Swimming prohibits discrimination on the basis of race, color, religion, age, gender or national origin. See USA Swimming Rule Book Code of Conduct 304.3.3 and Part Five Corporate Bylaws 501.3 (eligibility). Check the box below if your LSC complies.</td>
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<td>1</td>
<td>Business and Organizational Success</td>
<td>501(c)(3)</td>
<td>Every LSC is a 501(c)(3) non-profit organization and as such, must comply with state and federal requirements for 501(c)(3) status. Click on the &quot;Save&quot; button below if your LSC complies. For more information: <a href="#">501(c)(3) non-profit status</a>.</td>
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<td>1</td>
<td>Business and Organizational Success</td>
<td>Tax Form (990)</td>
<td>Federal law requires that non-profit organizations file timely and accurate annual tax returns. Each LSC shall meet the reporting requirements to USA Swimming contained within the “LSC Model By-Laws”, including submission of a copy of Tax Form 990. Click on the &quot;Save&quot; button below if your LSC has submitted this document(within one year of LEAP submission) For more information: <a href="#">LSC Financial Reporting Requirements</a>.</td>
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<td>1</td>
<td>Business and Organizational Success</td>
<td>Financial statements</td>
<td>Each LSC shall meet the reporting requirements to USA Swimming contained within the “LSC Model By-Laws”, including submission of a copy of the annual closing Balance Sheet and Statement of Income and Expense. Click the save button below if your LSC has submitted these documents within one year of LEAP submission. For more information: <a href="#">LSC Financial Reporting Requirements</a></td>
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<td>1</td>
<td>Business and Organizational Success</td>
<td>Internal financial review</td>
<td>LSCs shall conduct and submit to USA Swimming an annual financial review. Minimum requirement is an internal review; an external review or audit is optional. Click on the save button below if your LSC has conducted a financial review within one year of LEAP submission. For more information: <a href="#">LSC Financial Reporting Requirements</a></td>
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<td>1</td>
<td>Business and Organizational Success</td>
<td>Registrations</td>
<td>Registration fees must be remitted to USA Swimming monthly. Athlete membership cards are to be returned to the athletes or their clubs and non-athlete membership cards are to be sent to those members. Click the save button below if your LSC has a person who is responsible for membership fees and membership cards</td>
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<td>1</td>
<td>Business and Organizational Success</td>
<td>SWIMS</td>
<td>The SWIMS database tracks an athlete’s registration and performance history, provides coaches and clubs with valuable information and supports countless USA Swimming performance-based programs as well as providing data to enhance our competitive success. LSCs are responsible for processing the results for all sanctioned, approved and observed swims within their boundaries into the SWIMS database. Click the save button below if your LSC processes meet results into the SWIMS database in a timely fashion</td>
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<td>Business and Organizational Success</td>
<td>Safety</td>
<td>Safety is everyone’s priority. LSCs must disseminate safety information and file safety reports. Click on the save button below if your LSC has a process to file “Reports of Occurrence,” review accident reports and disseminate safety information. For more information: <a href="#">Safety and Loss Control Manual</a></td>
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<td>Business and Organization Success</td>
<td>Open Water Sanctions and Approvals</td>
<td>Applicants for sanction or approval of an open water competition must complete the application provided by USA Swimming. Before an open water competition is sanctioned or approved by the LSC, the application packet must be submitted to USA Swimming for review and approval. Click the save button below if your LSC is aware of the OW sanctioning and approval procedures. Add Link to OW sanction/approval packet.</td>
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<td>1</td>
<td>Business and Organizational Success</td>
<td>Zone Planning Meeting</td>
<td>Zone Planning Meetings are held annually at the USA Swimming Convention. Click on the save button below if your LSC was represented at the most recent Zone Planning Meeting (within one year of LEAP submission).</td>
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<td>1</td>
<td>Business and Organizational Success</td>
<td>Mission Statement</td>
<td>A successful organization maximizes effectiveness by having its members working for a common purpose as described in its Mission Statement. Enter your Mission Statement in the box below. After entering your information, click on the Save button below. For more information: Developing Mission Statements.</td>
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<td>1</td>
<td>Business and Organizational Success</td>
<td>Vision Statement</td>
<td>Long-term success is achieved by pursuing a strategic objective as described in the organization's Vision Statement. Enter your Vision Statement in the box below. After entering your information, click on the Save button below. For more information: Developing Vision Statements.</td>
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<td>Business and Organizational Success</td>
<td>USA Swimming House of Delegates Meeting</td>
<td>Each LSC receives a minimum of six votes at the annual convention of the USA Swimming House of Delegates. In the text box, list those LSC Officers who voted in the most recent (within one year of LEAP submission) USA Swimming House of Delegates meeting. Minimum required: 1 attendee. After entering your information, click on the Save button below.</td>
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<td>Business and Organizational</td>
<td>Board of Review</td>
<td>Everyone hopes that conflicts can be avoided. However, some conflicts are inevitable. The Ted Stevens Olympic &amp; Amateur Sports Act and the LSC Bylaws template require that a Board of Review be in place. In the text box, provide contact information for the Chairman of the LSC Board of Review. After entering your information, click on the Save button below. For more information: <a href="#">LSC Board of Review FAQ</a></td>
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<td>1</td>
<td>Business and Organizational</td>
<td>Registration Verification</td>
<td>Swimmers must be appropriately registered before competing in a sanctioned meet. Each LSC must perform Meet Entry Reconciliation to validate all meet participants as USA Swimming registered athletes. In the text box describe the process your LSC uses to assure that all competitors are registered with USA Swimming. After entering your information, click on the Save button below.</td>
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<td>1</td>
<td>Business and Organizational</td>
<td>Annual Budget</td>
<td>Each LSC should have an annual operating budget. Upload a copy of your current (within one year of submission) budget. (Note: You may group items together. For example, USA Swimming does not need to see individual salaries of staff, but would like to see a single line item for salaries)</td>
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<td>1</td>
<td>Business and Organizational</td>
<td>Create and Adopt Bylaws</td>
<td>Bylaws govern the operation of an organization. USA Swimming provides a <a href="#">mandatory template for LSC Bylaws</a>. Upload your current bylaws IN WORD.DOC FORMAT Bylaws document must include date of last revision.</td>
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<td>1</td>
<td>Business and Organizational</td>
<td>Rules &amp; Regulations</td>
<td>Each LSC must provide competitive opportunities for its athletes and these competitions must be governed by specific rules and regulations. LSCs must establish, publish and maintain a document that applies to the conduct of competitions. This document is sometimes called “Rules &amp; Regulations” and should include meet sanction procedures, meet entry procedures and warm-up &amp; Safety procedures. Upload your current LSC rules</td>
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<td>Business and Organizational</td>
<td>Policies &amp; Procedures</td>
<td>Each LSC will have governance items that are not specifically covered under the LSC By-Laws. Each LSC must establish, publish and maintain a document that applies to the administration of LSC business. This document is sometimes called “Policies &amp; Procedures” and should include a schedule of LSC meetings, deadlines, operating procedures, etc. Upload your current LSC policies and procedures which must include the date of last revision.</td>
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<td>Business and Organizational</td>
<td>Conflict of Interest Policy</td>
<td>LSC Board and committee members must serve for the good of the entire organization, rather than for personal or professional gain. Each LSC must develop, publish and enforce a “Conflict of Interest” policy. Upload your Conflict of Interest Policy.</td>
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<td>Business and Organizational</td>
<td>Board of Directors Meetings</td>
<td>LSC’s must conduct regular, scheduled meetings of the LSC Board of Directors. Upload the minutes from the most recent LSC Board of Directors meeting which must be within one year of LEAP submission.</td>
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<td>Business and Organizational</td>
<td>House of Delegates Meetings</td>
<td>LSC’s must conduct an annual meeting of the LSC House of Delegates. Upload the minutes from the most recent LSC House of Delegates meeting which must be within one year of LEAP submission.</td>
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<td>Business and Organizational</td>
<td>Elections</td>
<td>Each LSC must elect a Board of Directors on a regular basis. Upload a document that identifies your current Board of Directors by name and position.</td>
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<td>Business and Organizational Success</td>
<td>Financial Responsibilities of the BOD</td>
<td>LSC Board members must have knowledge of the financial state of the organization. A financial statement must be provided at each regularly scheduled Board of Directors Meeting. Upload your most recent (within one year of LEAP submission) financial report.</td>
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<tr>
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<td>Business and Organizational Success</td>
<td>Reduced Price Membership</td>
<td>The USA Swimming Rules &amp; Regulations (Article 302.2.2) require that LSCs offer an Outreach Membership with specially reduced fees. Upload a document that describes your LSC’s Outreach Membership policy.</td>
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<td>1</td>
<td>Business and Organizational Success</td>
<td>Swim Meet Sanctions</td>
<td>Each LSC must sanction and oversee competitive swimming events. This includes processing all meet sanctions and collecting all meet surcharges. Upload your sanction request form. Sanction form must include the USA Swimming rule book language specified in article 202.2.7.</td>
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<td>1</td>
<td>Business and Organizational Success</td>
<td>Meet Announcement for Sanctioned meet</td>
<td>A meet announcement for a sanctioned meet must include USA Swimming membership requirement, on deck registration availability, competition course certification, water depth, sanction statement, recording device prohibition statement and racing start certification statement. Upload a meet announcement for a sanctioned meet (within one year of LEAP submission.)See USA Swimming Rule Book 202.3.4 to 202.3.8.</td>
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<td>Business and Organizational Success</td>
<td>Swim Meet Approval</td>
<td>Each LSC is charged with having a process to approve swim meets that are not sanctioned. Upload your approval request form. Approval form must include the USA Swimming rule book language specified in article 202.4.12</td>
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<td>1</td>
<td>Business and Organizational Success</td>
<td>Meet Announcement for Approved meet</td>
<td>A meet announcement for an approved meet must include competition course certification, recording device prohibition statement and water depth information. Upload a meet announcement for an approved meet (within one year of LEAP submission.)See Rulebook 202.4.13 and .14 for additional information.</td>
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<td>Business and Organizational Success</td>
<td>Swim Meet Observation</td>
<td>Each LSC is charged with having a process to observe swim meets that are not sanctioned. Upload your observation request form</td>
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<td>1</td>
<td>Volunteer Development</td>
<td>SWIMS access</td>
<td>All persons with password access to the USA Swimming database (SWIMS) must be members of USA Swimming. Click the save button below if your LSC complies</td>
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<tr>
<td>1</td>
<td>Volunteer Development</td>
<td>Organizational Structure</td>
<td>The organizational structure of the LSC must be communicated to the volunteers and members. This structure includes Board of Director positions and members, and LSC committees and committee chairs. In the textbox explain where someone can find a listing of your LSC board and committee positions. If it is on your website, explain specifically where to find the information.</td>
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<td>1</td>
<td>Volunteer Development</td>
<td>Mission and Vision</td>
<td>The vision and mission statements of the LSC must be communicated to the membership and volunteers. In the text box below explain how your mission and vision is communicated. (For example, on the website, on stationary, on meet programs, etc.) After entering your information, click on the Save button below.</td>
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<td>1</td>
<td>Volunteer Development</td>
<td>Permanent Central Contact Point</td>
<td>The LSC has a permanent central contact point. This may vary from a volunteer working out of the home to an office with a paid employee. In the text box below, list the name, address, email and phone number of the permanent central contact point. After entering your information, click on the Save button below.</td>
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### Volunteer Development

A nominating committee is responsible for identifying and recruiting potential BOD officers. Give the name of the Nominating Committee Chair in the text box. After entering your information, click on the Save button below.

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<tbody>
<tr>
<td>1</td>
<td>Volunteer Development</td>
<td>Nominating Committee</td>
<td>A nominating committee is responsible for identifying and recruiting potential BOD officers. Give the name of the Nominating Committee Chair in the text box. After entering your information, click on the Save button below.</td>
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<tr>
<td>1</td>
<td>Volunteer Development</td>
<td>Training of Officials</td>
<td>Officials’ training and certification is offered by the LSC. Upload a document that shows a current (within one year of LEAP submission) schedule of training and certification for officials.</td>
<td>1</td>
<td>1</td>
<td>Required</td>
<td>Document</td>
</tr>
<tr>
<td>1</td>
<td>Volunteer Development</td>
<td>Number of Officials</td>
<td>The LSC has sufficient officials to conduct fair competitions for athletes. Number of officials is expressed as a % of registered athlete membership. LSC will receive 1 point for a minimum of 1%.</td>
<td>1</td>
<td>1</td>
<td>Required</td>
<td>Query</td>
</tr>
</tbody>
</table>

### COACH AND CLUB DEVELOPMENT – Level 1

<table>
<thead>
<tr>
<th>Level</th>
<th>Area</th>
<th>Measure Title</th>
<th>Measure Description</th>
<th>Min</th>
<th>Max</th>
<th>Category</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Club and Coach Development</td>
<td>Coach Registration</td>
<td>Membership and registration information should be sent annually, electronically or hard copy, to all coaches. In the text box explain who sends the material to coaches and how it is sent. After entering your information, click on the Save button below.</td>
<td>1</td>
<td>1</td>
<td>Required</td>
<td>Textbox</td>
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</tbody>
</table>

For more information: New Coach Packet
<table>
<thead>
<tr>
<th></th>
<th>Club and Coach Development</th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Club and Coach Development</td>
<td>Coach Certifications</td>
<td>Each LSC must update coach certifications in the SWIMS database in a timely manner. In the text box give the name of the person responsible for database updates. After entering your information, click on the Save button below. For more information: <a href="#">Safety Certification Requirements</a> <a href="#">Background Screening Requirements</a> <a href="#">Education Requirements</a> <a href="#">Athlete Protection Education</a></td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>1</td>
<td>Club and Coach Development</td>
<td>New Coach Registration</td>
<td>Membership information should be sent, electronically or hard copy, to new coaches upon registration. Click on the save button below if your LSC provides information specifically for new coaches. For more information: <a href="#">New Coach Packet</a></td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>1</td>
<td>Club and Coach Development</td>
<td>Coach Representation on LSC Boards</td>
<td>USA Swimming rules require that a Coach Representative be elected to the LSC Board of Directors by coach members of the LSC. In the text box list the name(s) of the Coach Representative(s) on the LSC Board of Directors and the date and location at which the last election was held. After entering your information, click on the Save button below.</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>1</td>
<td>Club and Coach Development</td>
<td>New Club Registration</td>
<td>An LSC must provide guidance to new clubs and complete and forward new club paperwork to USA Swimming in a timely manner. Describe in text box the guidance that is provided to new clubs. After entering your information, click on the Save button below. For more information: <a href="#">Starting a New Club</a></td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>1</td>
<td>Club and Coach Development</td>
<td>Club Registration</td>
<td>Each LSC must provide proper registration materials and instructions to all clubs. Submitted registrations must be processed into the SWIMS database in a timely fashion. Upload a copy of the current registration materials that are sent to clubs.</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Level</td>
<td>Area</td>
<td>Measure Title</td>
<td>Measure Description</td>
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<tr>
<td>1</td>
<td>Athlete Development</td>
<td>Athlete Registration</td>
<td>Athletes must be members of USA Swimming and each LSC must process athlete registrations in a timely manner. Click the &quot;Save&quot; button if your LSC is compliant with timely athlete registration.</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>1</td>
<td>Athlete Development</td>
<td>Athlete Participation – Board of Review and LSC committees</td>
<td>Per the Amateur Sports Act and LSC By-laws, at least 20% of the LSC Board of Review and 20% of all LSC committees must be athlete members. Click the save button below if your LSC complies.</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>1</td>
<td>Athlete Development</td>
<td>Athlete Participation – Board of Directors</td>
<td>Per the Amateur Sports Act and LSC By-laws, at least 20% of the LSC Board of Directors must be athlete members. In the text box, list the names of the athlete representatives on the current LSC Board of Directors. Also indicate the total number of Board members including the athletes. After entering your information, click on the Save button below.</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>1</td>
<td>Athlete Development</td>
<td>Meet Results</td>
<td>Meet results must be tabulated and published in a timely manner. The recommended time frame is no later than one week from conclusion of the final meet event. In the text box, explain where the meet results are published at the conclusion of a meet. After entering your information, click on the Save button below.</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>1</td>
<td>Athlete Development</td>
<td>Athlete Performance</td>
<td>Athlete recognition at the LSC level is an important motivational tool. Each LSC must develop, maintain and publish LSC records and rankings at least seasonally (short course and long course.) In the text box, explain specifically where the records and rankings can be found. After entering your information, click on the Save button below.</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Level</td>
<td>Area</td>
<td>Measure Title</td>
<td>Measure Description</td>
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</tr>
<tr>
<td>1</td>
<td>Athlete</td>
<td>Championship Meets</td>
<td>USA Swimming Rules and Regulations require that each LSC offer championship meets as part of the Age Group and Senior programs. See rulebook 204.7 on LSC Senior Championship Meets and rulebook 205.7 on Age Group Championship meets. In the textbox list the dates and locations of your LSC Championship Long Course and Short Course meets in the most recent calendar year (within one year of LEAP submission.) After entering your information, click on the Save button below.</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>1</td>
<td>Athlete</td>
<td>Competitive Schedule – Short Course</td>
<td>LSCs must provide a balanced competitive meet schedule open to all athletes. Upload a copy of your most recent (within one year of LEAP submission) Short Course schedule.</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>1</td>
<td>Athlete</td>
<td>Competitive Schedule – Long Course</td>
<td>LSCs must provide a balanced competitive meet schedule open to all athletes. Upload a copy of your most recent(within one year of LEAP submission) Long Course schedule.</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>1</td>
<td>Athlete</td>
<td>Team Travel Policy</td>
<td>As of December 31, 2010, every LSC is required to adopt a Team Travel Policy. Team travel is defined as overnight travel to a swim meet or other team activity that is planned and supervised by the LSC. LSC travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the LSC. Upload a copy of your LSC Travel Policy. For additional information: For more information: Model Travel Policies.</td>
<td>1</td>
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</tbody>
</table>

END OF LEVEL ONE
The National Board of Review

The Chair, and one or more Vice Chairs, of the National Board of Review ("NBR") shall be appointed by and shall serve at the pleasure of the President and the Board of Directors.

The NBR Chair, and any NBR Vice Chair to the extent such power and authority has been delegated to him/her by the Chair, shall have the power and authority to do the following:

a. Serve in the role of the administrative and presiding judge of the NBR;

b. Issue the Notice of Hearing in the NBR case and set the hearing date and pleading schedule in accordance with Part Four of the Rules and Regulations (and amend such Notice of Hearing, hearing date and pleading schedule when he/she deems appropriate);

c. Rule on issues of jurisdiction between the NBR and the LSC Boards of Review;

d. Appoint the members (and any substitute members that may be required) of each NBR panel from those members who have attended NBR Certification Workshops at prior annual meetings, the Board of Directors, members of national committees, LSC Officers, Zone Board of Review Chairs, athlete representatives from the Athletes Executive Committee or those nominated by the Athletes Vice President, or such other members including himself or herself, as the NBR Chair may reasonably deem appropriate.

e. Rule on all pre-hearing discovery motions; issue scheduling orders regarding briefs, witness lists (and reasonable limits on the number of witnesses that may be called at the hearing), exchange of hearing exhibits and similar pre-hearing matters, and otherwise make all procedural, evidentiary and technical decisions and rulings with respect to NBR hearings (unless such matters arise during the NBR hearing, in which case the NBR panel chair may make such decisions and rulings as he/she deems appropriate);

f. Provide or cause to be provided to the NBR panel members the Notice of Hearing, petition or petition for review, Respondent’s response, and Petitioner’s reply, together with any other appropriate submissions of the parties, for consideration of the NBR panel;

g. Notify the NBR panel members and parties to the case (along with counsel, if any), or cause them to be notified, of the conference call instructions or
other logistical arrangements regarding the hearing as may be applicable, and hearing agenda for the NBR hearing;

h. Draft, as a scrivener only, unless serving as a member of the NBR panel, the written decision for the NBR panel, or assist the NBR panel chair in drafting the panel's decision;

i. Distribute, or cause to be distributed, the Decision of the NBR panel to the parties (or their counsel), USA Swimming's Chief Executive Officer, the General Chair and the Registration Chair of the LSC(s) involved, and other appropriate parties as the NBR Chair deems necessary for the proper implementation of the NBR's Decision;

j. In addition to the NBR panel having the power to do so, impose sanctions and/or fines against parties to NBR cases and/or their counsel for inappropriate conduct occurring before, during, or after the hearing, including without limitation citations for contempt or the failure or refusal to comply with orders of the NBR; and
The Board of Directors as an Appeals Body

When a panel of the Board of Directors sits as a hearing body on an appeal from the National Board of Review (or in the rare case that the entire Board of Directors sits as such hearing body), the General Counsel of USA Swimming shall be the chair of the appeal panel.

As chair, the General Counsel shall have the power and authority to do the following:

a. Serve in the role of an administrative and presiding judge, without vote;

b. Set the pleading schedule; set the hearing date; issue the Notice of Hearing in the matter and amend such Notice of Hearing, hearing date and pleading schedule when he/she deems appropriate, all in accordance with the Rules;

c. Rule on issues of jurisdiction;

d. Recommend to the Board panel the format for the hearing (based only upon the record on appeal and written briefs, with or without oral argument or a hearing de novo);

e. In the event of a de novo hearing, rule on all pre-hearing discovery motions; issue scheduling orders regarding briefs, witness lists (and reasonable limits on the number of witnesses that may be called at the hearing), exchange of hearing exhibits and similar pre-hearing matters, and otherwise make all procedural, evidentiary and technical decisions and rulings with respect to the de novo hearing;

f. Provide or cause to be provided to the panel members the Notice of Hearing, Petitioner’s petition for review, Respondent’s response, Petitioner’s reply and such other documents as may be appropriate in his/her reasonable judgment for consideration of the panel;

g. Notify the panel members and parties to the case (along with counsel, if any) of all logistical arrangements regarding the hearing as may be applicable;

h. Draft, as a scrivener only, the written decision for the Board, without altering the substance of the panel’s determinations, findings or conclusions;

i. Distribute, or cause to be distributed, the Decision of the panel to the parties (or their counsel), USA Swimming’s Chief Executive Officer, the General Chair and the Registration Chair of the LSC(s) involved, and other appropriate parties as the General Counsel deems necessary for the proper implementation of the Decision; and

j. Recommend to the Board panel the imposition of sanctions and/or fines against parties to the hearing and/or their counsel, for inappropriate conduct occurring before, during, or after the hearing.
Banned for Life Penalty Policy

1. Membership is a privilege, not a right, and members who demonstrate that they are not able to interact with children appropriately sacrifice that privilege.

2. USA Swimming cannot be put in a position where it is required to develop, coordinate, monitor, or evaluate any type of 'rehabilitation' program for members who have demonstrated that they are not able to interact with minors appropriately. NBOR panels that consider putting “rehabilitative” requirements on a member are putting an unreasonable strain on USA Swimming’s time and resources, and present potential liability issues for USA Swimming should members who have been sanctioned with any kind of “rehabilitative” requirement by a Board of Review re-offend once they return to membership. As a result, such “rehabilitative” requirements or conditions must be avoided by NBOR panels.

3. The most severe penalty USA Swimming can assign is to permanently expel a member and add their name to the public list of individuals permanently suspended or ineligible. USA Swimming recognizes that sanctions imposed on members or former members cannot exceed restrictions on privileges tied to membership. For instance, USA Swimming cannot prohibit an expelled member from coaching for a non-member organization, giving private lessons, or running an unaffiliated swim camp, etc.

4. An individual cannot be banned for life in a specific membership category. A ban for life must be across all membership categories.

5. A ban for life is a permanent expulsion from membership. Individuals who have been banned for life and have exhausted or waived appeal opportunities do not have any recourse to subsequently request that their name be removed from the list, or request to be re-admitted for membership.

Approved by the USA Swimming Board of Directors 4/27/13.
Time Limits for National Board of Review Hearings

1. For matters in which the Petitioner (i) is seeking a lifetime ban; and (ii) does not allege a violation of Article 304.3.6 (i.e., criminal charges), each party should receive 90 minutes to present its evidence.

2. For matters in which the Petitioner (i) is seeking a suspension for a period of years; and (ii) does not allege a violation of Article 304.3.6 (i.e., criminal charges), each party should receive 60 minutes to present its evidence.

3. For matters in which the Petitioner alleges a violation of Article 304.3.6 (i.e., criminal charges), each party should receive 30 minutes to present its evidence, regardless of whether a lifetime ban or suspension for a period of years is sought.

4. In an uncontested matter (where a Respondent chooses not to participate), the Petitioner should receive 30 minutes to present a condensed version of its case.

5. Additional time may be provided at the discretion of the hearing panel chair.
The highlighted provisions are not included in Rules and Regulations and may be amended at any time by the Board of Directors. The remaining provisions are included in Rules and Regulations and may be changed only by the action of the House of Delegates.

ARTICLE 206

AWARDING USA SWIMMING CHAMPIONSHIPS

AND INTERNATIONAL COMPETITIONS

206.1 GENERAL — USA Swimming Championships shall be conducted annually.

.1 A Winter National Championships shall be conducted the week following Thanksgiving (effective 9/17/11).

.2 A long course National Championship meet shall be conducted every summer, except when there is a Trials Class meet in the summer and that Trials Class meet is not in accordance with 206.4.2 (at the traditional time at the end of the summer). The end of the summer meet during those summers shall be called the U.S. Open.

.3 USA Swimming Open Water Individual and Team Championships shall be held in the 5 kilometer and 10 kilometer distances (effective 9/17/11).

206.2 FACILITIES

.1 Facilities awarded USA Swimming Championships and International competition must meet the mandatory standards of Article 103 and shall have a separate warm-up pool.

Facilities where competition to select USA Swimming National Teams for certain international competition is held shall also conform to the requirements stated in 103.19.3E.

.2 Facilities with movable bulkheads shall be required to demonstrate prior to submitting a bid for a USA Swimming Championship, the ability to meet all measurements and tolerances as specified in 103.3, 103.4 and 103.5. Written confirmation of this demonstration shall accompany the championship meet bid.

.3 Open water venues must meet the mandatory standards of Article 702.

206.3 AWARD OF EVENTS

.1 USA Swimming national championships, Trials class, U.S. Open, Open Water Championships and Disability Championships shall be contracted for by the USA Swimming Executive Director or his/her designee in accordance with Article 206 and Article 207, after approval by the Board of Directors.
.2 The National Team Director may elect not to conduct one or more USA Swimming Championships in any year upon approval by the Board of Directors.

206.4 DATES — Unless otherwise determined and announced by the National Team Director at the previous year’s annual meeting, the dates shall be as follows:

.1 Short Course Yards National Championships – To start the Thursday following Thanksgiving.

.2 Summer National Championships and U.S. Open (when held) — To end no later than the second Saturday in August;

.3 Open Water Championships—Each event to be scheduled annually by Program Operations in conjunction with the Steering Committee.

206.5 METHOD OF GRANTING AWARD

.1 A USA Swimming Championship may be awarded either to an LSC in good standing or to an organization approved by the Board of Directors of the LSC for the purpose of assuming full responsibility to conduct the USA Swimming Championship as agreed to in writing. The LSC may also assign the contract to conduct the championship to a member in good standing of that LSC who shall then assume the full responsibility for the championship as agreed to in writing.

.2 The award process shall be conducted by the Executive Director in accordance with the provisions of the USA Swimming Policy Manual.

A USA Swimming National, Trials class, U.S. Open, and Disability Championship bids shall be returned to the Executive Director by June 1. Acceptance or rejection of the bid will be determined by July 1. At this time, all bids will be categorized by the Executive Director and the bidding parties shall be notified.

B Bids for Open Water Championships shall be returned to the Executive Director by June 1 of the year preceding the event.

C The Executive Director’s recommendation shall be presented to the Board of Directors for approval.
The highlighted provisions are not included in Rules and Regulations and may be amended at any time by the Board of Directors. The remaining provisions are included in Rules and Regulations and may be changed only by the action of the House of Delegates.

ARTICLE 207

USA SWIMMING CHAMPIONSHIPS

207.1 GENERAL — USA Swimming may conduct USA Swimming National Championships, Trials class meets, U.S. Open Championships, and Open Water Championships. The designation of each of these championships shall include the name of the national sponsor, if any, for that meet.

207.2 USA SWIMMING U.S. OPEN CHAMPIONSHIPS — The USA Swimming U.S. Open Championships shall be governed by the Senior Development Committee and conducted by Program Operations. All USA Swimming member athletes who have achieved the qualifying time standards for one or more specific events are eligible to participate. The meet shall be conducted in years designated by the National Team Director.

207.3 USA SWIMMING NATIONAL CHAMPIONSHIPS AND OPEN WATER CHAMPIONSHIPS

The USA Swimming National Championship meets and Open Water Championship meets shall be governed and conducted by Program Operations. All USA Swimming member-athletes who have achieved the qualifying time standards for one or more specific events are eligible to participate.

If the following USA Swimming team selection trials are held in conjunction with the USA Swimming National Championships, only United States citizens eligible to represent the United States in international competition will be allowed to compete in the A (championship) finals from which team selections are chosen: Pan American Games Trials, and Pan Pacific Championship Trials. Foreign swimmers may compete in all relays, but in individual preliminary events and B and C (consolation and bonus) finals only. When the selection of more than one of the above teams necessitates picking athletes from beyond eighth (8) place in a specific event, this rule also applies to the B and C (consolation and bonus) final in that event. Finals will be seeded accordingly.

207.4 USA SWIMMING JUNIOR NATIONAL CHAMPIONSHIPS — The USA Swimming Junior National Championship meet shall be governed and conducted by Program Operations.

.1 The Junior National Championships will be swum long course during the summer season. The dates and place of competition will be determined by the Senior Development Committee. The meet should be scheduled to be held after the summer National Championships.

.2 All USA Swimming athlete members 18 years of age and under who have met the qualifying time standard for a specific event, are eligible to participate.
The Junior National Championships program will be determined annually by the Senior Development Committee.

207.5 TRIALS CLASS MEETS — Trials Class shall be the selection meets for United States teams for the Long Course World Championship and Olympic Games and may be held in conjunction with the USA Swimming National Championships. The Trials class meets shall be governed by the National Team Director and conducted by Program Operations. The event format will be established by the National Team Director and may emulate the Olympic Games or Long Course World Championship program. The men’s 800-meter freestyle and women’s 1500-meter freestyle will be conducted if the Trials are held in conjunction with the National Championships. There shall be no relays or scoring in the Olympic Team Selection Meet. Touch pads shall conform to 103.1 9.3E. Only United States citizens eligible to represent the United States on the Olympic or Long Course World Championship teams may compete in these Trials.

207.6 QUALIFYING TIME STANDARDS

1. USA Swimming National Championships and U.S. Open qualifying time standards will be determined from performances at the respective winter and summer championship meets for all swimmers and may be based on world rankings so that they will be of comparable quality for all events. The time standards shall be established by the Senior Development Committee in consultation with the National Team Director. Time standards shall be designed to allow 900-1000 swimmers in individual events at the USA Swimming short course championships, the U.S. Open and the National Championships.

2. The Senior Development Committee shall develop, one (1) year in advance, the qualifying time standards for all National Championships/U.S. Opens which will be reported to the House of Delegates by the Technical Vice Chair during the annual meeting or to the Board of Directors when established at a time other than the annual meeting. Qualifying time standards shall be specified in hundredths of a second, with nine one-hundredths being the constant.

207.7 PROOF OF ENTERED TIME — Procedures for obtaining proof of time shall conform to the current edition of the USA Swimming SWIMS Time Module Policy Manual. Official times achieved in accordance with the requirements of 102.16.4 may be used to enter the meet.

1. Individual Events — All individual entry times must be made during the correct qualifying period and must be proven prior to the scratch deadline for that event through the SWIMS database.

2. Relay Events — Times for each entered relay team must be submitted with the entry. This entered time must be proven prior to the scratch deadline for each entered relay team, in aggregate or as a team, through the SWIMS database. For the purpose of proving times, a club may name a swimmer on only one of its relay teams in each event. Once the relay team or teams have been proven, any swimmer listed by that organization on the entry form is eligible to compete on that relay team.
The time of any swimmer recorded while legally representing a USA Swimming club, secondary school, college or university within the appropriate time frame may be used in proving an aggregate relay-entry time and that swimmer does not need to be entered in the championship in question.

Foreign swimmers, who are representing a foreign team or country, must meet the established National Championships time standards and provide official meet results with the entry form.

The above requirements shall be made a part of the official entry form for all USA Swimming championships and other meets at which proof-of-time is required through the SWIMS database.

.3 Responsibility Clause

A The coach, swimmer, or swimmer representative who enters a USA Swimming championship thereby attests that all times on the entry form are true and correct achieved qualifying times for each event entered. He/she assumes all responsibility for false or incorrect times or times which are unacceptable under USA Swimming rules and shall be assessed a $100 penalty payable to USA Swimming for each such time entered, unless absolved of the fine by the Vice Chair of Program Operations or designee or Board of Review. Additional action or penalty may be taken or levied as deemed appropriate by USA Swimming.

B Such penalty shall also be levied against any USA Swimming verification officer who knowingly entered such a false time(s) into the SWIMS Database.

C Appeal of fines are to be made to the Vice Chair of Program Operations or designee and/or Board of Review. Any appeal of the decision of the Vice Chair of Program Operations or designee shall be in accordance with the provisions of Part Four, specifically Article 407.

207.8 ENTRY FORMS AND OFFICIAL MEET INFORMATION

.1 The entry forms and announcement shall be prepared under joint direction of the Program Operations Vice Chair, the Rules Chair, the Meet Director, and the Executive Director. Printing, distribution and mailing and posting to the USA Swimming Web Site of the entry forms and meet information will be the responsibility of USA Swimming. All data shall be approved in writing by the Program Operations Vice Chair prior to printing and distribution.

The entry blanks shall conform exactly to the standard format agreed upon by Program Operations, and no other shall be used.

One set of the entry forms and meet information shall be sent by first class mail at least 90 days prior to the meet entry closing date to all LSC General Chairmen, LSC Senior Chairmen, LSC Coaches Representatives, LSC Registration Chairman, and permanent LSC offices. At the same time, the entry forms and meet information shall be posted on the USA Swimming Web Site. Entry forms and meet information may be requested from the USA Swimming National Events Department.
207.6 The meet information shall state qualifying times and procedures necessary for proof of entry times. (See 207.6) For a USA Swimming Championship meet, Program Operations may permit bonus events. For each qualifying time achieved in an individual event, additional bonus events may be allowed. Requirements for bonus events will be specified in the meet announcement.

The meet information shall state that foreign swimmers must comply with all meet entry requirements.

The meet director’s telephone number shall be included in the information book.

Program Operations shall establish a closing date for entries in all USA Swimming championship events which shall be at least one week before the first day of competition. For USA Swimming National Championships, a later fax entry deadline of 11:59 p.m. (local time at the host site) two (2) days prior to the start of the meet may be established and published in the meet information book for qualifying times that are first achieved after the entry deadline and prior to the fax entry deadline.

It shall be the responsibility of the meet host/local organizing committee to ship the submitted entry forms to the Executive Director immediately following the championships. Those entry forms will be retained for a period of one year.

207.9 ENTRIES

.1 A swimmer and/or relay team will be officially entered when the entries are received by USA Swimming prior to the meet entry deadline. The method and procedure for submission of the entries will be stated in the meet announcement.

.2 An unattached swimmer shall be identified in competition with the LSC in which the swimmer is registered.

.3 In national championships a swimmer may enter and compete, except as provided in 102.2.2, in any number of individual events in which the qualifying time standards have been met.

.4 Entry times for individual and relay events shall:

A Be the best competitive time of swimmers except as otherwise provided in this Article 207 or the USA Swimming Policy Manual.

B Be achieved in accordance with 102.24.1, Requirements for Official Time.

C Be submitted to hundredths of a second.

D Swimmers who have qualified for the Olympic Trials within the current quadrennium in a specific event may swim that event in all USA Swimming National Championships and U.S.
Open events preceding the next Olympic Trials, even if they have not re-qualified for the USA Swimming National Championships or U.S. Open in that specific event.

Times achieved at an altitude of 3,000 feet or above may be adjusted as follows:

### Time Adjustment

<table>
<thead>
<tr>
<th>Event Distance</th>
<th>3000-4250 Feet</th>
<th>4251-6500 Feet</th>
<th>Above 6500 Feet</th>
</tr>
</thead>
<tbody>
<tr>
<td>200</td>
<td>.50 Sec.</td>
<td>1.20 Sec.</td>
<td>1.60 Sec.</td>
</tr>
<tr>
<td>400 or 500</td>
<td>2.50 Sec.</td>
<td>5.00 Sec.</td>
<td>7.00 Sec.</td>
</tr>
<tr>
<td>800 freestyle relay</td>
<td>2.00 Sec.</td>
<td>4.80 Sec.</td>
<td>6.40 Sec.</td>
</tr>
<tr>
<td>800 or 1000</td>
<td>5.00 Sec.</td>
<td>10.00 Sec.</td>
<td>15.00 Sec.</td>
</tr>
<tr>
<td>1500 or 1650</td>
<td>11.00 Sec.</td>
<td>23.00 Sec.</td>
<td>32.50 Sec.</td>
</tr>
</tbody>
</table>

1. Subtract the time indicated above from the actual time achieved at altitude. This is the time to be used on the entry form and seeding will be based on that time. Information relative to the adjustment accompanying the entry form must include name of swimmer, event, date of performance, elevation location, actual time, corrected time and signature of coach.

2. A swimmer or relay may use the above adjustments to meet the national qualifying time standard and seeding will be based upon that time.

.5 Only swimmers and relay teams entered using the procedures stated in the meet announcement shall be eligible to compete. Submitted times may be updated up to the entry deadline. No corrections or changes of events entered, or additional entries will be accepted after the entry deadline. Typographical or transcription errors which can be readily verified by entry data or National Times Database data may be corrected if attested to by the swimmer, coach, or the swimmer’s representative prior to the scratch deadline.

Any swimmer who qualifies for the 1000 or 1650-yard freestyle or the 800 or 1500-meter freestyle may enter at his/her fastest time or at the time standard, if entered in two or more events on the day of the distance freestyle.

In USA Swimming National Championships, swimmers entered in the 800/1000 and 1500/1650 freestyle do not need to enter their best times, but may enter themselves at the time performed at the meet distance (SC-SC, LC-LC) at the previous USA Swimming National Championships, provided they have made the short course yard, short course meter, or long course meter standard during the appropriate qualifying period. Swimmers will be seeded at their entered times.
.6 Program Operations reserves the right to challenge any submitted time.

Foreign swimmers, who are not members of USA Swimming, may enter national championships provided they have met all qualifying requirements including submission of proof of entered times. (See also 207.8.3)

.7 In order to score at USA Swimming National Championships, a swimmer must be eligible to represent the United States in international competition.

.8 Relay Entries

A A club may enter no more than two relay teams in each relay event.

B Only swimmers listed on the entry form for an organization shall be eligible to compete for that organization in relay events.

Relay teams shall indicate on the entry whether they elect to be entered at their provable time or at the lowest priority non-conforming time standard. The time for each relay may be submitted as a composite or an aggregate time. Only times achieved in the same course (i.e. all short course or all long course) may be used for aggregate relay times.

A completed relay entry listing the competing relay swimmers, their first and last names, ages, and order of swimming, shall be returned to the clerk of course for each competing relay. Upon reporting to the starting blocks, immediately prior to the start of the relay heat in which such team is entered, the completed relay entry form shall be handed to the head lane timer. No change will be permitted thereafter and failure to present the head lane timer with written list of relay swimmers shall prevent such team from competing.

A fine of $100 will be imposed on the organization obtaining deck credentials for each relay-only swimmer who does not compete in a USA Swimming National Championship relay. No penalty shall apply if the Referee is notified prior to the event and accepts proof that failure to compete was due to the relay-only swimmer’s illness or injury, or to circumstances beyond the swimmer’s control.
207.10 PROGRAMS

Three-Day Program

Day One

Preliminaries | Finals
--- | ---
100-yard/meter breaststroke | 1000-yard/800-meter freestyle
200-yard/meter freestyle | 100-yard/meter breaststroke
100-yard/meter butterfly | 200-yard/meter freestyle
200-yard/meter individual medley | 100-yard/meter butterfly
800-yard/meter freestyle relay | 200-yard/meter individual medley
1000-yard/800-meter freestyle | 800-yard/meter freestyle relay

Day Two

Preliminaries | Finals
--- | ---
400-yard/meter individual medley | 400-yard/meter individual medley
50-yard/meter freestyle | 50-yard/meter freestyle
200-yard/meter breaststroke | 200-yard/meter breaststroke
100-yard/meter backstroke | 100-yard/meter backstroke
500-yard/400-meter freestyle | 500-yard/400-meter freestyle
400-yard/meter medley relay | 400-yard/meter medley relay

Day Three

Preliminaries | Finals
--- | ---
200-yard/meter backstroke | 1650-yard/1500-meter freestyle
100-yard/meter freestyle | 200-yard/meter backstroke
200-yard/meter butterfly | 100-yard/meter freestyle
400-yard/meter freestyle relay | 200-yard/meter butterfly
Five Day Program

Day One  
Women’s  800-meter freestyle
Men’s  800-meter freestyle

Day Two  
Women’s  100-meter freestyle
Men’s  100-meter freestyle
Women’s  200-meter breaststroke
Men’s  200-meter breaststroke
Women’s  200-meter backstroke
Men’s  200-meter backstroke
Women’s  200-meter butterfly
Men’s  200-meter butterfly

Day Three  
Women’s  200-meter freestyle
Men’s  200-meter freestyle
Women’s  400-meter individual medley
Men’s  400-meter individual medley
Women’s  800-meter freestyle relay
Men’s  800-meter freestyle relay

Day Four  
Women’s  100-meter backstroke
Men’s  100-meter backstroke
Women’s  400-meter freestyle
Men’s  400-meter freestyle
Women’s  100-meter breaststroke
Men’s  100-meter breaststroke
Women’s 100-meter butterfly
Men’s 100-meter butterfly
Women’s 400-meter freestyle relay
Men’s 400-meter freestyle relay

Day Five
Women’s 200-meter individual medley
Men’s 200-meter individual medley
Women’s 1500-meter freestyle
Women’s 50-meter freestyle
Men’s 50-meter freestyle
Men’s 1500-meter freestyle
Women’s 400-meter medley relay
Men’s 400-meter medley relay

Women’s events shall precede men’s except as indicated.

All relays shall be conducted on a timed final basis with the two fastest heats swum in the final session. Others to be held during the preliminary heats.

The 800 meter freestyle on day one shall be conducted on a timed final basis. In facilities where women’s and men’s events are conducted in the same course they shall be swum as follows:

(1) Women’s heats — slowest-to-fastest.
(2) Men’s heats — slowest-to-fastest.

The 1500 meter freestyle events on Day 5 shall be conducted during the preliminaries on a timed final basis, the heats swum slowest to fastest, with the single fastest heat swum in the final session. In facilities where women’s and men’s events are conducted in the same course all heats during the preliminaries shall be swum alternately women/men as follows:

(1) Second-fastest men’s heat last.
(2) Second-fastest women’s heat next-to-last.
(3) Third-fastest men’s heat third-from-last.
(4) Third-fastest women’s heat fourth-from-last and continuing until all heats are swum.

(5) In the event of an unequal number of women’s and men’s heats, the excess slow heats will be swum first, then the remaining heats will be swum as indicated in (1) through (4) above.

The starting time for each preliminary heat shall be scheduled so that the second fastest heat of the men’s 1500-meter freestyle is concluded 60 minutes before the evening finals session is scheduled to begin.

.1 Time Trials — At all USA National Championships and Trials Class meets, Time Trials will be conducted on a time available basis for swimmers participating in the meet. These Time Trials shall be held under a separate sanction of the LSC where the meet is held and shall conform to the following conditions and format, subject to the time limitations specified in 207.10 and 207.11:

A A swimmer is limited to a maximum of two Time Trials during the course of the championships.

B At the USA Swimming National Championships and Trials Class meets, a swimmer must be entered in the meet with a proved time (individual event or relay) to be eligible to participate in the Time Trials.

Except as noted in (4) below, Time Trials shall be swum in the order listed under the meet program as follows:

(1) First Day: that day’s events, followed by the remaining events in the meet, except on the first day of the Modified Four-Day Program, when only that day’s events will be swum.

(2) Second and all subsequent days except the final day: that day’s events, followed by the events of the remaining day(s) of the meet, followed by the events of the previous days.

(3) Final Day: that day’s events; that day’s 1500-meter/1650-yard freestyle events may be swum, followed by events of the previous days if time permits.

(4) Exception: For long course championships, on the day the 50-meter freestyle is contested, the 50-meter freestyle Time Trials will be the first event in the Time Trial program. On all other days, the 50-meter freestyle will be the last event of the Time Trial program.

C Entry fees for Time Trials shall be the same as those established for the corresponding national championships.

.4 International Program — Upon the recommendation of the National Team Director with the approval of the OIOC and Program Operations, the USA Swimming National Championships may be conducted in a format with the order of events simulating the World Championship or Olympic
program. The men’s 800 and women’s 1500-freestyle may be included in this format. All relays shall be conducted on a timed finals basis with all heats swum in the finals session.
207.11 ADMINISTRATIVE CONDUCT OF USA SWIMMING CHAMPIONSHIPS — The administrative rules for the conduct of the national championships and Open Water Championships are specified herein. Additional rules for Open Water Championships are listed in Article 704.

.1 General Meeting

A A general meeting, chaired by the Program Operations Vice Chair or a designee, shall be held at all USA Swimming championship meets prior to the first day’s competition. All participating coaches, meet officials, Program Operations Division committee chairs and coordinators, and representatives of each participating club are obligated to attend or be represented at this meeting.

B Only business pertinent to the administrative conduct of that championship meet and its events may be considered and finalized at this meeting by a vote of those in attendance and no changes shall be made thereafter.

C It is the obligation of every athlete entered in the meet to attend or be represented at this meeting and to become acquainted with the changes, if any, and the decisions made at this meeting.

Computerization — The organization(s) conducting the championship shall compile entry lists, heat sheets, final sheets, and final results, by computer.

Entry List — An entry list, by event, with submitted times shall be distributed to the coaches, swimmers, and officials on the morning of the day preceding the meet and copies shall also be available at the general meeting on the night preceding the meet.

Credentials — Credentials for national championships will be provided at no charge for participating athletes and officials who are members of USA Swimming. Credentials for coaches, managers and chaperones to serve as admittance passes to national championships shall be issued to those persons listed on the submitted team roster according to the following schedule and is based upon the total size of the team. There shall be a surcharge of $20.00 per person for spectator passes, which money shall become the property of the meet host. For clubs that wish to bring one certified massage therapist with their teams, a $50.00 surcharge will apply if the massage therapist exceeds the deck pass formula below. These funds shall become the property of the meet host. All massage therapists must be non-athlete members of USA Swimming.

A 1-3 swimmers in individual events, or 1-only relay team with any number of alternates: 1 deck pass; 1 spectator pass.

B 4-6 swimmers in individual events: 2 deck passes; 1 spectator pass.

C 7-9 swimmers in individual events: 3 deck passes; 1 spectator pass.
D  10-20 swimmers in individual events: 4 deck passes; 2 spectator passes.
E  21-30 swimmers in individual events: 5 deck passes; 2 spectator passes.
F  31-40 swimmers in individual events: 6 deck passes; 3 spectator passes.
G  41-50 swimmers in individual events: 7 deck passes, 3 spectator passes.
H  51 or more swimmers in individual events: 8 deck passes; 5 spectator passes.
I  Unattached swimmers with a team shall be included in above schedule even if listed on separate entry blank.
J  Unattached swimmers not with a team: 1 deck pass; 1 spectator pass.

Heat Sheets — Heat sheets for each preliminary and finals session shall be made available to coaches and/or team representatives no less than one hour before the beginning of each session. Complete results from each session shall be made available one hour prior to the next session.

.2 Schedule

A  Except as otherwise stated in the USA Swimming Policy Manual, a minimum of two (2) hours must elapse between the end of the last preliminary heat and the start of the first race in the finals on any one day, during which time the pool must be available for warm-up. Starting times for the preliminary and finals sessions shall be published in the meet information and reviewed at the general meeting. Starting times shall be as consistent as possible throughout the meet. At the general meeting a schedule shall be made available for the first day’s competition, including starting times for the first race in each preliminary event and for each race in the finals. Each day a schedule shall be made available for the following day’s competition including all the same information. No event shall start prior to the time established for that event or race.

B  At the discretion of the Program Operations Vice Chair, the preliminary sessions may be conducted in two courses.

.3 Warm-up Schedule — A schedule of lanes, times and warm-up procedures which must be adhered to shall be established and must be distributed during the general meeting.

.4 Eligibility Protests

A  An Eligibility Jury composed of three persons in attendance at each national championship shall be appointed by the Program Operations Vice Chair or designee prior to the start of the meet to consider protests pertaining to the eligibility of any swimmer to compete or to represent an organization. The Eligibility Jury shall consist of an athlete, a coach and an official.
B All protests made prior to or during the championship shall be submitted to the Eligibility Jury on a form prescribed by USA Swimming and accompanied by a $50 fee, which shall be returned if the protest is upheld. The $50 fee shall not be required for protests submitted by the Registration Committee or LSC Registration Chairpersons.

C Protests shall be heard by the jury and, if possible, decisions rendered before the start of events on the day in which the protested swimmer competes, but no later than the last night of the championships. The opportunity to be heard shall be given to both the party lodging the protest and the party or parties charged.

D Until the Eligibility Jury renders a decision, the swimmer may compete under protest. An announcement to this effect shall be made prior to the race. The results of any race conducted under protest shall not be announced, nor prizes awarded, nor points scored until the jury has determined if and how their decision may affect the final scoring or awards.

E The decision of the jury may be appealed by either party to the National Board of Review, pursuant to Part 4. Protests submitted after the last day of the championships shall be submitted directly to the National Board of Review.

F Any such decision of the National Board of Review shall be published on the USA Swimming website.

.5 Technical Rules Protests — Prior to the start of the meet the Program Operations Vice Chair or designee shall appoint a Technical Jury composed of at least one swimmer representative, at least one coach, and at least one, but not more than three other persons. Written protests involving technical rules, except disqualifications due to judgment decisions by the deck officials, shall be made to the Meet Referee within 30 minutes of the protested act or occurrence. Decisions of the Meet Referee regarding these protests may be appealed to the Technical Jury, whose decision must be made the day of the protest and shall be final. The jury cannot adjudicate judgment decisions, which can only be considered by the Referee under Section 102.11.

.6 Scratch Procedures

A Scratches prior to the seeding of heats shall be confirmed by properly filling out and depositing a scratch card in the scratch box, available at the general meeting prior to the first day’s events and available at the pool for all subsequent days’ events. Swimmers may scratch from an event in which they are entered by following the procedures set forth in the meet announcement.

B The scratch deadline for the first day’s events shall be fifteen (15) minutes after the general meeting is adjourned. The scratch deadline for all subsequent days’ events shall be thirty (30) minutes after the time established for the start of the finals sessions.
C In all events where preliminary heats are necessary, after the heats have been seeded, any swimmer who fails to compete in an individual event heat in which such swimmer entered and has not been scratched in accordance with sub-paragraphs A and B above will be barred from all further individual and relay events of that day. Additionally that swimmer shall not be seeded in any individual events on succeeding days unless that swimmer declares an intent to swim prior to the close of the scratch box for that day’s events.

D Scratching from finals:

(1) Any swimmer qualifying for a C, B or A (bonus and consolation final or) final race in an individual event who fails to compete in said final shall be barred from further competition for the remainder of the meet, except as noted in paragraph E. A declared false start under 101.1.3F or deliberate delay of meet under 101.1.5 is not permitted and will be regarded as a failure to compete.

(2) In the event of withdrawal or barring of a swimmer from competition the Referee shall fill the C, B, or A (bonus and consolation final or) final, when possible, with the next qualified swimmer(s). First and second alternates shall be announced along with the final qualifiers. These alternates shall not be penalized if unavailable to compete in the finals.

(3) Where C and B (bonus and consolation) finals have not been swum and a barring or withdrawal is known to the Referee, the Referee shall reseed the C, B and A (bonus final and consolation final and the) final, if necessary, to insert the alternate(s) in the appropriate lane(s), filling all lanes in the final.

(4) If the C and B (bonus and consolation) finals have already been contested, the (championship) final shall be swum without reseeding for the empty lane(s).

E Exceptions for Failure to compete — No penalty shall apply for failure to withdraw or compete in an individual event if:

(1) The Referee is notified in the event of illness or injury and accepts the proof thereof.

(2) A swimmer qualifying for a C, B or A (bonus or consolation final or) final race based upon the results of the preliminaries notifies the Referee within thirty (30) minutes after announcement of the qualifiers for that race that they may not intend to compete and further declares their final intentions within thirty (30) minutes following their last individual preliminary event.

(3) It is determined by the Referee that failure to compete is caused by circumstances beyond the control of the swimmer.
F. Notwithstanding the provisions of 207.11.6, the scratch procedures for the United States teams for the Olympic Games, the FINA World Championships, the Pan Pacific Championships, the Pan American Games or the World Student Games shall be established by the Steering Committee and the Vice Chair of Program Operations.

.7 Seeding

A  Entrants in the 1000yd/800m and 1650yd/1500m freestyle must check in and confirm their intention to compete prior to the scratch deadline in order to be seeded. Seeded heat sheets shall be published at the conclusion of the finals the evening before, except that in the five-day format, seeded heat sheets for the 800m freestyle shall be published two hours prior to the scheduled starting time for that event. The swimmers shall be listed in the meet program in the order of submitted times, beginning with the fastest.

B  Seeding individual events when using non-conforming and bonus times shall be as follows:

(1) All conforming times will be arranged in time order.

(2) In a long course championship meet, non-conforming short course meter times will be arranged in time order followed by non-conforming yard times; in a short course meet, non-conforming long course times shall precede non-conforming short course times.

(3) Conforming bonus times, if permitted, will be arranged in time order after the times that meet the qualifying standards, in the precedence specified in (2) above.

(4) Non-conforming bonus times, if permitted, will be arranged in time order after the times that meet the qualifying standard and after conforming bonus times, in the precedence specified in (2) above.

(5) After arranging the times as provided above, the event will be seeded in normal fashion.

.8 Finals — Except for the relay events, the 1000 and 1650-yard and 800 and 1500-meter freestyle events, there shall be C, B, and A (bonus, consolation and championship) final heats, with the consolation heats preceding the championship heat, in both short course and long course National Championships. The order of final heats for each meet shall be approved by the Program Operations Vice Chair.

.9 Scoring — Except for Trials Class meets, scoring at the USA Swimming National Championships shall be mandatory.

A  Foreign national teams entered in the National Championships will not be scored for team awards.
B Foreign swimmers may not score points for a USA Swimming team at the USA Swimming National Championships, but, subject to USA Swimming representation requirements, may represent that team and receive awards.

C Scoring at the USA Swimming National Championships will be on a sixteen (16) place basis. Individual events: 20, 17, 16, 15, 14, 13, 12, 11, 9, 7, 6, 5, 4, 3, 2, 1. When a 10-lane pool is used for finals at the National championships, the scoring shall be on a twenty (20) place basis with the values for the individual events as follows: 24, 21, 20, 19, 18, 17, 16, 15, 14, 13, 11, 9, 8, 7, 6, 5, 4, 3, 2, 1. Relay events receive double these point values.

D To be eligible for Combined Men’s and Women’s Team Awards, a team must have scored points in both the Men’s Team and Women’s Team Categories.

Final Results — USA Swimming will provide final meet results to all participating teams and LSC times and records volunteers within two weeks of the completion of the Championships.

207.12 AWARDS

.1 Team Awards

Women’s Team Champion (high point women’s team)

Women’s Team Runner-up Champion (second highest)

Women’s Team Top Ten (third through tenth)

Men’s Team Champion (high point men’s team)

Men’s Team Runner-up Champion (second highest)

Men’s Team Top Ten (third through tenth)

Men’s & Women’s Team Champion (high combined points)

Men’s & Women’s Runner-up Team Champion (second highest)

Men’s & Women’s Combined Team Top 25 (third through twenty-fifth)

USA Swimming National Championship only:

William A. Lippman, Jr., USA Swimming—Combined Team Champion Cup (perpetual trophy)

.2 Individual and Relay Awards
A  Medals shall be awarded to all place winners in the A (championship) final and to the top eight (8) place winners in timed final events of any USA Swimming championship. When ten (10) lanes are used at a USA Swimming Championships, the top ten (10) place winners in timed final events will receive medals.

B  First-place medal to be awarded to the 18 & under swimmer placing highest in each individual event at each USA Swimming National Championship. If no 18-and-under swimmer scores in the A, B, or C finals, the highest placing 18-and-under swimmer from preliminaries will be recognized as the National 18-and-under Champion for that event.

C  In each USA Swimming National Championships, the Robert J. Kiphuth High Point Award shall be awarded to the man and woman swimmer scoring the greatest number of points in individual events. If two or more are tied duplicate awards shall be provided. If this occurs, the original award is given to the swimmer scoring the most first and second places and the duplicate award, if not then available, shall be sent within thirty days to the proper swimmer.

Each member of an award-winning relay team shall receive identical awards.

D  The Conoco Phillips Performance of the Meet Award shall be presented at each USA Swimming National Championships. The recipient of this award shall be chosen by representatives of the media who are present at the meet.
USA Swimming National Team Steering Committee Policy Manual

The purpose of this manual is to document the procedures used by the Steering Committee and the National Team Division of USA Swimming. Any change must be approved by the USA Swimming Board of Directors before becoming effective.

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1. National Team Division Staff Structure – as of September 1, 2016

2. Authority of USA Swimming

USA Swimming is the national governing body for swimming in the United States. USA Swimming is a member of United States Aquatic Sports (USAS), the member organization for aquatic sports to The Federation Internationale de Natation Amateur (FINA) and the United States Olympic Committee (USOC). USAS serves to represent USA Swimming and the other aquatic sports in international matters which involve more than one of the aquatic sports. The rules of FINA, USOC and USAS may be obtained from the secretaries of the respective organizations.

The Board of Directors of USA Swimming has established the Steering Committee for the purpose of creating a National Team program under the direction of the National Team Director, expediting decisions regarding that program, and planning for specific needs of the National Team in international competition.

The National Team Director is empowered with all decision-making authority necessary for the formulation, development and implementation of the National Team program. This authority encompasses, but is not restricted to, schedule planning, team and staff selection, participation requirements, discipline, and selection criteria.

The National Team Director will work in a cooperative manner with the Steering Committee in exercising this authority. The Steering Committee shall review, comment, and endorse the report of the National Team Director.
3. **National Team Steering Committee**

In cooperation with the National Team Director, the National Team Steering Committee is responsible for overseeing competition of the United States National Team at international meets and for recommending services to the National Team and National Junior Team programs. The National Team Steering Committee, through its chair-person, reports to the USA Swimming Technical Vice Chair.

a. **Functions of the National Team Steering Committee**

Under the direction of the National Team Director, the functions of the National Team Steering Committee are:

- Endorsing selection procedures for athletes, coaches, and staff members of all National Teams, Open Water Teams, and National Junior Teams
- Endorsing the USA Swimming National Team Quadrennium Plan, developmental programs, training camps, and pre-Games training

b. **Membership of the National Team Steering Committee**

The National Team Steering Committee shall be formed at the annual meeting of the House of Delegates in the year preceding the Olympic Games. The terms of the newly elected members commence on the day following the conclusion of the Olympic Games and end the last day of the following Olympic Games.

There shall be a maximum of ten members in the Committee elected or selected as follows:

- Eight coaches:
  - Preceding Head Women’s Olympic Coach
  - Preceding Head Men’s Olympic Coach
  - The Head Women’s Coach for the two Long Course World Championships preceding the Olympic Games
  - The Head Men’s Coach for the two Long Course World Championships preceding the Olympic Games
  - Two coaches appointed by the Board Chair in consultation with the National Team Director
- Two athletes selected by the Athletes Committee, one female/one male, both former USA National Team members
- Once the new Head Olympic Coaches are named, they shall become ex-officio members of the Steering Committee, if not already on the committee
- Ex-officio: the Technical Vice-Chair, the Chair of the Senior Development Committee, and the Chair of the Sports Medicine Committee
- Staff liaison: National Team Director

The Committee may name additional ex-officio members. The National Team Director shall be an ex-officio member of the National Team Steering Committee without membership in the USA Swimming House of Delegates.

Any vacancies on the committee shall be filled by appointment by the Board Chair in consultation with the National Team Director.

The chair of the committee shall be elected by its voting members.
Note: The National Team Division Administrative Assistant issues proper notices for meetings; prepares agendas and Steering Committee bulletins; maintains proper records of proceedings; prepares and distributes minutes; maintains current addresses of Steering Committee members; attends to Steering Committee correspondence and reports and provides administrative services as required.

4. **Open Water Steering Committee**

In cooperation with the National Team Director and the National Team Steering Committee, the Open Water Steering Committee is responsible for overseeing competition of the United States Open Water National Team at international meets and for recommending services to the Open Water National Team and Open Water National Junior Team programs. The Open Water Steering Committee, through its chairperson, reports to the National Team Steering Committee and the USA Swimming Technical Vice Chair.

   a. **Functions of the Open Water Steering Committee**

Under the direction of the National Team Director and the National Team Steering Committee, the functions of the committee are:

- **Endorsing selection procedures for athletes, coaches, and staff members of all Open Water National Team and National Junior Teams**
- **Endorsing the USA Swimming Open Water National Team Quadrennium Plan, funding programs, training camps, and pre-Games training**

   b. **Membership of the Open Water Steering Committee**

The Open Water Steering Committee shall be formed at the annual meeting of the House of Delegates following the Olympic Games. The terms shall conclude on the last day of the following Olympic Games. The Open Water Steering Committee shall consist of:

- Open Water Olympic Team Head Coach
- Five members appointed by the Steering Committee, in consultation with the National Team Director
- Two athletes with open water experience
- Once the new Head Open Water Olympic Coach is named, he or she shall become an ex-officio member of the Open Water Steering Committee, if not already on the committee
- Ex-Officio: National Team Director, Technical Vice-Chair, and the USA’s representative on the FINA Technical Open Water Swimming Committee
- Staff liaison: Open Water Program Director

The Committee may name additional ex-officio members.

Any vacancies on the committee shall be filled by appointment by the Board Chair in consultation with the National Team Director and National Team Steering Committee.

The chair of the committee shall be elected by its voting members.

5. **National Team Evaluation Committee (NTEC):**

The National Team Evaluation Committee recommended the committee be sunset. Evaluations will still be conducted and handled by an athlete representative and staff. The USA Swimming Board of Directors approved this request at its November 20, 2016 meeting.
6. **Sports Medicine and Science Committee**

   a. **Functions of the Sports Medicine and Science Committee**

   The Sports Medicine and Science Committee shall develop and assist in the implementation and evaluation of medical and science-based programs for USA Swimming, coordinate programming with the Age Group Development, Senior Development and Medical Committees; expedite and implement decisions regarding those programs as necessary; and support the National Team Division, the Steering Committee in all scientific and medical areas as they relate to the National Team.

   b. **Membership of the Sports Medicine and Science Committee**

   The Sports Medicine and Science Committee is composed of ten members, as follows:

   - One member elected by Steering Committee
   - Two members appointed by Steering Committee Chair in consultation with the National Team Director
   - Five members appointed by the Board Chair of USA Swimming
   - Two athletes
   - Staff liaison: Athlete Services Director

   The term of non-athlete members shall be staggered so that 25% of the non-athlete members are appointed annually.

   The National Team Director, the Steering Committee Chair, and the USA Swimming Technical Vice Chair shall be non-voting, ex-officio members of the Sports Medicine and Science Committee.

   The Chair of the Sports Medicine and Science Committee shall be appointed by the Board Chair in consultation with the National Team Director, Steering Committee Chair, and the Technical Vice Chair. The Chair of the Committee shall be an ex-officio, non-voting member of the Steering Committee.

   The Chair will:

   - Serve as the liaison between the Steering Committee, USA Swimming, the USOC, FINA and USAS regarding medical issues and questions
   - Be responsible for submitting reports covering all medical requirements for international travel
   - Develop and maintain a list of qualified medical staff to accompany USA Swimming teams in international competition.

7. **National Team Conduct Committee**

   An internal committee shall consult on violations of the USA Swimming Code of Conduct (Code 304USA Swimming Rule Book), or any rules violations which causes an athlete to be dismissed from a National Team, National Junior Team or National Open Water Team.

   a. **Functions of the National Team Conduct Committee**

   The Conduct Committee is charged with:

   - Acting as an agent for the Steering Committee Chair upon request
• Investigating and conduct an initial review of any alleged violations of the National Team Honor Code
• Reviewing reports from international competitions which contain any grievances or derogatory statements concerning staff members and/or athletes
• Reporting findings regarding alleged violations to the Steering Committee Chair for further action

b. Membership of the National Team Conduct Committee

The Conduct Committee is composed of:

• National Team Director
• Steering Committee Chair
• One Steering Committee Coach
• One Steering Committee Athlete
• Athletes Advisory Committee Representative
• Two National Team athletes

8. National Teams

a. National Team Selection

The National Team, the National Open Water Team, and the National Junior Team will be named by the National Team Director. The criteria for team selection will be determined by the National Team Director and presented to the Steering Committee.

b. Representation

When a team is selected by USA Swimming for an international competition, the swimmers shall represent the United States under the direction of the National Team Director.

c. Eligibility

Registered USA Swimming swimmers, who are citizens of the United States, are eligible for international competition as representatives of the United States. Additional eligibility criteria may be noted in that event’s selection procedures.

d. Notification

When a swimmer becomes eligible for selection to a U.S. team for international competition, the personal coach and the swimmer shall be notified.

9. Trials

The Steering Committee, under the direction of the National Team Director, shall determine the date and locations of Trials meets and set time standards and other qualifications for participation. The Trials shall be held prior to the entry deadline for the relevant competition, preferably with enough lead time for National Team Division to complete the necessary preparation for the team’s departure.

There shall be no limit to the number of events a competitor may enter at Trials, provided they are qualified by time standard.
If Trials for the following events are held in conjunction with the USA Swimming National Championships, only United States citizens eligible to be selected to these teams will be allowed to compete in the championship finals from which team selections are chosen: Pan American Games, Pan Pacific Championship, World Championships, and Olympic Games Trials. Non-citizen athletes may compete in all relays, but in individual preliminary events and consolation finals only. When the selection of more than one of the above teams necessitates picking athletes from beyond 8th place in a specific event, this rule also applies to the consolation finals in that event. Finals will be seeded accordingly.

10. National Team Honor Code

a. Purpose

The National Team Director will establish and enforce an Honor Code that will be adhered to by all athletes and staff while participating in any aspect of the National Team/National Junior Team program. The behavior expectations and penalties for failure to comply will be clearly understood by all team members and strictly enforced by the National Team Director.

One set of guidelines will be applicable for all National Team functions.

Minimum guidelines to be presented to the team and staff immediately upon assembly of the team should include, but are not limited to:

- Curfew
- Team meeting
- Team functions
- Team uniform and dress code
- Alcohol, tobacco and controlled substances
- Duration of USA Swimming guidelines
- Part Four of the current USA Swimming Rules and Regulations related to penalties and review

b. Discussion and Acknowledgement

Immediately upon assembly of the team, the National Team Director (or their designee) shall convene a meeting of the National Team for the purpose of discussing and explaining the standards of conduct as set forth in the Honor Code. Each athlete, each staff member and any other person accompanying the team shall sign the Honor Code and agree to be bound by Honor Code without reservation.

The National Team Director, after informing the staff and team captain(s), may modify the Honor Code as the circumstances may require from time to time, and shall give reasonable notice thereof to all team members.

c. National Team Discipline Enforcement Procedure

The following procedure shall apply to any violation of the Honor Code or the USA Swimming Code of Conduct (Article 304, USA Swimming Rules & Regulations) by an athlete that occurs during a National Team trip, including any training camps conducted as part of the trip. The National Team Director shall designate the two Head Coaches and the team captains to investigate the violation. Upon completion of the investigation, the National Team Director shall decide whether to proceed with the complaint and, if so, what penalty to assess.

Where the penalty to be assessed will result in the athlete being denied the opportunity to compete, i.e. being scratched from the event and sent home:
The athlete shall be notified of the penalty assessed, provided a copy of these procedures and notified that he/she has a right to an expedited hearing pursuant to these procedures.

If the athlete elects to accept the penalty, the National Team Director shall enforce the penalty and no hearing shall be held. If the athlete requests a hearing, the National Team Director shall form a hearing panel of three members. The panel shall include at least one athlete member and shall not include either the investigating staff member or the National Team Director.

The National Team Director and/or the investigating staff member, on behalf of USA Swimming, shall present the facts of the violation to the hearing panel. Both USA Swimming and the athlete shall have the opportunity to present any additional evidence considered relevant by the panel and may call witnesses. After hearing the relevant facts and testimony, the hearing panel shall determine if the athlete did in fact violate the Honor Code or USA Swimming Code of Conduct and, if so, shall assess the penalty deemed appropriate by the panel.

The decision of the hearing panel shall be provided to the National Team Director and the athlete. The National Team Director shall be responsible for enforcing the penalty.

This procedure shall also be followed in the case of an alleged violation of the Honor Code or the USA Swimming Code of Conduct by a coach, physician, trainer/massage therapist, manager, administrator or official that occurs during a National Team trip, including any training camps conducted as part of the trip, where the penalty is to be assessed during the trip.

If a conflict of interest occurs then the person who is involved in the conflict shall recuse themselves from the panel.

Where the penalty to be assessed will result in the athlete being denied the opportunity to compete after completion of the trip or will not result in the athlete being denied the opportunity to compete:

The athlete shall be notified of the penalty sought and that he/she has a right to a hearing pursuant to Part Four of USA Swimming Rules and Regulations.

If the athlete elects to accept the penalty, USA Swimming shall enforce the penalty and no hearing shall be held. If the athlete requests a hearing, the National Team Director shall send the results of the investigation, together with the penalty, to the Chairman of the National Board of Review. The Chairman of the National Board of Review shall conduct a hearing with all rights of appeal pursuant to Part Four of the USA Swimming Rules and Regulations.

At any assembly of USA Swimming athletes where the National Team Honor Code is discussed and acknowledged by signature, the policies as set forth in the section on the National Team Honor Code of the Policy Manual shall be in force.

The full National Team Honor Code can be obtained from the USA Swimming National Team Division.

11. Staff Roles during International Competition

a. National Team Director
The National Team Director provides direction for the team as a whole and acts as the ultimate decision making authority. He/she is responsible for management and oversight of the coaching staff and acts as a liaison to FINA and the local organizing committee on relevant issues. When the National Team Director accompanies the team, he/she will assume full responsibility for the following duties. In the absence of the National Team Director, their designee will be responsible for these duties.

- Heads U.S. delegation to pre-meet technical sessions
- Leads team meetings
- Provides direction to Team Leader and consults on all team logistics
- Attends appropriate host country affairs
- Assigns staff to monitor adherence to the Honor Code
- Shall have the ultimate authority of the delegation

b. Team Leader

The Team Leader directs trip logistics and administration, as well as supervises non-coaching staff. The Team Leader also liaises with FINA and the local organizing committee on meet preparation and administrative issues that arise during the course of the meet. This role is typically filled by the National Team Managing Director or International Games Prep Manager.

- Travels ahead of the team
- Consults on all team logistics, in conjunction with National Team Director
- Approves daily itinerary and issues team-wide communications
- Primary contact for the LOC, hotels, local vendors, etc.
- Maintains team administration with FINA, submits competition entries, and is part of the U.S. delegation to pre-meet technical sessions
- Arranges for and disburses all funds, and submits a detailed accounting with receipts and documentation

c. Head Coach

In conjunction with the National Team Director, the Head Coach(es) are responsible for assessing and planning for the competitive needs of the team, as suited to the needs of all athletes, both leading up to and during a trip. They may consult on team logistics when appropriate. The Head Coach is solely responsible for the following duties:

- Assigns duties to assistant coaches; in writing when appropriate.
- Coordinates practice sessions.
- Submits to the Steering Committee Chair and the National Team Director a detailed written report within thirty (30) days of the completion of the assignment.

d. Team Manager

The Team Manager(s) assist the Team Leader with carrying out daily maintenance and operational tasks. The Team Manager communicates with National Team Division staff in advance of the trip to become familiar with the travel schedule and logistical details of the trip.

- Coordinates distribution of the daily itinerary
- Monitors and replenishes team room supplies
- Submits relay cards
- Creates competition-day timeline for athletes and assists with ready room compliance
• Submits to the National Team Director of USA Swimming and Steering Committee Chair, a complete written report within thirty (30) days of completion of the assignment.
• Other duties as may be assigned by the Head Coach and National Team Director.

e. **Team Physician**

The team physician provides medical care during trips and leads the other members of the medical staff. The team physician also coordinates with USA Swimming staff in advance of the trip to become familiar with doping control regulations and procedures and to address and location specific medical needs.

• Prepares for and provides medical services when needed including medical orientation if appropriate.
• Supervises additional members of medical team, e.g. trainers, physios and chiropractors.
• Procures medical bag from USA Swimming National Team Division and ensures that it will clear customs in foreign ports.
• Submits to the National Team Director and the Steering Committee Chair, a complete written report within thirty (30) days of the completion of the assignment.
  • Accompanies athletes during drug testing procedure, or designates appropriate team staff member to accompany athletes during doping control procedures.
Requirements for New Club Membership

USA Swimming offers two classes of membership: (1) Group members, including clubs, seasonal clubs and organizations; and (2) Individual members, including athletes, coaches, officials, and other non-athletes. Outlined below are the requirements for new club membership.

Although completion of all requirements is recommended, seasonal clubs are not subject to all of the new club stipulations. Seasonal clubs are only required to complete the LSC application form, pay the registration fee, and fulfill all coach membership requirements including USA Swimming Coach Education.

1. New clubs must complete three forms as part of the application process. All but the LSC application form are available on the USA Swimming website. These forms are:
   - LSC Application Form (obtained from the LSC Membership Chairperson).
   - Facility Use Confirmation Form (for each facility to be used by the team).
   - Requirement Checklist for First-Year Club Membership.

2. In addition to completing the above referenced forms, clubs are required to submit the following information:
   - Mission Statement: Clubs are required to include a statement that summarizes the purpose, business, and values of the organization.
   - Safety Action Plan(s): The organization must submit a plan that details the procedures to be followed in an emergency situation for each facility used by the team.
   - First-Year Budget: New clubs must submit a 1st-year budget or business plan.

3. A key component of the new club requirements is coach membership and education. All coach members of USA Swimming must meet the current coach membership requirements. In addition, Head Coaches of new clubs must meet the specified education and experience requirements. The club application packet must include documentation and/or certification for the Head Coach of the following:
   - CPR
   - Safety Training for Swim Coaches
   - Foundations of Coaching 101, 201, and Rules and Regulations
   - ASCA Level 2 Stroke School and ASCA Level 3 Physiology School or three years previous experience as a USA-S Coach

4. At least the Head Coach and one key leader for each new club must complete the Club Leadership / Business Management School online course (CLBMS 101) as part of the new club application process. A minimum of two participants per club is required as follows:
   - Non-Profit Organizations – Head Coach and President (or President’s designee)
   - Institutionally-Owned Clubs – Head Coach and his/her supervisor (or supervisor’s designee)
   - Privately or Coach-Owned Clubs – Head Coach and Owner (if not HC). If Head Coach is the owner, 2nd participant is designated by the Head Coach.

In order to receive credit for meeting this requirement, the prospective club must submit at least two CLBMS 101 certificates of completion with the New Club Application packet.

5. Prior to renewing membership for a second year, new clubs must attend the Club Leadership/Business Management School 201 course (CLBMS 201) din person.

6. Once the application materials reach the National Office, the appropriate Sport Development Coordinator will contact the new club to schedule participation in the CLMBS 201 course. Clubs that do not take advantage of free schools offered in their area during the 12 months may be required to pay the $500 fee for a private course.
7. Clubs seeking membership must return the appropriate registration fee, the completed requirement checklist, and all of the completed application forms and required documentation to their LSC Membership Chairperson.

**CRITERIA FOR NEW CLUB LSC ASSIGNMENT LOCATION**

1) The location of the pool(s) in which the club is initially planning to practice.

2) The residential location of a majority (plurality) of the athletes expected to initially register with the club.

3) The LSC it is in the best interest of the club to be registered. If this is different than the LSC listed in questions 1 – 2, please provide an explanation.

If the answer to questions 1-3 lists one LSC, that LSC Registrar will accept the club as registered -- provided all other relevant criteria are met.

If more than one LSC is listed, then the appropriate LSC’s shall consult. If they agree, then that shall determine the LSC in which the club registers.

If the LSC’s do not agree, the Vice Chair of Administration in consultation with the Vice Chair of Program Development and the USA Swimming Club Development Director shall decide in which LSC the new club shall register.
USA SWIMMING – 2017 CLUB APPLICATION

CLUB CODE: _______________  CLUB NAME: ________________________________________________

NAME OF OWNER/BUSINESS/LEGAL ENTITY IF DIFFERENT FROM CLUB NAME:
1. _________________________________________________  4.___________________________________________________
2. _________________________________________________  5.___________________________________________________
3. _________________________________________________

CLUB SETTING:  □ Rural  □ Suburban  □ Urban

PLEASE CHECK ONE:
□ NEW CLUB  □ RENEWING CLUB  □ NEW ORGANIZATION  □ RENEWING ORGANIZATION

(Club is defined as a group with athletes and coaches. Insurance certificate will be issued.)
(Organization is defined as a group without athletes and coaches. No insurance certificate will be issued. **Seasonal clubs cannot be organizations.**)

FIRST YEAR AS A USA SWIMMING CLUB: _______________

NEAREST MAJOR CITY: ______________________________  CLUB WEB SITE: _______________________________________

PRE-EMPLOYMENT SCREENING

□ By checking this box and signing below, I formally acknowledge that this club is conducting a pre-employment screening on all new employees who are required to be members of USA Swimming as required in the USA Swimming Rules & Regulations, Article 502.6.8.

Signature: ______________________________  Printed Name: ______________________________  Date: ____________________

Failure to check this box and sign this statement will result in the club application being rejected.

RACING START CERTIFICATION

□ By checking this box and signing below, I formally acknowledge that this club complies with all Racing Start Certification requirements as stated in the USA Swimming Rules & Regulations, Article 103.2.2 and maintains records for its athlete members.

Head Coach Signature: ___________________________  Printed Name: ___________________________  Date: ________________

Failure to check this box and sign this statement will result in the club application being rejected.

CLUB/MARKETING CONTACT/REPRESENTATIVE (This person will receive USA Swimming mailings and be responsible for distributing the information.)

CLUB/MARKETING CONTACT/REPRESENTATIVE: _________________________________________________________________

POSITION (board president, owner, coach, etc.): _____________________________________________________________________

ADDRESS: __________________________________________________________________________________________________

CITY: ______________________________________________  STATE: ________________________  ZIP: __________________

HOME PHONE: ________________________  BUSINESS:  _________________________  MOBILE: _______________________

FAX: _________________________________  EMAIL: ______________________________________________________

PRIMARY ORGANIZATIONAL AFFILIATION, WHO OWNS THE CLUB, CLUB TAX LISTING (To register as a club, a selection must be made for Primary Organizational Affiliation, Who Owns the Club and Club Tax Listing.)

□ Check if registered last year and there are no changes to the Primary Organizational Affiliation, Who Owns the Club and Club Tax Listing that were listed last year.

PRIMARY ORGANIZATIONAL AFFILIATION

(Choose one only.)
□ Not Applicable  □ Park & Recreation Department
□ Boys & Girls Club  □ Private School
□ College/University  □ Public School/District
□ Country Club  □ Summer Club or Home Owner’s Association
□ Health & Fitness Club  □ YMCA
□ Hospital  □ YWCA
□ Jewish Community Center  □ Other
WHO OWNS THE CLUB
- Coach Owned (**MUST PROVIDE OWNER INFO)
- Boys & Girls Club
- College/University
- Country Club
- Health & Fitness Club
- Hospital
- Jewish Community Center
- Non-Profit Corporation (Parent Board)
- Park & Recreation Department
- Private School
- Public School/District
- Summer Club or Home Owner’s Association
- YMCA
- YWCA
- Other

**COACH OWNER NAME: _____________________________________________

ADDRESS: __________________________________________________________________________________________________

CITY: ______________________________________________  STATE: ________________________  ZIP: __________________

HOME PHONE: ________________________  BUSINESS:  _________________________  MOBILE: _______________________

FAX: _________________________________  EMAIL: ______________________________________________________

CLUB TAX LISTING
(Please list the club’s main tax listing and not the parent’s/booster organization if it is a separate entity.)
- Sole Proprietor
- Partnership
- LLC
- Sub-S Corporation
- Other For-Profit Corporation
- 501(c)3 Non-Profit Corporation
- Other 501(c) Non-Profit
- Other Non-Profit Corporation
- Does Not Apply

LEARN TO SWIM PROGRAM
Does the club or coach own and operate a Learn to Swim Program?  Yes  No
If yes, is the club a current Make a Splash Local Partner?  Yes  No
If no, is the club associated with a Learn to Swim Program?  Yes  No

FIND-A-CLUB CONTACT (To register as a club, a Find-a-Club Contact must be listed. Information will appear on the Find-A-Club page of USA Swimming’s Web site.)

FIND-A-CLUB CONTACT: ______________________________________________________________________________________

PHONE:_______________________________  EMAIL: ______________________________________________________

REGISTRATION DATE AND TYPE
REGISTRATION DATE: ______________________________  (For LSC Office Use Only)

PLEASE CHECK ONE:
- YEAR-ROUND CLUB  SEASON 1 CLUB  SEASON 2 CLUB  ORGANIZATION

HEAD COACH
COACH: __________________________________________________________________________________________________

ADDRESS: __________________________________________________________________________________________________

CITY: ______________________________________________  STATE: ________________________  ZIP: __________________

HOME PHONE: ________________________  BUSINESS:  _________________________  MOBILE: _______________________

FAX: _________________________________  EMAIL: ______________________________________________________

CLUB PRESIDENT
CLUB PRESIDENT: ___________________________________________________________________________________________

ADDRESS: __________________________________________________________________________________________________

CITY: ______________________________________________  STATE: ________________________  ZIP: __________________

HOME PHONE: ________________________  BUSINESS:  _________________________  MOBILE: _______________________

FAX: _________________________________  EMAIL: ______________________________________________________
FACILITIES USED BY YOUR CLUB – LIST ALL FACILITIES (To register as a club, a facility must be listed. If additional space is needed to list facilities, use a separate sheet of paper and attach to the application.)

- Check if registered last year and there are no changes to the facilities that were listed last year.

If a facility is no longer in use by the club, list the facility name and the word “Delete” (example: Nathan Natatorium – Delete).

**FACILITY NAME:**

| ADDRESS: | | | | |
| CITY: | STATE: | ZIP: |

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If any of the above information changes, please notify your LSC Registration Chair.
NAME OF ORGANIZATION: ________________________________________________________________________________________________
ADDRESS: _____________________________________________________________________________________________________________
Phone: __________________________
WEBSITE URL: _________________________________ Year of incorporation: ___________________

ORGANIZATION TAX LISTING:
☐ Sole Proprietor ☐ Other For-Profit Corporation ☐ Other Non-Profit Corporation
☐ Partnership ☐ 501(c)3 Non-Profit ☐ Does Not Apply
☐ LLC ☐ Corporation ☐ 501(c) Non-Profit
☐ Sub-S Corporation ☐ Other Non-Profit Corporation
☐ Does Not Apply

Date and location of your last annual membership meeting: ___________________________________________

Submit a copy of your By Laws (if applicable) and Rule Book with this application

CONTACT/REPRESENTATIVE (This person will be the main contact for USA Swimming)

CONTACT NAME: _________________________________________________________________________________________________
POSITION (board president, owner, manager, etc.): _______________________________________________________________________
ADDRESS: __________________________________________________________________________________________________________
CITY: ______________________________________ STATE: ______________________ ZIP: _______________________
HOME PHONE: ______________________ BUSINESS: ______________________ MOBILE: ______________________
FAX: _________________________________ EMAIL: _________________________________

OFFICERS

PRESIDENT:
ADDRESS: __________________________________________________________________________________________________________
PHONE: ______________________ FAX: ______________________
EMAIL: _________________________________

VICE PRESIDENT:
ADDRESS: __________________________________________________________________________________________________________
PHONE: ______________________ FAX: ______________________
EMAIL: _________________________________

SECRETARY:
ADDRESS: __________________________________________________________________________________________________________
PHONE: ______________________ FAX: ______________________
EMAIL: _________________________________

TREASURER:
ADDRESS: __________________________________________________________________________________________________________
PHONE: ______________________ FAX: ______________________
EMAIL: _________________________________

SENIOR MANAGING EMPLOYEE:
ADDRESS: __________________________________________________________________________________________________________
PHONE: ______________________ FAX: ______________________
EMAIL: _________________________________
ORGANIZATION STRUCTURE:

1. How many athletes (if any) belong to your organization? ________. What is the yearly registration fee, if any?__________________
2. What is the age range of your athlete membership? __________________
3. How many coaches (if any) belong to your organization? ________. What is the yearly registration fee, if any? __________________
4. How many other non-athletes (e.g., officials, support staff, volunteers)? _______
5. How many clubs/teams (if any) are members of your organization? __________
6. Do you require background screens for your non-athlete members? __________
7. What requirements do you require for coaches and officials to be certified? ______________________________________________
___________________________________________________________________________________________________________
8. How is your Board of Directors determined? _____________________________________________
Are there athlete members on the board? _____ If so, what is the percentage of athletes to non-athletes?________________________
9. Does your organization carry public liability and property damage insurance? _____ Amount __________________________
10. Does your organization have provisions for a procedural due process for disciplinary actions for all members?_________
    If so, what is the procedure (or page # of attached rule book): ______________________________________________________

MEMBERSHIP GOALS

1. What do you hope to achieve by being an allied or affiliate member with USA Swimming?
___________________________________________________________________________________________________________
___________________________________________________________________________________________________________
2. How will USA Swimming benefit from an affiliation with your organization? __________________
___________________________________________________________________________________________________________
___________________________________________________________________________________________________________
3. How will your organization benefit from an affiliation with USA Swimming? __________________
___________________________________________________________________________________________________________
___________________________________________________________________________________________________________
4. Describe in detail what special programs your organization offers (or attach a brochure or handbook that describes them): ________
___________________________________________________________________________________________________________
___________________________________________________________________________________________________________
APPLICATION DATE AND TYPE

RETURN TO: USA SWIMMING
ATTN: Member Services
1 Olympic Plaza
Colorado Springs, CO 80909-5770
Fax: 719-866-4050
If accepted for membership in USA Swimming, the applicant hereby agrees to be bound by the Code of Regulations of USA Swimming and the Rules and Regulations of FINA:
Executive Office Name: (printed) ______________________________________ DATE: __________________
SIGNATURE: __________________________________________________________

REGISTRATION MEMBERSHIP COMMITTEE USE ONLY

Accepted: ___________ Rejected: _____________ Number of delegates organization is entitled to:
Board of Directors: _______ House of Delegates__________

Revised January, 2016
Before the LSC Sanction Chair is permitted to issue a sanction for an open water event, approval of the meet plan must be obtained from the Application Approver. This application outlines the necessary elements of the meet plan. Completing the application does not automatically grant you approval of the meet plan. Failure to include all aspects requested in the application will automatically cause the application to be denied. The meet plan will be reviewed by a designated open water application approver who will issue an approval or a denial within one week of receipt. If not approved, the reason(s) will be supplied so that the applicant can take the necessary remedial actions.

The following items must be submitted:

- Application for Open Water Meet
- Meet Announcement
- Water Quality Certification (website references are acceptable with URL)

After approval submit to LSC Sanction Chair per established local rules committee. Be certain to allow for the extra time this will take (approximately 1 week). Local sanction fees apply.

<table>
<thead>
<tr>
<th>SAFETY MONITOR (Non-Affiliated Safety Monitor)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Non-Affiliated Safety Monitor:</td>
</tr>
<tr>
<td>Phone: (   ) - E-mail:</td>
</tr>
<tr>
<td>List Monitor (ie: open water meet director, Open water referee and position in water safety management)</td>
</tr>
<tr>
<td>Selected by (Name &amp; Title):</td>
</tr>
<tr>
<td>Phone: (   ) - E-mail:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BASIC INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Host Club:</td>
</tr>
<tr>
<td>Name of Event:</td>
</tr>
<tr>
<td>Event Location:</td>
</tr>
<tr>
<td>Event Date:</td>
</tr>
<tr>
<td>City: State: LSC: Zone:</td>
</tr>
<tr>
<td>Length of Race(s): Age Groups Participating: (circle all that apply)</td>
</tr>
<tr>
<td>Expected Number of Competitors:</td>
</tr>
</tbody>
</table>

10&U  11&12  13&14  15-18  Open
WATER QUALITY

Step 1: Attach certificate (or reference URL site) with necessary information showing the site meets local governing body requirements for bathing.

Step 2: One week prior to the event, check water quality and submit certification (or reference URL site) to the Independent Safety Monitor.

Step 3: On race day, submit additional water sample for certification. If results returned are inconsistent with the local governing body’s standards, notify swimmers who participated in the event of any known exposures post-race.

If an exceptional event such as heavy rain or flooding affects the water quality, take a water sample the day of the race. The Referee, Meet Director, or the Safety Monitor shall have the authority to postpone or cancel the race.

TECHNICAL MEETING / PRE-RACE MEETING (Recommended)

Tentative date/time of MANDATORY Pre-Race Safety meeting (athletes must attend to participate in race): included in meet information

Tentative date/time of recommended Technical Meeting (within 24 hrs of race, athlete and/or coach/designated coach required to attend):

Attach tentative agenda. See meet information

RACE PLAN

RACE DAY CONDITIONS

<table>
<thead>
<tr>
<th>Expected air temperature:</th>
<th>Expected water temperature:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Minimum Allowed: 60.8°F</td>
</tr>
<tr>
<td></td>
<td>Maximum Allowed 5K+: 87.8°F</td>
</tr>
</tbody>
</table>

Combined air & water temperature: (Must be between 118°F and 177.4°F)

Type of body of water: (circle one) Ocean Lake River Other:

Water type: (circle one) Salt water Fresh Water

Course: (circle one) Open course Closed course (not accessible by boat)

General water depth of course:

If open course, please indicate the organization used to control the traffic while swimmers are on the course.

ORGANIZATION: In Safety Plan

Expected water conditions for the athletes: (marine life, tides, currents, underwater hazards)

How is the course marked?

Turn buoy height Color

Intermediate buoy height Color

Starting Location: On Beach In Water Alternate Location:

Finish Location: On Beach In water Alternate Location:
FEEDING STATIONS  (to be included in Meet Information)

Attach a Google Earth Map (or equivalent) of race course. Indicate on the map the locations of the start/finish, turn buoys, intermediate buoys, all safety craft, Lifeguard/First Responders, onsite medical care, feeding stations, etc.

**MEDICAL Information (should be included in Meet Information)**

****Please attach Safety Plan, which will include:

<table>
<thead>
<tr>
<th>MEDICAL PERSONNEL (ALSO INCLUDE IN MEET INFORMATION AND SAFETY PLAN)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of lead medical personnel (emergency trained) on site :</td>
</tr>
<tr>
<td>Circle One: M.D. D.O. EMT-P EMT NP PA</td>
</tr>
<tr>
<td>Experience in extreme events (Marathon, Triathlon, etc)(Recommended): Yes No</td>
</tr>
</tbody>
</table>

FIRST RESPONDERS/ LIFEGUARDS (Include in Safety Plan)

AMBULANCE/ EMERGENCY TRANSPORTATION

ON SITE MEDICAL CARE (Include in Safety Plan)

MEDICAL FACILITIES (Include in Meet Information and Safety Plan)

WATER CRAFT

ATHLETE ACCOUNTABILITY (Safety Plan) Procedure for accountability of all athletes:

WARM-UP/ WARM-DOWN PLAN (Meet Information)

COMMUNICATIONS (Safety Plan)

SAFETY PLAN:

Maximum number of swimmers on course at a time:

SEVERE WEATHER PLAN (Include in Meet information and Safety Plan)
Meet Director Contact information:

Name -
Cell Phone Number -
Email -
Website Link -
Date of Race -

***Attach the meet information***

<table>
<thead>
<tr>
<th>LSC APPROVAL (To be completed prior to submitting to Open Water Application Approver)</th>
</tr>
</thead>
<tbody>
<tr>
<td>This application has been reviewed by the LSC and is in compliance with LSC rules and regulations.</td>
</tr>
<tr>
<td>Signed:</td>
</tr>
<tr>
<td>Name:</td>
</tr>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>City:</td>
</tr>
</tbody>
</table>

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A list of approvers can be located on the USA Swimming website under Member resources - Open Water.

TO BE COMPLETED BY OPEN WATER Application Approver

<table>
<thead>
<tr>
<th>Approved:</th>
<th>No</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signed:</td>
<td>Date:</td>
<td></td>
</tr>
<tr>
<td>Name:</td>
<td>Title:</td>
<td>E-mail:</td>
</tr>
</tbody>
</table>

***** Open Water Application Approver please send last page to USA Swimming: *****

Bryce Elser = belser@usaswimming.org
Annie White = awhite@usaswimming.org
USA Swimming Operational Risk Committee
Consensus Statement on Concussion

1.0 Purpose

The operational risk committee is responsible for providing a proactive environment regarding assessment of risks, and developing guidelines and educational requirements. USA Swimming and its members are aware of the growing concern regarding concussion management. The purpose of this document is to implement guidelines for member clubs (Clubs), Local Swimming Committees (LSCs) and meet hosts (Hosts). USA Swimming is providing a sample document which may be modified to meet your state requirements.

2.0 Guidelines

All athletes, coaches, officials and parents should receive fact sheets on concussions from their Club, LSC and/or Hosts. Any athlete suspected of sustaining a concussion should be removed immediately and should not return until evaluated and cleared by a licensed health care professional, trained and experienced in evaluating and management of concussions, acting within scope of practice. Compliance with all state and local laws dealing with concussion is the responsibility of the Club and/or LSC. A sample fact sheet is attached to this Policy. Electronic communication of the fact sheet (email blast) is permitted.

3.0 Application of the Guidelines

Clubs, LSCs, and Hosts are responsible for compliance with state laws regarding concussion management and education. Each state may have specific regulations that impact USA Swimming member clubs, coaches, officials, and/or sanctioned events. Some examples: Many states require coaches and officials to take courses on recognizing the symptoms of concussions and head injuries. Other states require sharing of fact sheets on concussions with coaching staff, officials, athletes and parents. A few states, such as California, may require organizations using school district facilities provide a statement of compliance with the policies for the management of concussion and head injuries required of the school districts by state laws. All of these guidelines are designed to protect an athlete, who is suspected of sustaining a concussion or head injury during an event, from returning to practice or competition until they are evaluated and cleared by a licensed health care professional trained in the evaluation and management of concussions, acting within the scope of his or her practice. Most states, the National Federation of State High School Associations, and the CDC have educational resources that can be utilized. Concussion fact sheets must be shared with coaches, athletes, officials and parents.
4.0 Objectives

The primary goal of the Guidelines is to reduce the risk of harm to athletes and to educate coaches, parents, officials, clubs, LSCs, and hosts on the importance of concussion management. To the extent that health care professionals are involved in USA Swimming sanctioned events, they should review the Guidelines and the Consensus statement on concussion in sport developed at the 4th International Conference on Concussion in Sport held in Zurich, November 2012, or similar educational material.

5.0 What is a Concussion?

The Centers for Disease Control and Prevention (CDC) define concussion as “a type of traumatic brain injury (TBI) caused by a bump, blow, or jolt to the head that can change the way your brain normally works.” Concussions can also occur from a blow to the body that causes the head to move rapidly back and forth. The Zurich Conference on Concussion in Sport also states that concussion typically results in the rapid onset of short–lived impairment of neurological function that resolves spontaneously. However, symptoms and signs may evolve over a number of minutes to hours or in some cases may be even more prolonged.

6.0 Signs and Symptoms of Concussions:

Athletes do not have to be “knocked out” to have a concussion. In fact, less than 1 out of 10 concussions result in loss of consciousness. Concussion symptoms can develop right away or up to 48 hours after the injury. Ignoring signs or symptoms can put an athlete’s health at risk!

**Signs Observed by Coaches, Officials, Parents or Guardians**

- Appears dazed, stunned or confused
- Unsure about event, location, or name of meet
- Forgets an instruction or assignment
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior or personality changes – irritability, sadness, nervousness, emotional
- Can’t recall events before or after incident

**Symptoms Reported by Athlete**

- Any headache or “pressure” in head - how badly it hurts does not matter
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light and/or noise
- Feeling sluggish, hazy, foggy or groggy
- Concentration or memory problems
- Confusion
- Does not “feel right”
- Trouble falling asleep
- Sleeping more or less than usual
7.0 Administration

- Most states have passed legislation to establish laws and policies for concussion management and education to effectively prevent and diagnosis the condition.
- Each Club, LSC, and Host is responsible to identify and be in compliance with the state and local laws including educational and insurance requirements for the management and treatment of concussions.
- All coaches, officials, athletes, and parents should be familiar with the concussion information sheet for swimmers and the Guidelines.
- LSC Officials Chairs are responsible for distributing the Guidelines to “Unattached” Officials.
- USA Swimming provides members an excess accident medical insurance policy through Mutual of Omaha. This policy is excess to a member’s personal medical insurance coverage while participating in an USA Swimming sanctioned, sponsored, or approved event, including practice. The policy becomes primary if the member has no medical insurance coverage with a $100 deductible. The coverage is outlined on the USA Swimming website under member resources/programs and services/insurance and risk management. If your state has a specific insurance requirement, USA Swimming Risk Management should be notified and contacted immediately so the appropriate certificates of insurance (COIs) can be issued.

8.0 Reference Material

**Centers for Disease Control and Prevention**

[www.cdc.gov/Concussion](http://www.cdc.gov/Concussion)

**Zurich Concussion Conference (2012)**

Consensus statement on concussion in sport: the 4th International Conference on Concussion in Sport held in Zurich, November 2012 - [http://bjsm.bmj.com/content/47/5/250.full](http://bjsm.bmj.com/content/47/5/250.full)

**California Assembly Bill 25**

School districts that permit athletic competition by nonprofit organizations require an athlete who is suspected of sustaining a concussion or head injury during the meet or practice to be immediately removed from the activity for the remainder of the day. The athlete cannot return until he or she is evaluated by, and receives written clearance from, a licensed health care provider, trained in the management of concussions, acting within the scope of his or her practice.

**ODH Violence and Injury Prevention Program**

[www.healthyohioprogram.org/concussion](http://www.healthyohioprogram.org/concussion)

**National Federation of State High School Associations**

[www.nfhs.org](http://www.nfhs.org) – Index concussions and see “A parent’s guide to concussion in sports”.

Concussion Information Sheet for Swimmers

Dear Parent/Guardian and Athletes,
This information sheet is provided to assist you and your child in recognizing the signs and symptoms of a concussion. Every athlete is different and responds to a brain injury differently, so seek medical attention if you suspect your child has a concussion. Once a concussion occurs, it is very important your athlete return to normal activities slowly, so he/she does not do more damage to his/her brain.

What is a Concussion?
A concussion is an injury to the brain that may be caused by a blow, bump, or jolt to the head. Concussions may also happen after a fall or hit that jars the brain. A blow elsewhere on the body can cause a concussion even if an athlete does not hit his/her head directly. Concussions can range from mild to severe.

Signs and Symptoms of a Concussion
Athletes do not have to be “knocked out” to have a concussion. In fact, less than 1 out of 10 concussions result in loss of consciousness. Concussion symptoms can develop right away or up to 48 hours after the injury. Ignoring any signs or symptoms of a concussion puts your child’s health at risk!

Signs Observed by Coaches, Officials, Parents or Guardians
- Appears dazed, stunned or confused
- Unsure about event, location of name of meet
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows behavior or personality changes – irritability, sadness, nervousness, emotional
- Can’t recall events before or after incident

Symptoms Reported by Athlete
- Any headache or “pressure” in head - how badly it hurts does not matter
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light and/or noise
- Feeling sluggish, hazy, foggy or groggy
- Concentration or memory problems
- Confusion
- Does not “feel right”
- Trouble falling asleep
- Sleeping more or less than usual

Be Honest
Encourage your athlete to be honest with you, his/her coach and your health care provider about his/her symptoms. Many young athletes get caught up in the moment and/or feel pressured to return to sports before they are ready. It is better to miss practice or meets than the entire season… or risk permanent damage!
Seek Medical Attention Right Away
Seeking medical attention on the day of the event is an important first step if you suspect or are told your swimmer has a concussion. A qualified health care professional will be able to determine how serious the concussion is and when it is safe for your child to return to sports and other daily activities:

- No athlete should return to activity on the same day he/she gets a concussion
- No athlete may return to training, regardless of sport, until he/she is cleared by a health care professional with a note specifying clearance. Athletes should NEVER return to the pool if they still have ANY symptoms…… in case an athlete returns with a note and then during the practice complains of a headache or other symptoms
- Parents and coaches should never pressure any athlete to return to play

The Dangers of Returning Too Soon
Returning to the pool too early may cause Second Impact Syndrome (SIS) or Post-Concussion Syndrome (PCS). SIS occurs when a second blow to the head happens before an athlete has completely recovered from a concussion. This second impact causes the brain to swell, possibly resulting in brain damage, paralysis, and even death. PCS can occur after a second impact. PCS can result in permanent, long-term concussion symptoms. The reason why no athlete should be allowed to participate in any physical activity before they are cleared by a qualified health care professional.

Recovery
A concussion can affect school, work, and sports. Along with coaches and teachers, the school nurse, athletic trainer, employer, and other school administrators should be aware of the athlete’s injury and their roles in helping the child recover. During the recovery time after a concussion, physical and mental rest is required. A concussion upsets the way the brain normally works and causes it to work longer and harder to complete even simple tasks. Activities that require concentration and focus may make symptoms worse and cause the brain to heal slower. Studies show that children’s brains take several weeks to heal following a concussion.

Returning to Daily Activities
1. Be sure your child gets plenty of rest and enough sleep at night – no late nights. Keep the same bedtime weekdays and weekends.
2. Encourage daytime naps or rest breaks when your child feels tired or worn-out.
3. Limit your child’s activities that require a lot of thinking or concentration (including social activities, homework, video games, texting, computer, driving, job-related activities, movies, parties). These activities can slow the brain’s recovery.
4. Limit your child’s physical activity, especially those activities where another injury or blow to the head may occur.
5. Have your qualified health care professional check your child’s symptoms at different times to help guide recovery.
Returning to School
1. Your athlete may need to initially return to school on a limited basis, for example for only half-days, at first. This should be done under the supervision of a qualified health care professional.
2. Inform teacher(s), school counselor or administrator(s) about the injury and symptoms. School personnel should be instructed to watch for:
   a. Increased problems paying attention.
   b. Increased problems remembering or learning new information.
   c. Longer time needed to complete tasks or assignments.
   d. Greater irritability and decreased ability to cope with stress.
   e. Symptoms worsen (headache, tiredness) when doing schoolwork.
3. Be sure your child takes multiple breaks during study time and watch for worsening of symptoms.
4. If your child is still having concussion symptoms, he/she may need extra help with school-related activities. As the symptoms decrease during recovery, the extra help can be removed gradually.

Returning to the Pool
1. Returning to the pool is specific for each person. As an example, California law requires written permission from a health care provider before an athlete can return to play. Follow instructions and guidance provided by a health care professional. It is important that you, your child and your child’s coach follow these instructions carefully.
2. Your child should NEVER be on deck, practice, or participate in competition if he/she still has ANY symptoms. (Be sure that your child does not have any symptoms at rest and while doing any physical activity and/or activities that require a lot of thinking or concentration).
3. Be sure that the athletic trainer, coach and physical education teacher are aware of your child’s injury and symptoms.
4. Your athlete should complete a step-by-step exercise-based progression, under the direction of a qualified healthcare professional.

Resources:

Insurance - USA Swimming provides an excess accident medical insurance policy through Mutual of Omaha for USA Swimming members while participating or volunteering in a USA Swimming sponsored or sanctioned event. Details of the insurance coverage are on the USA Swimming website under Insurance and Risk Management.

Centers for Disease Control and Prevention - [www.cdc.gov/Concussion](http://www.cdc.gov/Concussion)

Zurich Concussion Conference (2012) - Consensus statement on concussion in sport: the 4th International Conference on Concussion in Sport held in Zurich, November 2012. [http://bjsm.bmj.com/content/47/5/250.full](http://bjsm.bmj.com/content/47/5/250.full)

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National Federation of State High School Associations - [www.nfhs.org](http://www.nfhs.org) – Index concussions and see “A parent’s guide to concussion in sports”.
USA Swimming  
Privacy Policy

Information concerning members of USA Swimming acquired during the registration process is the property of USA Swimming and its use is within the control of USA Swimming. USA Swimming strictly limits the use of member’s personal information to that information necessary for the conduct of the business of USA Swimming and its LSCs.

To clarify the issue of publishing information regarding USA Swimming members by USA Swimming and its LSCs, the Board of Directors of USA Swimming has approved the following policy:

The following information, and only the following information, shall be acceptable for publication in any form, including but not limited to the world wide web, regarding any USA Swimming member without authorization from the athlete, if of majority; the athlete’s parent/guardian, if a minor; or the non-athlete member:

- name,
- age in years,
- club affiliation,
- time and place, and
- any awards or honors.

Authorization to publish the contact information provided by the member (limited to name, address, telephone number(s), email address and fax number) is deemed given by any member serving USA Swimming, an LSC or a club member as an officer, Board member, committee member or designated club contact, and any Meet Referee or Meet Director with respect to any meet announcement wherein they have agreed to be so designated. USA Swimming membership numbers may be published when done for data transmission only. USA Swimming membership numbers may not under any circumstance be published together with the name of the member or in a series of reports that when taken together will reveal the name and membership number of the member.

All LSCs need to review their publications and websites to determine if there is any information published therein which is not permitted pursuant to this policy, such as member’s address, telephone number, birth date or USA Swimming ID number. If prohibited information is published, the LSC needs to take steps to remove the information immediately.
USA SWIMMING NATIONAL OFFICE
ATHLETE PROTECTION POLICY

1.0 PURPOSE

Our purpose is to implement and maintain a program that will enable the USA Swimming National Office to carry out its mission while safeguarding athletes against physical or sexual abuse.

2.0 APPLICATION OF THE POLICY

The USA Swimming Director of Safe Sport is responsible for the administration of, distribution of and training under this Policy.

All references to “employees” in this Policy refer to USA Swimming staff, paid by USA Swimming.

All references to “volunteers” in this Policy refer to individuals who are specifically appointed by USA Swimming to serve as volunteer coaches, team staff, camp staff, and/or athlete representatives on a National or Junior Team or USA Swimming-selected training camp or other similar activity who, in the opinion of the Director of Safe Sport, are likely to have significant in-person interactions with and a supervisory role over athletes.

This Policy is solely applicable to USA Swimming employees and defined USA Swimming volunteers. This Policy does not apply to Local Swimming Committees or member clubs.

No exceptions, changes or deletions can be made to this Policy without the prior approval of the USA Swimming Board of Directors.

2.1 POLICY OBJECTIVES

2.1.1 PROTECT THE ATHLETES – The primary goal of this Policy is to reduce the risk of harm to athletes and provide a safe and secure environment for athletes participating on USA Swimming National and Junior National teams and USA Swimming-selected training camps.
2.1.2 PROTECT EMPLOYEES AND VOLUNTEERS - By implementing this Policy, we also reduce the risk of misunderstandings and false accusations against employees and volunteers.

3.0 WHAT IS ATHLETE ABUSE?

3.1 Definition – A simple definition of athlete abuse is: Any non-accidental action that causes injury or harm to an athlete or otherwise violates USA Swimming’s Athlete Protection Policy or its Code of Conduct, as applicable.

4.0 SCREENING AND SELECTION

4.1 Member Background Checks
All USA Swimming employees and volunteers shall be required to become members of USA Swimming and will therefore be subject to the criminal background check requirements of Article 502.4 of the USA Swimming Rules.

4.2 Additional Screening.
   i. All coaches, team staff and/or camp staff assigned or appointed by USA Swimming shall be subject to the mandatory and recommended pre-employment screening requirements imposed on clubs before hiring of new club coaches.
   ii. All athlete representatives assigned or appointed by USA Swimming to serve as an athlete representative on a USA Swimming-selected team, training camp, or other similar activity shall be subject to social network and Google media searches and, in the event the athlete representative is 18 years of age or older, a criminal background check. For the avoidance of doubt, athletes competing on behalf of USA Swimming in international or protected competition do not constitute “athlete representatives” for purposes of this section.
   iii. All medical staff assigned or appointed by USA Swimming shall be required to be credentialed by the United States Olympic Committee and shall be subject to social network and Google media searches.
   iv. Additionally, all coaches, team staff and/or camp staff, athlete representatives, and medical staff assigned or appointed by USA Swimming must be USA Swimming members in good standing.

The results of the any additional screening will be reviewed by the Director of Safe Sport or his/her designee.

5.0 REPORTING REQUIREMENTS

5.1 Reporting - All employees and volunteers have a responsibility to report actual or suspected athlete abuse involving any activity of the National Office. In addition, all employees and volunteers shall fully comply with the reporting requirements of Article 306 of the USA Swimming Rules.

5.2 How to Report - Should an incident of suspected or known athlete abuse arise, the employee or volunteer should immediately notify the Director of Safe Sport, or in his/her absence, the Executive Director. A written report must be forwarded to the
Director of Safe Sport within 24 hours via fax or email. The Director of Safe Sport will report all complaints involving sexual abuse of an athlete under the age of 18 to the police and will report other instances of athlete abuse as required by law.

5.3 Who Investigates? - No employee or volunteer other than the Director of Safe Sport and Chief Counsel should conduct any investigation or attempt to “solve the problem” independently. Investigations are to be handled by the Director of Safe Sport and Chief Counsel.

6.0 ADMINISTRATION

6.1 Athlete Protection Education - All employees and volunteers shall participate in USA Swimming’s mandatory Athlete Protection Training.

6.2 Storage and Retention of Files - The Director of Safe Sport will retain the pre-employment screen information of employees and volunteers who are subject to the requirements of paragraph 4.3 in secure corporate files as part of the permanent record. Such files shall not be shared outside of USA Swimming for any purpose, other than as required by law. Further, such files shall be treated as highly confidential within USA Swimming and shall be utilized only for appropriate purposes in accordance with this policy. Background check information for employees and volunteers will be maintained by USA Swimming’s service provider.

6.5 USA Swimming National Office Athlete Protection Policy Inclusion – This Policy shall be included in relevant USA Swimming materials, publications and websites.
INTRODUCTION

Dear Colleague,

Presented for your reference is the Sanction Appeal Process Handbook.

This handbook outlines the purpose for and implementation of the Sanction Appeal Process. It also represents many hours of work by swimming professionals, athletes and volunteers—like you—who strive to serve our athletes throughout USA Swimming. Thank you for your service and dedication.

The 2013 Sanction Review task force was charged with four main objectives: develop a USA Swimming statement philosophy as well as broad guidelines for the sanctioning process; geographic boundaries with respect to sanctioning authority; create an appeals process for denied sanctions; and, provide any other recommendations that would serve to improve our sanctioning and approval system.

The recommendations outlined in the task force’s final report, which are included in this document, were adopted by the USA Swimming Board of Directors at its April 2013 meeting. Ultimately, while many of the recommendations of the task force—principally, the Zone Sanction Appeal Process—were passed by our House of Delegates, other recommendations were left on the table for further discussion.

I would like to thank the task force and USA Swimming staff liaisons for their constant and steady mindfulness to our athletes as they worked towards these recommendations.

Finally, I would be remiss in my duties if I neglected to highlight for you one of the chief duties of the task force—its overarching statement of philosophy.

The USA Swimming Sanction Task Force charged with reviewing and evaluating Meet Sanctioning and Approvals across USA Swimming, recommends that all LSCs adopt a Free Market system, with respect to non-championship meets, when determining LSC meet calendars, types of meets offered and fees related to their meets. While LSC-based committees charged with determining what is best for local athletes are well intended, a Free Market system captures these concerns and objectives and promotes creativity, healthy competition and successful outcomes for athletes, hosts and facilities.

Further, the Task Force suggests that LSC’s encourage and support clubs in developing new and creative meet formats that will aid in the promotion of our sport as well as the retention of our athletes. Given a Free Market system, the overarching philosophy should be one of removing barriers and making competition accessible.

Thank you for your service to our athletes.

Respectfully,

Brandon T. Drawz “B.D.”
Chair, USA Swimming Sanction and Approval Task Force
RATIONALE

1) To establish a consistent appeal process for a meet host whose request for sanction or approval is denied by an LSC.
2) To allow for review of denials to make certain such denials are not limiting competitive opportunities for athletes.
3) To foster a free market approach to hosting meets
   a. To allow creativity
   b. To meet the needs of clubs and athletes to compete outside of a pre-ordained schedule
   c. To help meet the competition needs of clubs and athletes, given the 19% membership growth over the past 5 years
   d. To allow alternatives when scheduled meets are filled

AUTHORITY OF THE LSC

1) Each LSC has been authorized by USA Swimming to issue the sanction or approval for all swimming competition conducted within its geographical boundaries as described in Article 202 of the rulebook.
2) Additional requirements for sanction and approval may be established by a vote of the LSC House of Delegates in accordance with LSC bylaws.
3) Championship Meets are protected. A meet in direct conflict can be denied.
4) The LSC still has the right and authority to establish and collect relevant entry fees.
5) Potential hosts must adhere to the LSC published guidelines, deadlines and procedures.
6) Potential hosts must follow USA Swimming rules and guidelines

LSC REQUIREMENTS

As part of the sanction and approval process delegated by USA Swimming to LSCs, each LSC is required to:

1) Establish submission deadlines for sanction and approval applications and publish such deadlines along with relevant instructions and forms.
2) Establish and publish policies regarding applications submitted as well as relevant fees and penalties.
3) Establish and publish policies regarding applications submitted after the published deadlines citing relevant fees and penalties.
4) Establish a written policy that the LSC must provide written notification within 10 days to the applicant citing the reason for the denial and instruction for appeal.
5) Update the LSC Procedure Manual as needed to reflect deadlines and instructions.
AUTHORITY OF THE ZONE SANCTION APPEAL PANEL (ZSAP)

1) To review the process followed by the host/petitioner and the LSC and determine if all rules and policies have been followed and fairly applied.
2) The ZSAP does not have the authority to overrule LSC regulations and policies.
3) The ZSAP does not have the authority to establish entry fees.
4) The ZSAP is authorized to direct the LSC to issue a meet sanction or approval in those instances where, in the ZSAP’s judgment, the rules and policies have not been properly applied or when the ZSAP believes that competitive opportunities for athletes are being unfairly denied.

STANDARD TIMELINE AND PROCEDURES FOR AN APPEAL

This process ensures that the Zones conduct the process consistently.

1) Host applies to the LSC’s sanction authority (SA) by the LSC’s recommended deadline.
2) LSC must notify host/petitioner of denial of sanction within **10 days of denial**.
3) A petitioner files an appeal within **5 days of denial** of sanction in writing via email with the two Zone Directors. Note: For purposes of this process, the Junior Zone Director is the Zone Director that was most recently elected.
4) Within 24 hours, the Sr Zone Director shall convene a ZSAP following these guidelines:
   a. The Senior Zone Director shall acknowledge receipt of the appeal by responding, in writing to the petitioner.
   b. If the petitioner doesn’t receive acknowledgement within 24 hours from the Senior Zone Director the petitioner shall immediately contact the Junior Zone Director either via email or phone.
   c. The Junior Zone Director has 24 hours to attempt to contact the Senior Zone Director and, if unable to do so, the Junior Zone Director shall convene the ZSAP.

**Note 1:** The Zone Directors shall make every effort to stick to a 24-hour timeline in convening the ZSAP. Failure to do so does not void the appeal or the decision.

**Note 2:** Even if initial contacts are made via phone, emails need to be exchanged so that there is a “paper trail.”
5) Documentation to be presented to the ZSAP includes:
   a. Meet information (supplied by petitioner)
   b. Reason for denial (supplied by LSC)
   c. Pertinent LSC rules, timeline, process (supplied by LSC)
   d. Reasons for appeal (supplied by petitioner)
6) The Zone Director who convened the panel shall do so in writing even if initial contact with the ZSAP was made by phone. From the time of initial contact with the ZSAP, the ZSAP shall have 5 days to reach a decision.
7) The ZSAP shall notify the Zone Director who convened the panel of its decision in writing (via email) and copy the petitioner.
8) The ZSAP’s decision is final and there is no further appeal.
9) The ZSAP Chair will complete a standard one-page report to document the decision.
ZONE SANCTION APPEAL PANEL (ZSAP) SELECTION

The recommendations below come from the Sanction Review Task Force.

1) Each Zone Sanction Appeal Panel (ZSAP) to be appointed by respective Zone Directors
   a. To be named for a one year term.
   b. Eligible to be reappointed.
   c. Must be named by October 1 of each year
   d. Due to potential conflicts (below), it is recommended that 9 volunteers be appointed
      per Zone (3 coaches, 3 referees, 3 athletes)

2) When an appeal is to be heard, a panel is to be made up of one coach, one athlete
   (suggested post-grad), and one referee.
   a. All members of panel appointed to hear an appeal must be USA Swimming members and be from different LSCs
   b. All three panel members must participate in the appeal
   c. No member of the panel may participate in a decision involving his/her LSC
   d. The panel shall select the chair.

3) Recommended experience:
   a. Must be USA-S members
   b. Past Zone Directors or Zone Officers
   c. Individuals with LSC and/or National BOR experience
   d. Individuals with LSC Board and/or committee experience
   e. Individuals with experience in multiple LSCs
   f. Officials with referee-level certification
   g. Older athletes (senior or post grad)
FREQUENTLY ASKED QUESTIONS (FAQS)

What Is The Purpose Of The Sanction Appeal Process?

1) To establish a consistent appeal process for a host whose request for sanction or approval is denied by an LSC.
2) To allow for review of denials to make certain such denials are not limiting competitive opportunities for athletes.

Why Is The Sanction Appeal Process Necessary?

1) To foster a more flexible approach to hosting meets
   a. To allow and encourage more creativity
   b. To meet the needs of clubs and athletes to compete outside of a pre-ordained schedule
   c. To help accommodate the competition needs of clubs and athletes given the significant membership growth over the past few years.
2) Currently, the LSC has the final word on sanction and approval. There is no appeal process
3) A sanction may be denied for reasons that may not be in the best interest of clubs and athletes

What Are The Anticipated Advantages?

This will make more competitive opportunities available to athletes and address the following issues:

1) Currently meets may fill with no other alternative competition available
2) Meets may not be consistently offered to certain levels of athletes
3) Meets offered may not always meet the needs of all clubs or athletes

What Are The Key Components?

1) An LSC shall establish and publish deadlines for sanction or approval applications and shall establish and publish policies regarding applications submitted after the deadline
2) If an application for sanction or approval is denied, the LSC must notify the applicant within 10 days of the reason for denial and how to appeal.
3) Each Zone shall establish a Zone Sanction Appeal Panel (ZSAP) with the authority to hear the appeal, and, if the appeal has merit, direct the LSC to issue a sanction.

What Is The Purpose Of The ZSAP?

When needed, to create a fair, quick and unbiased process that aids LSC’s and their clubs in serving the competition needs of their athletes.
**Does This Proposal Limit The Authority Of An LSC?**

Potentially, yes. However, the ZSAP process is intended to work within the LSC structure, respect LSC policies and authority while increasing the flexibility and options available to clubs wishing to host meets. The LSC retains the right and authority to sanction and approve meets or events and establish and collect fees.

**How Will This Process Affect Championship Meets?**

Under this process, LSC Championship meets (as defined by the LSC) are protected events and the ZSAP cannot override the LSC’s authority as to such meets.

**Will The ZSAP Always Rule In Favor Of The Applicant?**

No. Each ZSAP panel will review the merits of each case, and provide a non-appealable decision on the matter.

**Does the Sanction Appeal Process apply when a non-member club or organization applies for an Approved meet or an Observed Swim?**

No. The Sanction Appeal process applies only to USA Swimming group members.
ENABLING LEGISLATION

This legislation was enacted at the 2013 USA Swimming House of Delegates meeting for implementation in January 2015.

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<th>ACTION:</th>
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<td>To establish an appeal process for a host whose request for sanction or approval is denied by a LSC. An appeals process will allow for review of denials to make certain such denials are not limiting competitive opportunities for athletes.</td>
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202.2 SANCTION AND APPROVAL PROCEDURE

.1 An LSC shall establish submission deadlines for sanction or approval applications and shall publish such deadlines along with relevant instructions and forms.

.2 LSCs shall establish and publish policies regarding applications submitted after published deadlines citing relevant fees and penalties.

.3 If an application is denied, the LSC shall provide written notification within ten days (10) to the applicant of the reasons for the denial and of the appeals process.

202.3 PROCEDURE FOR APPEAL - An applicant whose application has been denied by an LSC shall have the right to appeal the denial to the Zone Sanction Appeal Panel.

.1 Each Zone shall establish a Zone Sanction Appeal Panel

   A Each Zone shall designate a group of coaches, referees and athletes available to serve on an Appeal Panel.
   
   B A petitioner may file an appeal with the Senior Zone Director within five days of receiving notification of denial by an LSC.
   
   C When an appeal is filed, the Zone Directors shall notify the LSC and appoint a panel made up of a coach, referee and athlete each from a different LSC and none from the petitioner’s LSC

.2 The Zone Sanction Appeal Panel is authorized to direct the LSC to issue the sanction or approval. The Panel’s decision shall be final.

Re-number remaining

202.1 JURISDICTION — As the National Governing Body for competitive swimming in the United States and as a Federation member of FINA, USA Swimming has the sole and exclusive authority to sanction or approve domestic and international swimming competition conducted within its jurisdiction. Each Local Swimming Committee (LSC), as the administrative arm of USA Swimming, is authorized to issue the sanction or approval for all swimming competition and benefits, exhibitions, clinics and entertainment involving competitive swimming within its geographical boundaries. Additional requirements/conditions for sanction or approval, other than those listed in Article 202, may be established by a vote of the LSC House of Delegates in accordance with LSC Bylaws.
ZSAP INITIAL QUESTIONNAIRE

In order to facilitate a cohesive, fair, and consistent process, all ZSAP panels should use the following questions at the beginning of each initiated panel.

1. Did the LSC that has denied the sanction clearly communicate its rules and deadlines in a reasonable amount of time?

2. Did the appellant follow the rules and deadlines of the LSC?

3. Did the LSC provide a reasonable and concise explanation as to why the sanction was denied?

4. Did the LSC provide the appellant with the appropriate information concerning the appeal process within a reasonable period of time?

5. Did the LSC and the appellant try to come to an agreement before the appeal was filed?
## ZSAP REPORT FORM

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<td>Signature of Panel Chair:</td>
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</table>
The following questions and scenarios have been developed as one means of clarifying the purpose and intent of the Sanction Review Process and the authority of the Zone Sanction Appeal Panel (ZSAP). The ZSAP is intended to be a decision-making entity that is utilized only when all efforts at negotiation and mediation at the LSC level have failed. The ZSAP can side with one or the other party or it can decree a compromise solution. In all cases, the decision of the ZSAP is final.

1) A club / organization from outside the LSC requests a sanction from the LSC where the competition is to be held. The outside club / organization is denied a sanction for any number of reasons but the meet otherwise complies with the requirements for a sanction under Article 202 of the USA Swimming Rules. Can the outside club file a sanction appeal?

Yes. However, it is important to keep in mind that the team requesting the sanction should have made every effort to negotiate with the LSC and follow their guidelines and procedures to a reasonable extent.

2) A club would like to offer a meet that does not follow the LSC rules / guidelines for meets that can be offered on a particular non-championship weekend. The club would like to offer a Senior meet that is open to everyone who meets the time standard. The weekend is, by rule, reserved for only AA level competition. So, the Senior meet does not comply with the established LSC rules. Can the club wishing to host the Senior meet file a sanction appeal?

Yes. The host / petitioner can file a sanction appeal. In this situation, the ZSAP could consider the appeal, review the process followed, and make a recommendation to or negotiate with the LSC, but the ZSAP could not direct the LSC to grant a sanction.

3) If a member club / organization wants to charge entry fees or a facility fee that differs from LSC guidelines, does the ZSAP have authority to overrule the LSC guidelines?

No. The rulebook specifically states that fees for Senior and Age group competition shall be determined by the LSC.

4) The Ohio LSC (Central Zone) borders the Kentucky and West Virginia LSCs (both So. Zone) on the south and the Allegheny Mountain LSC (Eastern Zone) on the east. Which ZSAP holds jurisdiction if a team in WV wants to host a swim meet in Ohio and Ohio denies the sanction request?

The Zone within which the meet would be conducted (in this case, the Central ZSAP) has jurisdiction.
5) A popular meet on the LSC meet schedule reached full capacity the day following the entry deadline. One of the clubs whose entries were not accepted quickly organized an alternative meet for their swimmers and other teams whose entries were also turned away. The LSC has denied a sanction for the second meet because LSC policies do not permit another meet on that weekend. Can the team trying to host the alternative meet appeal the negative sanction decision to the ZSAP?

Yes. The host/petitioner can file a sanction appeal. In this situation, the ZSAP could consider the appeal, review the process followed, and make a recommendation to or negotiate with the LSC, but the ZSAP could not direct the LSC to grant a sanction.

6) An LSC requires that all clubs desiring to bid a meet for the upcoming season must attend the LSC meetings and present their bids in person. The failure to do so means that the club will not be awarded any sanction. If a club from outside the LSC wishes to bid a meet within the LSC and is denied the sanction for its failure to participate at the meeting, does the ZSAP have the authority to review this decision?

Yes. However, it is important to keep in mind that the team requesting the sanction should have made every effort to negotiate with the LSC and follow their guidelines and procedures to a reasonable extent.

7) A club wishes to conduct a meet within an LSC for only teams and athletes that are not members of the sanctioning LSC. Does the ZSAP have authority to review this decision even though the competition would be held at the same time as the sanctioning LSC’s blocked championship weekend?

Yes, especially if the “blocked championship weekend” does not accommodate out of LSC athletes.

8) If a sanctioning LSC will only grant a club/team from another LSC a sanction if the meet referee or other key officials are certified by the sanctioning LSC, does the ZSAP have authority to review this decision?

Yes, as long as the proposed meet complies with the requirements for a sanction under Article 202 of the USA Swimming rules. However, the team requesting the sanction should have made every effort to negotiate with the LSC and follow their guidelines and procedures to a reasonable extent.
APPENDIX B
Executive Update
Sanction Review Task Force

Over two years ago, our president assembled a task force to examine meet sanction and approval procedures throughout USA Swimming. The task force was charged with four main objectives: develop a USA Swimming statement philosophy as well as broad guidelines for the sanctioning process; review geographic boundaries with respect to sanctioning authority; create an appeals process for denied sanctions; and, provide any other recommendations that would serve to improve our sanctioning and approval system.

After several months of research and discussion, including surveys to each LSC, the task force crafted a report which included its statement of philosophy and other recommendations for the April 2013 USA Swimming Board of Director’s meeting. It is important to note, that the task force always kept the **opportunities afforded and service to athletes** at the core of its discussions and recommendations.

Further, the task force also determined that, in general, the adoption of a free market system—as defined in its final report—would best serve our athletes. The task force was ever mindful that LSC’s have the authority to issue sanctions and that an appeal to the ZSAP could potentially encroach on that right. The authority of the LSC is not in dispute. That said, the task force made every effort to be clear that the **ZSAP was to be used a last resort** and that every available option to come to an agreement with an applicant that had been denied a sanction should be explored before appealing to the ZSAP.

At that meeting, the USA Swimming Board of Directors adopted the report, its statement of philosophy, and its other recommendations. The task force was then asked to draft legislation to enact these recommendations, specifically the zone sanction and approval appeal process.

Finally, the task force did create legislation that was presented and ultimately passed on the floor of the House of Delegates in 2013. And, although the task force believes that the legislation that was passed\(^1\) is a step in the right direction towards enacting its recommendations, there is still much work to be done to achieve and employ the other suggestions that were adopted by the USA Swimming Board of Directors.

The task force looks forward to your feedback and constructive suggestions as this system unfolds.

Thank you for your service to our athletes.

Brandon T. Drawz “B.D.”
Chair, USA Swimming Sanction and Approval Task Force
12-23-14

\(^1\) See page: 8, Enabling Legislation
After several months of work the USA Swimming Meet Sanction/Approval Task Force has completed the vast majority of its work with respect to the scope of its assignment. Special thanks to the task force for their thoughtfulness and efforts.

As previously reported, along with creating an overarching statement of philosophy, the task force was charged with the following objectives:

1) With regard to the LSC’s authority to issue sanctions and approvals, develop a USA Swimming statement of philosophy and broad guidelines for LSCs and LSC Sanction Chairs that will provide for consistency in the sanctioning and approval process.

2) There is growing interest by clubs with similar goals and competitive levels in developing conferences and/or leagues to provide additional and different competitive opportunities for athletes. In some cases, these conferences include teams from multiple LSCs. Our current rules require that all meets be sanctioned by the LSC in whose geographical boundaries the physical location of the meet resides. The task force is being asked to review the current procedure and, if necessary, recommend alternative procedures.

3) Create an appeals process that would provide an opportunity to review and potentially override LSC decisions on meet sanctions and related meet scheduling decisions.

4) Provide any other recommendations the task force believes will improve our current sanctioning/approval process while leaving the LSC as the primary sanctioning body.

Methodology

To begin, the task force felt it needed to collect data in order to guide our discussions and form our recommendations. With that in mind, each Task Force member submitted several questions for possible inclusion in two, tailored surveys that were sent under separate cover to both select coaches and key members of LSC administration.

After collecting and analyzing the data from our survey, we set out to amass first-hand accounts and opinions from various coaches, officials and sanction chairs that might further assist us in our charge. Coupled with our survey data, this proved to be a fruitful exercise in taking the next steps towards tackling specific issues and situations.

Responses

Overall, we had a good response. Over 300 surveys were sent to each group: Club Excellence Coaches, LSC Coaches’ Reps and Key LSC personnel.

- Coaches Respondents: 116
- LSC Responses: 171

Themes

Of those responses two main themes emerged:

- The concept of free market
- The current process needs revision
Free Market
Hosts should be allowed to craft creative formats for meets (multiple LSC’s, quad duals, unique event formats)
- Hosts should be allowed to charge appropriate fees, unfettered by LSC limits
- Hosts should be able to hold meets at any time, regardless of other events being held simultaneously within that LSC’s borders.

Process
The majority of respondents felt that the process was flawed in one way or another. The most common attributes described dealt with:
- Timeliness of process (either too slow or submitted too late)
- The process needs to be simplified (online)
- There needs to be an appeal process for a sanction that has been denied

Statement of Philosophy
Based on the survey responses, the task force crafted the following statement of philosophy:

The USA Swimming Sanction Task Force, charged with reviewing and evaluating Meet Sanctioning and Approvals across USA Swimming, recommends that all LSCs adopt a Free Market system, with respect to non-championship meets, when determining LSC meet calendars, types of meets offered and fees related to their meets. While LSC-based committees charged with determining what is best for local athletes are well intended, a Free Market system captures these concerns and objectives and promotes creativity, healthy competition and successful outcomes for athletes, hosts and facilities.

Further, the Task Force suggests that LSC’s encourage and support clubs in developing new and creative meet formats that will aid in the promotion of our sport as well as the retention of our athletes. Given a Free Market system, the overarching philosophy should be one of removing barriers and making competition accessible.

The Task Force further suggests the following items several of which may require legislative action, which is currently being drafted:

1) LSC’s may determine a system and deadlines for the purpose of planning and coordinating the meet bid system. Meet bids that do not meet these deadlines, may appeal to add meets to the calendar after the deadline and may be charged a nominal administrative fee, not to exceed twice that of the baseline sanction cost.

2) No reasonable meet sanction request may be denied if the required application timelines for consideration are met and the required meet language, per the USA Swimming rulebook, is included in the meet announcement.

3) A Club may apply for a meet sanction within another LSC’s borders.

4) If a sanction is denied for any reason, the meet bidder/host is entitled to a timely appeal process.

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2 A free market is a market where the price, format, or the aim of an event or meet is, in theory, determined by supply and demand, rather than by LSC regulation. A free market contrasts with a controlled market or regulated market, where price, supply or demand is subject to regulation or direct control by an LSC.

3 See: Zone Appeal Process
5) Creation of universal electronic templates that meet hosts and LSC’s may use to create their meet information in order to maintain consistency and streamline their processes.
6) Allow conferences that have the same teams competing consistently to apply for omnibus sanctions to cover all of their meets for an entire season.

Zone Sanction Appeal Process

The task force was also charged with creating a clear, timely and consistent appeal process for clubs that have been denied a sanction by their LSC. That process is outlined as follows:

In order for an appeal process to work there must be a sanction/approval deadline established by the LSC.

1) Host applies to the LSC’s sanction authority (SA) by the LSC’s recommended deadline.
2) SA must respond within 10 days.
3) If denied the SA must provide the reasoning for the denial.
   a. LSC to provide policy, rules or by-law that references sanctioning
   b. LSC must notify club and Zone Directors if sanction/approval is denied.
   c. LSC must inform club of appeals process
4) Host must appeal within 5 days to the Zone Sanction Appeal Panel (ZSAP) with notification to the SA of the appeal.
   a. Appeal first goes to either Zone Director who is required to activate the ZSAP
5) ZSAP is required to make a decision and notify both the Host and the SA within 5 days
   a. The ZSAP is the final authority in this process.

Every effort should be made to resolve the sanction conflict at the LSC level before it is taken to the ZSAP.

Zone Sanction Appeal Panel (ZSAP) Recommendations

1) Each ZSAP to be appointed by respective Zone Directors
   a. To be named for a one year term.
   b. Eligible to be reappointed.
   c. Must be named by October 1 of each year
   d. Can appoint more than one ZSAP in a Zone if needed

2) ZSAP Panel to be made up of one coach, one athlete (suggested post-grad), one official (minimum referee level).
   a. Members of each panel must be members of USA Swimming and be from different LSCs
   b. At least three panel members must participate in each appeal
   c. No member of the panel may participate in a decision involving his/her LSC
   d. Panel picks own chair as point person

Conclusion

Once again, I would like to thank the members of the task force for their service. Their efforts and thoughtful ideas were invaluable to this endeavor.

Respectfully submitted,

Brandon Drawz
Chair, Sanction Review Task Force
USA Swimming
American/US Open
Record Application
Individual Event

Athlete's Full Name ____________________________  Event (meters) ____________________________

Athlete's Date of Birth ____________________________  Swimming For ____________________________

USA-S ID ____________________________  Male

Female

Address ____________________________  Official Time 00:00.00

City ____________________________  State ____________________________  Zip Code ____________________________  Date of Swim ____________________________

Event Venue ____________________________

Meet Name ____________________________

Meet Referee ____________________________

Referee's Address ____________________________  Phone Number ____________________________

City ____________________________  State ____________________________  Zip Code ____________________________  email ____________________________

Course Measurement

Permanent Length Pools

☐ Certification of pool dimensions on file with USA Swimming or accompanies application

Moveable Bulkhead Pools

☐ Measurement was made after meet session during which performance occurred and is included

Meet Paperwork

☐ Official meet results (Attach paper copy and results file) or

☐ Hard copy (printout or printout tape from automatic timing equipment).

☐ Application and all required paperwork submitted within 14 days of performance.
Suit Certification

☐ Swimwear worn conforms with current USA Swimming and FINA requirements

Suit maker

Suit Model

If the record is set at the USA Swimming National Championships, Junior National Championships, or U.S. Open meet, National Event staff and/or Program Operations designees will compile and submit all documentation and ensure that all requirements have been met.

Submitted by:

Name

Address

City

State

Zip Code

email

Phone Number

Application may be submitted electronically by clicking the submit by e-mail button at the top of the form. The form may also be mailed to: Times Staff
One Olympic Plaza
Colorado Springs, CO 80809

Or fax to: (719) 866-4761
Notes

1. The Rules for Swimming Records are found in Article 104 of USA Swimming Rules and Regulations.

2. An American record may be established only by United States citizens eligible to compete under and achieving an official time in accordance with USA Swimming rules. 104.2 A (1) They may be established in or outside of the U.S.

3. An US Open record may be established only within the geographical territory of the United States by any person eligible to compete under and achieving an official time in accordance with USA Swimming rules.

4. It is the responsibility of the meet referee to certify that all USA Swimming rules pertaining to the swimming performance (Parts 1 and 2) have been met.

5. Pool measurement is required (104.2 C (3) (a)). It can accompany the record application or already be on file with USA Swimming. Certifications last indefinitely unless structural changes are made to the pool. Measurement must be attested to by an accredited surveyor or engineer (104.2 C (4) (a)) using a steel tape or other acceptable method.

6. Measurement of pools with one or more moveable bulkheads must be confirmed at the conclusion of the session during which the time was achieved (104.2 C (4) (c)).

7. Times must be registered by automatic equipment (Level 1) and submitted in hundredths of a second.
### American/US Open Record Application

**Relay Event**

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**Official Time**

- **00:00.00**

**Date of Swim**

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</table>

**Meet Name**

- 

**Meet Venue**

- 

**Meet Referee**

- 

**Referee's Address**

- 

**Phone Number**

- 

**City**

- 

**State**

- Alabama

**Zip Code**

- 

### Suit Certification

- **Swimwear worn by all athletes conformed with current USA Swimming and FINA requirements**

<table>
<thead>
<tr>
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<tr>
<th>Suit Model</th>
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</tbody>
</table>
Meet Paperwork

☐ Official meet results are attached (paper copy and/or results file)

Submitted by:

Name
Address
City State Zip Code
Phone

Notes.

1. Application and all required paperwork should be submitted within 30 days of performance.

2. If record performance was at USA Swimming National Championships, Junior National Championships, U.S. Open, or Olympic Trials National Event staff and/or Program Operations designees will compile and submit all documentation and ensure that all requirements have been met.

3. Rules for swimming records are found in Article 104 of USA Swimming Rules and Regulations.

4. An American record may be established only by United States citizens eligible to compete under and achieving an official time in accordance with USA Swimming rules. 104.2 A (1) They may be established in or outside of the U.S.

5. An US Open record may be established only within the geographical territory of the United States by any person eligible to compete under and achieving an official time in accordance with USA Swimming rules.

6. It is the responsibility of the meet referee to certify that all USA Swimming rules (Parts 1 and 2) pertaining to the swimming performance have been met.

7. Times must be registered by automatic equipment (Level 1) and submitted in hundredths of a second.

Application may be submitted electronically by clicking the submit by e-mail button at the top of the form. The form may be printed and mailed to:

Times Staff
USA Swimming
One Olympic Plaza
Colorado Springs, CO 80909

or faxed to: (719) 866-4761.
### National Age Group Record Application

#### Individual Event

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<td>Event (yards)</td>
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#### Meet Paperwork

- Official meet results (Attach paper copy and results file) or
- Hard copy (printout or printout tape from automatic timing equipment).
Notes

1. Application and all required paperwork should be submitted within 30 days of performance.

2. If the NAG record is set at a USA Swimming National Championship, Junior National Championship, or U.S. Open meet, National Event staff members and/or Program Operations designees will provide documentation and ensure that all criteria are met.

3. The Rules for Swimming Records are found in Article 104 of USA Swimming Rules and Regulations.

4. Only USA Swimming members, who are U.S. citizens representing a USA Swimming club or competing unattached, are eligible to establish National Age Group records. Times submitted for Age Group records must comply with all requirements for Best Times tabulation as listed in 205.8 (104.2.3 A (1)-(2).

5. It is the responsibility of the meet referee to certify that all USA Swimming rules pertaining to the swimming performance (Parts 1 and 2) have been met.

6. Times must be registered by automatic (Level 1 or Level 2) equipment and submitted in hundredths of a second and must conform to Article 102.16.4C of USA Swimming Rules & Regulations.
# USA Swimming National Age Group Record Relay Event

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<th>Event (SCY)</th>
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<td>Alabama</td>
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</table>
Meet Paperwork

- Official meet results are attached (paper copy and/or results file)
- Hard copy (printout or printout tape from automatic timing equipment)

Submitted by:

Name

Address

City  State  Zip Code

Phone

e-mail

Notes.

1. Application and all required paperwork should be submitted within 30 days of performance.

2. If record performance was at USA Swimming National Championships, Junior National Championships, U.S. Open, or Olympic Trials National Event staff and/or Program Operations designees will compile and submit all documentation and ensure that all requirements have been met.

3. Rules for swimming records are found in Article 104 of USA Swimming Rules and Regulations.

4. A National Age Group Record may be established only by USA Swimming members, who are US citizens, representing USA Swimming clubs or competing unattached, are eligible to establish national age group records. The submitted time must comply with all the requirements of the NAG Recognition Program as listed in 205.8.1, 02, and .4. All members of the relay must meet this requirement.

5. It is the responsibility of the meet referee to certify that all USA Swimming rules (Parts 1 and 2) pertaining to the swimming performance have been met.

6. Times must be registered by automatic equipment (Level 1) and submitted in hundredths of a second.

Application may be submitted electronically by clicking the submit by e-mail button at the top of the form. The form may be printed and mailed to:

Times Staff
USA Swimming
One Olympic Plaza
Colorado Springs, CO 80909

and to: Isabelle Fraser
24292 Buckingham Way
Port Charlotte, FL 33980-5519

or faxed to: (719) 866-4761.
USA Swimming
Measuring and Certifying Competition Pools

Thank you for your interest in measuring competitive pools. This document is intended to provide pool measurement background information and measuring protocol to USA Swimming Local Swimming Committees (LSC's), Facility Operators, volunteers, surveyors and engineers that are considering, or preparing for, pool measurement and certification. The pool measurement requirements and tolerances provided in this document are usable to both professionals and laymen.

This document is divided into 5 parts.

Part 1 is a comprehensive Question and Answers section which will provide you information on the most commonly asked pool certification and measurement subjects.

Part 2 provides an overview of general background information on pool measurement requirements. This section also provides guidelines and suggested protocol for measuring the length of lanes using a portable laser measuring device.

Part 3 provides professional surveying/engineering firms with a suggested protocol to measure lane length using “Total Station” surveying equipment. This section may also be used by volunteers with appropriate engineering or surveying background and knowledge who may wish to commission or undertake a measurement project.

Part 4 is the parts of the USA Swimming Rules and Regulations that are applicable to pool dimensional standards and are provided for ease of reference. It is intended that this part be updated whenever the rules change, however if the version date is more than one year old, the current rules should be referred to either in the printed book or on the USA swimming Web site.

Part 5 is the pool certification form.

As members of the competitive swimming community, we all must embrace the concept of equal competitive conditions for all athletes. In addition, having a certified pool significantly reduces the risk of exceptional performances by athletes being nullified by unacceptable pool measurement being found after the swim.

Please start by looking at the comprehensive Question and Answer section which will provide you information on the most commonly asked measurement subjects.

If there is anything we can do to help you get your facility on it’s way to having a competition certified pool please ask.

Sincerely,

USA Swimming – Facilities Development Department  mnelson@usaswimming.org
USA Swimming
Measuring and Certifying Competition Pools

Part 1 - Questions and Answers

Questions and Answers - General

Q. I don’t see a requirement in the USA Swimming Rule Book to have all pools measured. Does my pool have to be measured in order to host a USA Swimming competition.

A. Although routine measurement and certification is not currently required under USA Swimming rules, it should be considered a best practice to have current certified measurements for all competitive pool on file with USA Swimming. World, American, U.S. Open, and National Age Group Records require that the pool be certified. If the potential record was swum in an uncertified pool and the pool was subsequently measured and found not to meet the length standards, the potential record would not be accepted.

Q. Our facility does not ever host competition where athletes could potentially set records. Why should we get our pool certified?

A. Competitive swimming is based not only on head to head competition, but competition against the clock. The USA Swimming Rules and Regulations measurement standards are intended to ensure that swimmers achieving an official time, do so under as close to identical competitive conditions as possible.

Q. What happens if we go through the measurement process and a discrepancy is found?

A. During the comprehensive measurement process, it is possible that a range of issues may be found with the pool. These issues may include one or more lanes not meeting length requirements, starting blocks being too high, backstroke flags being improperly positioned, etc. Some of the “fixes” to these pool specification issues are relatively easy and inexpensive. Other problems can be prohibitively expensive to address. USA Swimming maintains a staff of trained consultants that can help your facility come up with a plan to address the discrepancies.

Q. OK, we measured our pool and some or all of the lanes are about 1” short. It’s only an inch….what’s the big deal?

A. One inch may not seem like a large discrepancy. Competitive swimming times are measured in hundredths of a second. Rankings and qualifications for higher levels of competition frequently are determined by .01 second. Consider a 500 yard Freestyle race (20 lengths). Over the course of a race, a swimmer competing in a pool 1” short would be swimming a race 20” shorter than a swimmer in a certified pool. In a 1650 yard Freestyle race, that distance would jump to 66”! For a swimmer capable of swimming 500 yards in 5:00 minutes the advantage would be 0.33 seconds. For a 17:00 minute 1650 yard swimmer the advantage could be 1.13 seconds.
USA Swimming
Measuring and Certifying Competition Pools

Q. We measure our pool and it comes up short....now what? Can we still hold our meets?

A. If the pool measures short, it is going to be up to the Local Swimming Committee (LSC) to determine what the status of that pool will be for competitive swimming. The times achieved in a pool that does not meet the minimum length requirements of the rules cannot be put into the database and used for proof of time or athlete recognition programs (National Top 10, National Age Group Records, etc). A Local Swimming Committee could choose to allow competitions to be held in those pools and use times achieved from that pool to be used for its’ purposes – for instance to qualify for meets within the LSC boundaries.

Should an LSC decide to allow competition in non-conforming pools and times achieved in those competitions be used for LSC purposes, it is strongly recommended that the following statement be included in the Meet Information.

“The competition course measurement does not comply with USA Swimming Rule 103.3. Times from this competition will not be loaded into the SWIMS database and will not be used for any USA Swimming proof of time or national recognition program purposes.”

Q. Years ago, our pool was measured and certified. It has been resurfaced twice since then. Do we have to get re-measured?

A. Probably; however it depends on the pool. If the pool has something resembling a rigid metal wall/gutter ring that was not changed and the pool surface material does not extend past the rigid metal, re-measuring may not be necessary. If the pool has the original gutter tile exposed and the new pool surface does not extend past the original tile, re-measuring may not be necessary. If the original pool measurement indicates sufficient excess length to allow a thin skim coat of surface material, re-measuring may not be necessary. In cases such as these, the projection of the new surface could be checked using a 4 ft long, precision, aluminum builders box level. If, when the level is vertical with 2’ 7” below the surface, it does not contact the original pool metal edge or gutter there may be a need to re-measure and recertify. NOTE: If there is any doubt – Re-measure.

It is recommended that re-measurement and recertification by an independent licensed Surveyor or a qualified Professional Engineer in accordance with the guidelines in Parts 3 and 4 be included as a condition in any competition pool resurfacing or refurbishing contract.

Questions and Answers – Measurement

Q. I have heard we have to empty our pool in order for it to be measured. What a waste of water?

A. Pools do not have to be emptied in order to be measured. In fact, depending on the construction type, emptying the pool may result in inaccurate measurement.
USA Swimming
Measuring and Certifying Competition Pools

Q. Can’t we just pull out a tape measure and do it ourselves?
A. Unfortunately, a using a tape measure in a pool environment is very complex and difficult and should only be done by a licensed Professional Surveyor. There are issues of tape material, calibration, sag, the effect of temperature on the tape, and the vertical range of certification which makes getting an accurate reading troublesome. Even Professional Surveyors are unlikely to use tapes to measure and certify lane lengths as required by USA Swimming.

Q. I see inexpensive laser measuring devices available at home improvement stores. Can we use them?
A. Probably! Provided the device is acceptably accurate, a suitable measuring protocol is followed and the certification is supervised and signed off by a licensed surveyor or by a professional engineer who understands surveying and the limitations of the equipment and protocol used. Indoor pools are generally not a problem. Outdoor pools can be difficult to measure during high light situations. Look in Part 2 of this document for more detailed information.

Q. We have a pool with a moveable bulkhead. What are the measurement requirements?
A. Bulkhead pools provide special challenges. After the bulkhead is set in position and AFTER lane lines have been tightened, the lane lengths of all lanes must be verified. Before and after each session, the Referee must verify that the bulkhead pins are still in position. If a potential record time is achieved in a session of the meet, the lane in which the potential record was set must be measured and attested to by a licensed surveyor or professional engineer before the pool conditions change – including loosening of any lane lines attached to the bulkhead and removal of timing pads.

Questions and Answers – Reporting

Q. Where can I get the forms to fill out for pool measurement?
A. The pool certification forms can be found in Part 5 of this document. The forms can also be found on the USA Swimming Website under: Member Resources/For Everyone/Consulting Services/Facilities then scroll down to What’s Related/Pool Certification/Pool Certification Form.

Or ctrl-click on the following link:

www.usaswimming.org/_Rainbow/Documents/9d9ba531-331c-4a8f-ad7c-31420805a665/Pool%20Certification%20Form.pdf

Follow the directions for submission. USA Swimming will provide a letter of certification after the documents have been reviewed and accepted.

Q. We are still confused and need help!
A. Call Mick Nelson at USA Swimming. 719-866-3522   E-mail mnelson@usaswimming.org
He is there to help.
USA Swimming
Measuring and Certifying Competition Pools

Part 2 - Lane Length and Pool Certification

Overview and “Handheld” Laser Measurement

1 Lane Length

Requirement – 103.3.1

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<tr>
<th>Course</th>
<th>Length Requirements</th>
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<tr>
<td>Long Course</td>
<td>50m (164’ 0½”)</td>
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<tr>
<td>Short Course</td>
<td>25 yd or 25m (82’ 0¼”)</td>
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<table>
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<th>Tolerance against length:</th>
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<table>
<thead>
<tr>
<th>Measurement Range:</th>
<th>At all of both end walls in a vertical plane extending 0.3 meters (12”) above and 0.8 meters (2’ 7½”) below the surface of the water.</th>
</tr>
</thead>
</table>

* Although an “over” tolerance is specified, for most competition it is not an important consideration provided lanes are not excessively long. For a pool to be considered “fast” and for high level meets the length of each lane with touch pads in place should be well inside the “maximum” tolerance, but not shorter than the minimum length.

Practical length certification requirements:

Measurement of each lane strictly in accordance with the above requirement is not realistically possible in operational conditions, however, certification that the length is not less than the minimum requirement can be given by sampling the minimum lane length in at least two locations in each lane by someone who has the training and experience to understand the limitations of the measuring equipment and methodology that is used.

Suggested measurement locations are:

1. The edges of the “T” cross bar on each side of the lane centerline, or,
2. The center line and a fixed distance from the lane divider on one side of each lane and both sides of one of the outside lanes.

Lane lengths may be measured with or without pads in place. If the lengths are measured without pads the thickness of the pad, or pads, must be subtracted from the measured length. As a guide, the thickness of each properly mounted pad varies from 5mm (0.016ft, ³/₁₆”) for a thin pad (Daktronics) to15mm (0.05ft, ⁵/₈”) for thick pads (Colorado, Omega).

Note: “Thick” pads, in good condition and mounted properly and flush against the wall, can be 10mm thick. FINA sets a 10mm thickness limit in their facility rules.

Use of “straight edge” devices that extend 0.8 m (2’ 7½”) below, and 0.3 m (1’) above, the normal water level and set to vertical with a 1:2000 (0.0005 inch per inch or 0.5mm per m) precision bubble level will allow measurement between the furthest projecting points in the vertical line at each end. (See Figure 1)

The length error potential if similarly precise straight edges are used at each end is between minus (-)1mm and plus (+)1mm. Note: The error potential for “handyman” type levels is more than ± 5mm (¼”); which is not acceptable in “close” situations.

Note: Relative variation from the horizontal or from the perpendicular measuring location at each end in a short course (yd or m) pool of 3” (75mm), or 4” (100mm) in a long course pool, will result in an additive error of about 0.2 mm for each deviation.
The use of laser length measuring devices with a precision of ± 0.5mm over 50 m is recommended. The measuring device should be set against a fixed reference point on a stable platform attached to one of the vertical straight edges and aimed at a stable target attached to the other vertical straight edge at the other end. Care should be taken to correct the measurement to adjust for any offsets created by the set up. See Figure 1 and Figures I, Ia, Ib and Ic in Part 3.

Note: The use of steel surveyor’s tapes by anyone other than a professional surveyor is not recommended. Steel tape measurement requires a properly calibrated tape, sophisticated corrections for temperature and tension, in addition to the “location errors” noted above, and special field techniques and equipment.

Vinyl, fiberglass, cloth or any other tapes are not accurate or stable enough for measurement for lane length certification.

Measurement Methodology

Refer to Figure 1in Part 2 for a suggested methodology for using small laser measuring devices to certify and recertify lanes in a single pool location. This methodology requires a small investment in equipment (laser, levels and support frame) and training of users, but has little or no cost associated with verification and recertification measurement, particularly if a volunteer surveyor, engineer or other professional oversees the measurement.

Refer to Part 3 for a suggested methodology for using a “total station” surveying instrument to certify a fixed wall pool or to certify and recertify lanes in moveable bulkhead pools. This method usually requires a professional surveyor and a survey crew and can be expensive if used to recertify lanes in moveable bulkhead pools.

Part 3 also includes suggested adaptations to the equipment for lane length measurement in pools with differing end wall configurations.

Both methodologies require an understanding of the limitations of the equipment being used and the errors introduced into the measurement by the equipment and users.

Reporting

• Report the shortest of the measured lengths in each lane to the nearest:
  - $\frac{1}{8}$th inch (0.01ft, 0.003m, 3mm) for 25 yd pools
  - 0.003 m (3mm, 0.01ft, $\frac{1}{8}$th inch) for 50m and 25m pools.

Preferably report the shortest lane length both with and without touch pads.

Note whether touch pads were in place during measurement or a thickness is assumed. Also note:

  - the type of touch pads used or assumed (thick or thin) and,
  - any features of the pool that might affect the lane length if touch pads are used, e.g. retaining strips for vinyl liners, bumps or projections into the pool, transitional curves less than 800mm below the surface, etc.

Note: FINA requires end walls of pools and touch-pads, if used, to extend to 0.3 m (1 ft) above the water surface at both ends. USA Swimming and other swimming organizations in the USA do not require the end walls or touch pads to extend above the water surface. USA Swimming, however, considers any projection into the pool in the range 0.3 m above to 0.8 m below the water surface to define the lane length.
Leveling Screws

Laser distance measurer.

Precise Level set vertical using its level vials.

Right angle brace.

Range of wall measuring marks.

800mm (2'7½")

300mm (1'0")

Furthest projection of the wall or touch pad.

Deck

Support structure. Clamped or pinned to the precision level at 90°.

Water

Precise Level set vertical using its level vials.

Water Level.

Laser "Target."

Set against vertical.

"Wall"

Laser end of Lane.

Target end of Lane.

Laser “Target.”

Support structure. Clamped or pinned to the precision level at 90°.

Water

Precise Level set vertical using its level vials.

Water Level.

Laser "Target."

Set against vertical.

"Wall"

Laser end of Lane.

Target end of Lane.

Laser “Target.”

Support structure. Clamped or pinned to the precision level at 90°.

Water

Precision Level set vertical using its level vials.

Right angle brace.

Range of wall measuring marks.

800mm (2'7½")

300mm (1'0")

Furthest projection of the wall or touch pad.

Lane Length.

Views to Ends

Figure 1
Using “Hand Held” Laser Measuring Equipment
USA Swimming
Measuring and Certifying Competition Pools

2 Water Depth

Measurement Methodology

- Measure Course depth using a stiff, wide metal retracting tape measure (when less than 2 meters) at 1m and 5m from each end and mid length of lanes. Measure each lane in the shallowest location across the full width of the lane. Measure from the water surface level at the time and, if necessary, adjust to the normal water level or overflow control level. Note: If there are shallower locations between the 1m and 5m transect in each lane measure the depth and note the location and include the information in the report.

Reporting

- Report depths rounded down to the nearest 0.1ft (1 ¼") or “greater than 6 ft”, if deeper.

3 Lane Width

Measurement Methodology and Reporting

- Measure the width of each lane from lane rope anchor to lane rope anchor at both ends using a stiff, wide metal retracting tape measure. Report the width of each lane (both ends if different) to the nearest 0.1ft (1 ¼”).

4 Starting Platform Height

Measurement Methodology

- Measure Starting block heights from the water surface to the top front edge of each block that is in place and, if necessary, adjust to the normal water level or overflow control level. Note the location of each starting platform front edge and backstroke start hand grips relative to a vertical projection of the pool end wall or timing pad face.

Reporting

- Report starting platform heights to the nearest 0.02ft (¼”). Note any platforms that are deficient:
  - too low or too high. Note: max height for m pools is 2’ 5 ½” – max for yd pools is 2’ 6”!
  - front edge or backstroke handgrips project into the pool past the end wall. Also advise owner of any that are significantly back from the end wall.
USA Swimming  
Measuring and Certifying Competition Pools

5 Backstroke Flag Support Location

Measurement Methodology
• Measure the location of the center of each support pole or pole hole, cable or hook from the nearest end wall with a 5 m (16’ 5”), or longer, steel tape.

Reporting
• Report the distance from the end wall to the center of each support to the nearest 0.01m (1cm) for m pools and ½” for yard pools.
  Note any locations where the supports are more than:
  – 50mm (.05 m) from the specified location of 5m from the end wall for m pools, or
  – 2” (50 mm) from the specified location of 5 yds for yd pools.

6 15m Marks

• Using a 15 m long steel tape, or other measuring device, mark the 15m locations on the sides of each racing course. Pool operators should be encouraged to make these reference marks permanent so that proper location of 15m markers in each lane can be verified by officials.

7 Midpoint Rope

• In 50m courses note if there are midpoint rope anchor posts or post holes and that they are located 25m from the end walls.

Reporting
• Report if the anchors are in place and if they are mis-located by more than 0.1m (10 cm, 4”).
USA Swimming
Measuring and Certifying Competition Pools

PART 3


Measurement and Certification.

Equipment:

- a surveying “total station” reading angular measurement to 5 seconds, or better, and distances to an accuracy of better than 2 mm (1 mm preferred) over 50 m. Set to read horizontal distance to the center of the prism pole.
- Tripod for the Total Station
- reflecting prism or target
- 4 ft long prism pole
- bubble level with sensitivity better than 10 minutes of arc for 2mm of bubble movement, to “plumb” the prism pole for readings
- wide, retracting, tape measure for measuring lane widths, platform height and pool depth and for setting measuring reference marks
- metric/imperial (min 15 m long) tape for measuring backstroke flag locations and for measuring or setting 15 m reference marks
- electrical tape or waterproof marker to set reference marks on the prism pole and, possibly, on the pool deck and walls
- notebook to record data
- Portable computer and software (spreadsheet, surveying or other “math”, and word processing) to reduce and present collected data.

Lane Lengths

Measurement may be made either with or without timing touch pads in place.

Measurement Methodology

- Measurement location. There are two options – a) fixed offsets on each side of the lane centerline, or b) the centerline and edge of each lane. The choice will depend on the accessibility to the lane center line if starting platforms are in place.
  a) Mark each lane in two locations at each end approximately 0.5 m (18 to 21 inches) each side of the lane center line. Set the marks at the same relative locations, ± 25mm (1 inch), at each end of the lane. As an alternative, the outside of the end of lane “T's” painted on the end walls may be used if they are the same at each end of each lane.
b) Mark the center of each lane and a point approximately 0.1 m (4 inches) just inside the lane divider at both ends of the outside lanes. Choose either the lane 1 or lane 8 side of all the internal lanes for a side mark at each end 0.1 m from the lane divider.

- Mark the prism pole at 0.8m (2’ 7½”) from the non prism end (ignore any base cone); and again at 1.1m (3’ 7½”) from the end. These reflect the below and above water level lane length measurement limits. See fig. I.
- Set and level the total station on its tripod approximately midway along the length of one side of the pool. Include the appropriate prism offset into the total station setup. See fig. II.
- Select a permanent mark for a reference angle verification backsight and record the angle. The angle will only be used to verify the Total Station setup has not changed during data collection. It is not required for calculations. See fig. II.
- At the first end of lane location have the assistant place the prism pole (with prism) on the first reference location with the 0.8m mark at the water level and set it vertical using the prism pole bubble level. The pole, when vertical, will be set so that one edge is resting on the pool wall closest to the other end of the lane in that location. This may be below or above the water line. See fig. II. If the pole, when vertical, rests on a point more than 0.3 m (one ft) above the water surface, supplemental measurements will need to be taken. See “Notes”.
- When the pole is vertical, use the total station to take the horizontal angle (relative to the total station setup zero) to the center of the prism and the horizontal distance to the center of the prism pole. Record the angle and distance. (Note: Read and record the slope distance and vertical angle if the total station only measures the slope distance. Calculate the horizontal distance for use in the “cosine rule” calculations.) See fig. II.
- Move the prism pole to the second location in the lane and take and record the angles and distances. Repeat the process for each marked location in a circuit around the pool.
- When the circuit is completed, return to the reference mark and verify that the angle is at or close to the initial reading. A variation of less than 10 seconds of arc from the original reading should be acceptable.
- Leave the instrument set up and calculate the length of each lane between the corresponding points at each end using a calculator, proprietary program or spreadsheet developed for the purpose. (See “calculation”, below.)
- If there are major variations in length between lanes, verify the data entry for the lanes in question (typically transposed numbers or incorrectly matched lane locations). Supplemental readings may be required on some lanes if recording of total station data is suspect.

Notes: In some pools there may be projections into the pool that could affect the lane length measurements, such as:

- A curb or coping more than 1 ft above the water surface that project further in to the pool than the general line of the wall. An offset piece 1.1m (3’ 7½”) long can be clamped to the prism pole to bypass the projection. (See fig. 1a). The width of the offset piece should be added (times 2, if used at both ends) into the lane length.
calculation. Additionally, starting platforms should be checked to ensure the leading edges line up with the pool end wall; not the edge of the coping.

- A thin retaining strip that holds a vinyl liner in place. These are typically about ¾ inches wide, project about a ½ inch into the pool and extend around the pool about 4” to 8” below the surface. If a touch pad is used it will be moved further into the pool. If a touch pad is not used it is very unlikely to have an impact on the effective length of the lane. Figures Ib and Ic show how these situations can be measured.

- Care should be taken to note any projections into the pool that may affect the placement of touch pads, if they’ll be used. If a projection will affect pad placement a measurement should be taken over it and the corresponding location at the other end. If it is a small projection, say less than 2 or 3 square inches in area and projecting less than an inch and it will not impact location of a touchpad, it may not need not be measured, but should be noted.

**Calculation**

The “cosine rule” is used to calculate the distance between the centers of the prism pole at the corresponding locations at each end of the lane. Adjustments are made for the diameter of the prism pole, touch pads and other conditions which affect the measurement. See Figure II.

**Reporting**

In 25 yard pools lane lengths may be reported in feet to the nearest .01 ft or in feet and inches to the nearest $\frac{1}{8}$ inch (0.01 ft). Metric pools must be reported in meters to the nearest 5 mm (3mm is suggested). Report the shortest of any lengths calculated for each lane and the type of touch pads (thick or thin) assumed or used, and if they were in place during measurement.
L = c + p + δ – n•t = Lane Length

where

c = \left( a^2 + b^2 - 2\cdot a\cdot b\cdot \cos(<C) \right)^{1/2} - “cosine rule”

L = lane length with n touch pads in place.

a = horizontal distance from the total station to the center of the prism pole at one end

b = horizontal distance from the total station to the center of the prism pole at the other end

c = calculated distance between the center of the prism pole at each end of the lane

<C = included angle between the readings for a and b which is equal the total station horizontal angle to “b” minus horizontal angle to “a”

p = prism pole diameter

δ = other adjustments – see discussion. Could include Offset Bar widths (-ve).

n = number of touch pads used in the calculation. “n” may be 0, 1 or 2. If touch pads are set in place when the measurements are taken, use n = 0 and include a note indicating the number of pads in place for the measurement.

t = touch pad thickness when in place (determined from face of wall to face of pad)

– when pads are in good condition and mounted properly, t is usually 10 to 15 mm for thicker pad types (Colorado, Omega, etc.) and 4 to 6 mm for thinner pad types (Daktronics).
USA Swimming
Measuring and Certifying Competition Pools

Part 4 – Extracts from USA Swimming Rules and Regulations

2010 USA Swimming Rules require:

OFFICIAL GLOSSARY
Swimming Words and Terms

WALL — vertical portion of the pool, contiguous surfaces of the deck and overflow gutter, the front portion of the starting block or platform, or the touchpad at the end of the course.

ARTICLE 103
FACILITIES STANDARDS

103.1 DEFINITIONS

.1 /M/ = Indicates mandatory requirement for all competition.
.2 /NC/ = Except as noted otherwise, indicates mandatory requirement for USA Swimming Championships and International Competition.
.3 /LSC/ = Predicated on facility availability, LSC’s may waive strict compliance with these requirements in sanctioning local competition.
.4 Where dimensions are given, the dimension listed first shall govern and dimensions given in parenthesis are for reference only.

103.2 WATER DEPTH

.1 /NC/ 2 meters (6 feet 7 inches) deep throughout the course.

.2 /M/ Teaching Racing Starts – (effective May 1, 2009) Minimum water depth for teaching racing starts, prior to certification, in any setting from any height starting blocks or the deck shall be 6 feet (1.84 meters) measured for a distance of 3 feet 3½ inches (1.0 meter) to 16 feet 5 inches (5.0 meters) from the end wall. Teaching racing starts shall only take place under the direct supervision of a USA Swimming member coach and shall include:

A All racing start instruction until a swimmer has been certified by his or her USA Swimming member coach as proficient in performing a racing start, and

B Subsequent to certification, instruction which seeks to alter a swimmer’s basic technique in performing a racing start. Subsequent to certification, practicing of racing starts may take place in water depth of four (4) feet (1.22 meters) and deeper.

.3 /M/ Racing Starts – Minimum water depth for racing starts during practice and competition shall be measured for a distance 3 feet 3½ inches (1.0 meter) to 16 feet 5 inches (5.0 meters) from the end wall. Starting requirements and height of starting block shall be:

A In pools with water depth less than 4 feet (1.22 meter) at the starting end, the swimmer must start from within the water;

B In pools with water depth 4 feet (1.22 meter) or more at the starting end, starting platforms shall meet the height requirements of 103.12.1.

Note: Local, state and municipal statutes, ordinances, rules and regulations, may have depth limitations in conflict with this section. The LSC and all Member Clubs should check for this at all times.

103.3 RACING COURSE DIMENSIONS

.1 /M/ Length.

A Long Course: 50.00 meters (164 feet and ½ inch).
B Short Course: 25.00 yards or 25.00 meters (82 feet and ¼ inch).
C Dimensional Tolerance: Against the required length, a tolerance of plus (+) 0.03 meters (1 and 3/16ths of an inch) in a vertical plane extending 0.3 meters (12 inches) above and 0.8 meters (2 feet, 7 and ½ inches) below the surface of the water at all points of both end walls.
D When automatic officiating equipment touch pads are used at one or both ends, the course shall be of such length that ensures the required distance between the two touch pads or between either pad and the opposite end of the course.
E  When the racing course is fixed by the use of movable bulkheads, such bulkheads shall be designed to resist lateral deflection due to tension exerted by the attachment of the lane dividers to ensure the required course distance in all lanes.
F  See Article 104, Rules for Swimming Records, for course measurements certification requirements.

.2 Width.
A  /NC/ Eight or ten lanes, minimum width of 2.5 meters (8 feet 2 ½ inches), from center line to center line of the lane dividers, with approximately 0.45 meters (1 foot 6 inches) of additional open water outside lanes 1 and 8 (or 10). Program Operations may waive this requirement for National Championships.
B  /LSC/ Minimum lane width for competitive swimming shall be 7 feet (2.13 meters).

103.4 /M/ RACING COURSE WALLS
.1 Permanent Course Walls — Walls enclosing the racing course shall be parallel and vertical. The end walls shall be at a right angle to the water surface and shall be constructed of solid material with non-slip surface that extends no less than 0.8 meters (2 feet 7½ inches) below the water surface.
.2 Movable Bulkhead Course Walls — If a continuous recessed hand grip is provided at or near the water surface in a movable bulkhead, the horizontal dimension of the recess perpendicular to the bulkhead should be not less than six inches (.15 meters) and designed in a manner to prevent the swimmer’s fingers from contacting the back surface of the recess.

103.12 /M/ STARTING PLATFORMS
.1 Height.
A  Long course and short course meters: The front edge of the starting platform shall be no less than 0.50 meters (1 foot 8 inches) nor more than 0.75 meters (2 feet 5½ inches) above the surface of the water.
B  Short Course yards: The front edge of the starting platform shall be not higher than 2 feet 6 inches (0.762 meters) above the surface of the water.
.2 The front edge of the starting platform shall be flush with the face of the end walls.
.3 The top surface of the starting platform shall be not less than 0.50 by 0.50 meters (1 foot 8 inches square) and shall slope not more than 10 degrees from the horizontal. It may have an adjustable setting back plate. The entire surface of the platform shall be faced with permanent non-slip material.
.4 Backstroke starting grips: Starting platforms shall be equipped with firm starting grips located between 0.3 meters (12 inches) and 0.6 meters (24 inches) above water surface. The front edge of the grips shall be parallel to and flush with the face of the end wall.

103.14 /M/ BACKSTROKE FLAGS AND LINES
.1 Design: At least three triangular pennants six (6) to twelve (12) inches in width at the base and twelve (12) to eighteen (18) inches in vertical length, of two or more alternating and contrasting colors shall be suspended on a firmly stretched line over each lane during all warmup periods and during competition for all backstroke, individual medley and medley relay events.
.2 Location:
A  Long course and short course meters: 5 meters (16 feet 5 inches) from each end of the course, a minimum of 1.8 meters (5 feet 11 inches) to a maximum of 2.5 meters (8 feet 3 inches) above the water surface.
B  Short course yards: 15 feet (4.57 meters) from each end of the course, 7 feet (2.13 meters) above the water surface.
C  Height shall be measured to the horizontal line from which the pennants are suspended.
.3 /LSC/ For long course backstroke, individual medley, and medley relay events a firmly stretched ¼ inch line without flags or pennants shall be suspended at midpoint of the course.

103.18 AUTOMATIC OFFICIATING EQUIPMENT
.3 /NC/ Touch Pads:
A  Size and thickness: Recommended pad size shall be 6 feet 6 inches (2 meters) wide and not less than 2 feet (0.60 meters) deep. Minimum width of pads shall be 5 feet (1.52 meters). Thickness shall not exceed ¾ of an inch (1 centimeter).
E  At the facilities in which competition to select USA Swimming National Teams for the Olympic Games and World Championships is held, the touch pads must be minimum 0.9 meters (2 feet, 11 17/16 inches) high, 2.4 meters (7 feet, 10 ½ inches) wide and maximum one centimeter (¾ of an inch) in thickness. Such pads shall be installed at end of the course and shall extend 0.3 meters each (11 19/16 inches) above and 0.6 meters
(1 foot, 11⅝ inches) below the water surface. The Program Operations Vice President may waive this requirement for National Championships.

ARTICLE 104
RULES FOR SWIMMING RECORDS

104.2 USA SWIMMING RECORDS

.1 General Requirements and Conditions for Records

.2 American and United States Open Records

C Special Requirements and Conditions

(1) Records established outside of the United States shall be applied for on official record application forms. When an American Record results from a World Record performance outside the United States, it shall be accepted as such upon formal approval by FINA without further certification.

(2) When a record is claimed, an official record application form shall be filled out, signed by the designated officials, and transmitted to Headquarters with all supporting data, including official meet results and the primary printout tape from the automatic timing equipment, within 14 days after the performance.

(3) Pool Certification

(a) Record applications will not be accepted unless certification of course length accompanies them or is on file with USA Swimming.
(b) Pool certification shall be reported on the standard form available from the Executive Director.
(c) Certification data need only be filed once unless structural changes have occurred since original certification.

(4) Pool Measurement

(a) The length of the course, measured and certified (signed and sealed) by a surveyor or other qualified professional licensed in the State or jurisdiction where the facility is located. Such measurements shall be stated in feet and inches and fractions of an inch, or in meters and centimeters.
(b) A statement of the conditions under which the course was measured must be included.
(c) Where a moveable bulkhead is used, course measurement of the lane in which the record was set must be confirmed at the conclusion of the session during which the time was achieved.
USA Swimming
Measuring and Certifying Competition Pools

Part 5 – Reporting Forms

The certification process for pools is on the USA Swimming web site.

Click on Members Resources tab at the top of USA Swimming web page www.usaswimming.org

THEN

Click on Consulting Services tab >

○ FOR EVERYONE
  ▪ Programs & Services
    ▪ My USA Swimming
    ▪ Performance Recognition
    ▪ Swim Camps
    ▪ Sports Medicine Network
    ▪ Newsletters & Magazines
    ▪ Consulting Services

THEN

Click on FACILITIES tab >

▪ Master Coaches
▪ Facilities
  ○ Retail Discounts
  ○ Insurance & Risk Management

THEN

After clicking on the Facilities tab go to the bottom of page

at bottom of Facilities page under “What’s Related” and click on Pool Certification

WHAT’S RELATED

Facilities & Programming Consultants
Facilities Reference Articles
Pool Certification
Professional Providers

THEN

After clicking on the Pool Certification tab go to the bottom of page
USA Swimming
Measuring and Certifying Competition Pools

under “What’s Related” and click on either the List or Form.

List of Certified Pools
Pool Certification Form

THE LIST:

Pools are listed by state and then the pool name rather than the city. The city is listed in the body of the table.

Pools can be measured with or without touchpads. If with touchpads at one end the notation will be (with pads 1E)
If with touchpads at both ends the notation will be (with pads 2E)

This list is updated every 3 to 4 weeks so after submittal and approval of forms the pool may not appear on the list immediately. For additional information or assistance please e-mail mnelson@usaswimming.org

Approved pools will be listed on the USA Swimming web site at www.usaswimming.org/facilities

Click on Members Resources tab >>>>> then
Click on Consulting Services tab >>>>> then
Click on Facilities and go to the bottom of page
Under what’s related click on Pool Certification
Then go to bottom of page and click on

List of Certified Pools
USA SWIMMING

MEASUREMENT CERTIFICATION OF PERMANENT RACING COURSE

City and State in which pool is located: ___________________________________________

Name of Pool Owner or Operator: _______________________________________________

Mailing Address: ____________________________________________________________________

City, State, Zip: __________________________________________________________________

Pool Name: ________________________________________________________________________

Pool Address (if different from above): ______________________________________________

City, State, Zip: __________________________________________________________________

LSC: _______ (If you do not know the LSC Click Here)

RELEVANT USA SWIMMING REGULATIONS

Rule 103.2.3  Racing Starts – Minimum water depth for racing starts during practice and
competition shall be measured for a distance 3 feet 3 ½ inches (1.0 meter) to 16 feet 5 inches (5.0 meters) from the end wall. .......

Rule 103.3.1.C  Dimensional Tolerance: Against the required length, a tolerance of plus (+) 0.03 meters (1 and 3/16ths of an inch) in a vertical plane extending 0.3 meters (12 inches) above and 0.8 meters (2 feet, 7½ inches) below the surface of the water at all points of both end walls.

Rules 103.3.1.D  When automatic officiating equipment touch pads are used at one or both ends, the course shall be of such length that ensures the required distance between the two touch pads or between either pad and the opposite end of the course.

Rule 104.2.2.C(4)(a)  The length of the course, measured and certified (signed and sealed) by a surveyor or other qualified professional licensed in the State or jurisdiction where the facility is located. Such measurements shall be stated in feet and inches and fractions of an inch, or in meters and centimeters.

Rule 104.2.2.C(4)(b)  A statement of the conditions under which the course was measured must be included.

Rule 104.2.2.C(4)(c)  Where a moveable bulkhead is used, course measurement of the lane in which the record was set must be confirmed at the conclusion of the session during which the time was achieved.

NOTE:  If two or more racing courses are offered in the same pool (i.e., 50m x 25y), a separate form for each course must be filed.
MEASUREMENTS (ANSWER ALL QUESTIONS)

Check off each item below:

This pool is:  □ Long Course (50m);  □ Short Course yds (25y);  □ Short Course m (25m)
This pool is:  □ indoors;  □ outdoors
Touch pads:  □ One end;  □ Both ends; or  □ No touch pads - are included in the measurement.
This pool has:  □ Fixed End Walls;  □ Moveable bulkheads at □ one or □ both ends.

Minimum Length of each Lane:

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<th>LANE 1</th>
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WATER DEPTH (IN FEET)

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*Minimum depth across lanes in each location. Include both outside lanes and at least every other inside lane.

In my opinion, the provisions of USA Swimming Rules 103.3.1 and 104.2.2 as outlined on the previous page have been compiled with in subject pool, with the following exceptions:

Measurements were made on _______ ___, 20___ , at _____ AM/PM under normal competitive temperature conditions and to an accuracy of at least .01 feet (\(1/8\) inch or 3mm) in short course pool and at least 5mm in long course pool.

At the time of measurement, I was not in the employ of the pool builder.

The following equipment was used for measurements:

Print Name:  ________________________________
Signature:  ________________________________  Check one:
Title/Degree:  ________________________________  □ Registered Surveyor
Address:  ________________________________  □ Registered Engineer
City, State,Zip:  ________________________________  License # __________
Telephone:  (_____) ________________________________  State:  ______________
Mail this completed form to:

FACILITIES DEVELOPMENT DEPARTMENT
USA SWIMMING
1 OLYMPIC PLAZA
COLORADO SPRINGS, CO 80909-5770

To receive a confirmation of receipt and acceptance, please CLEARLY PRINT your name and email address below:

Name:  

E-mail:  

TIMES MODULE

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1.0 OVERVIEW

In June 2003 USA Swimming launched a browser-based database system that consolidated 30 different types of databases utilized by volunteers and staff to serve its athlete and non-athlete members. With membership data and times data linked for the first time, SWIMS (Swimming Web-based Interactive Membership System) is a comprehensive and inclusive database. SWIMS is a composite of membership data and history and a databank of times swum for nearly every athlete member since June 2003. It is expected that LSC SWIMS officers will submit all eligible times from LSC sanctioned competitions into SWIMS to provide USA Swimming with complete data for meet entry, athlete tracking, and research.

2.0 PURPOSE

2.1. The purpose of this manual is to provide general guidance to the swimmers, coaches, and volunteers who will be providing or using the times data in the SWIMS system. The guidelines describing the functions of the Times Module of SWIMS are meant as a handbook for the LSC Times Volunteers who use SWIMS.

2.2. Times for USA Swimming members that have been entered into SWIMS are visible on the look up feature on the USA Swimming website.

2.3. The primary purpose of the Times module in SWIMS is to provide a database of all official times that conform to the requirements stipulated in the Timing Rules section of the Technical Rules portion of the USA Swimming Rules and Regulations. Open Water times are not included in the SWIMS database.

3.0 RESPONSIBILITIES

3.1. Each LSC is responsible for data entry of times within its geographical boundaries. There may be exceptions as agreed upon by specific LSCs.

3.2. Times from the following meets will be entered into SWIMS by the host LSC:

A. Sanctioned and approved LSC Meets.
B. YM/YWCA/AAU Championships.
C. Other swims that have been authorized for observation.

NOTE: Times from observed swims and approved meets will be entered into SWIMS by the LSC for USA Swimming member athletes with USA Swimming ID numbers or full legal names and birth dates provided in the electronic meet results or separately on paper, with the exception that times from observed NCAA meets will be entered by USA Swimming staff.

3.3. The following meets do not fall under the LSC responsibility for data entry:

A. USA Swimming Trials, ConocoPhillips National Championships, including time trials, and United States Open Championships.
B. USA Swimming Short Course (SCY) Championships, including time trials.
C. USA Swimming Speedo Junior Championships, including time trials.
D. World Cup, World Championships (short and long course), Olympic Games, World University Games, Pan American Games, Pan Paciftics, Junior Pan Pacifics, including time trials (inclusion of times from these meets will be done for American athletes only). Foreign athletes who wish to use these times to compete in USA Swimming meets should present results to USA Swimming staff (Times) for inclusion in SWIMS.

E. Arena Pro meets and ‘Futures’ meets, including time trials, unless the LSC is specifically requested to enter the meet into SWIMS.

F. Certain International competitions at which a USA Swimming National Team competes.

G. NCAA meets. Observers will be assigned by the LSC.

H. Foreign meets authorized by a FINA member that are attended by USA Swimming registered swimmers (See description of foreign meets in 4.4 and Form D.).

4.0 TYPES OF MEETS INCLUDED

This summary is intended to help clarify the key differences about the various types of swims generating “official” USA Swimming times. More detailed information and definitive regulations are available in USA Swimming Rules and Regulations (Article 202) in which requirement and conditions for sanction, approved competitions, and observed swims are defined.

4.1. SANCTIONED MEET

A. All participants must be members of USA Swimming (including meet directors, coaches [all persons acting in any coaching capacity must be coach members], officials, athletes, and participating clubs.

B. Meet must be conducted under USA Swimming technical and administrative rules.

C. All official times achieved will be recognized by USA Swimming.

4.2. APPROVED MEET

A. There are no requirements for USA Swimming athlete membership for meet participation.

B. Approvals may be issued to non-member clubs/organizations for meets conducted in accordance with USA Swimming technical rules, including those requirements stipulated under the Timing Rules section of the Technical Rules portion of USA swimming Rules and Regulations.

C. Approvals may be issued to member clubs for closed competition (such as YMCAs) conducted in accordance with USA Swimming technical rules.

D. Approvals may be issued to member clubs for open competition conducted in accordance with USA Swimming technical rules if that competition has been specifically approved by the USA Swimming Program Operations Vice President or designee. (See Form E in attachments.)
4.3. OBSERVED MEET
   A. There are no requirements for USA Swimming athlete membership for meet participation.
   B. Meet is conducted under technical rules other than USA Swimming (e.g., high school, NCAA, Masters, IPC).
   C. A request for observation must be made to the LSC at least ten (10) days prior to the meet. Policies and procedures may vary between LSCs.
   D. Times from swim(s) observed and approved by USA Swimming appointed and certified officials acting as observers are recognized by USA Swimming. Official times of USA Swimming members are eligible for inclusion in the SWIMS database. A USA Swimming official must verify that all swims were in accordance with the requirements stipulated under the Individual Strokes and Relays, Timing Rules, Racing Course Dimensions, and Starting Platform sections of the Technical Rules portion of the USA Swimming Rules and Regulations.

4.4. FOREIGN MEET
   A. For times from a foreign meet sanctioned by another FINA member to be included in SWIMS, the meet must comply with the minimum standards for an official time as stipulated under the Timing Rules section of the Technical Rules portion of the USA Swimming Rules and Regulations and be approved in advance by the Program Operations Vice President or designee (see Form D in attachments).
   B. This category of foreign meet does not include international competitions at which the USA Swimming National Team is competing. Times submission from such International meets is the responsibility of the USA Swimming staff to submit.
   C. The USA Swimming member must be representing his/her club or swimming unattached for a time to be included in SWIMS. If a USA Swimming member is also a foreign federation athlete, the swimmer may represent his/her foreign club in a foreign meet.
   D. USA Swimming has an “open border” policy with Puerto Rico, Canada, Bermuda, and the U.S. Virgin Islands. Travel documents are not necessary for their athletes or clubs traveling to the United States and are not necessary for USA Swimming’s athletes traveling to these countries. Swimmers who wish to compete in international meets outside of these countries must obtain a Foreign Travel Permit through the LSC Registrar and USA Swimming Membership Services before competing in a foreign meet.

4.5. TIME TRIALS
   A. Time trials conducted at meets other than the competitions defined in 3.3 must conform to the following:
      (1) Time trials must be sanctioned by the LSC and conducted in accordance with all USA Swimming Technical Rules and abide by the Requirements for Sanction stipulated in the Administrative Regulations of Competition portion of the USA Swimming Rules and Regulations.
(2) Time trials must be authorized in accordance with established LSC procedures.

(3) If a time trial is conducted in conjunction with an approved meet, a high school, collegiate meet, or other meet authorized for USA Swimming observation and it is officiated to the same standard as the authorized meet, times may be entered into SWIMS.

(4) All time trials meeting the above specifications should be uploaded into SWIMS.

(5) Electronic results (SDIF, .cl2, XDIF, HY3) of the time trials may be loaded into SWIMS as part of an accompanying swim meet or separately. The preferred method is separate results files. All results must be entered into the proper event description in the meet file.

4.6. ALTITUDE ADJUSTED TIMES

A. Information on Altitude Adjusted Times may be found in the USA Swimming Policy Manual. Altitude Adjusted Times may be used to enter USA Swimming Sanctioned Meets. They may not be used for records or recognition purposes.

B. Times achieved at an altitude of 3,000 feet or above may be adjusted as follows:

<table>
<thead>
<tr>
<th>Event Distance</th>
<th>3000-4250 Feet</th>
<th>4251-6500 Feet</th>
<th>Above 6500 Feet</th>
</tr>
</thead>
<tbody>
<tr>
<td>200 2.00 Sec.</td>
<td>2.50 Sec.</td>
<td>5.00 Sec.</td>
<td>7.00 Sec.</td>
</tr>
<tr>
<td>400 or 500 2.00 Sec.</td>
<td>2.50 Sec.</td>
<td>5.00 Sec.</td>
<td>7.00 Sec.</td>
</tr>
<tr>
<td>800 freestyle relay</td>
<td>2.00 Sec.</td>
<td>4.80 Sec.</td>
<td>6.40 Sec.</td>
</tr>
<tr>
<td>800 or 1000 5.00 Sec.</td>
<td>10.00 Sec.</td>
<td>15.00 Sec.</td>
<td></td>
</tr>
<tr>
<td>1500 or 1650 11.00 Sec.</td>
<td>23.00 Sec.</td>
<td>32.50 Sec.</td>
<td></td>
</tr>
</tbody>
</table>

(1) Subtract the time indicated above from the actual time achieved at altitude. This is the time to be used on the entry form and seeding will be based on that time. Information relative to the adjustment accompanying the entry form must include name of swimmer, event, date of performance, elevation location, actual time, corrected time, and signature of coach.

(2) A swimmer or relay may use the above adjustments to meet the national qualifying standard and seeding will be based upon that time.

5.0 SWIMMING RECORDS

World Records and USA Swimming Records (including American and United States Open Records, National Age Group (NAG) Records, Zone Records, and LSC Records) must comply with the requirements stipulated under the Rules for Timing Records section of the Technical Rules portion of the USA Swimming Rules and Regulations. USA Swimming record applications shall be submitted to USA Swimming and shall be approved by the Times and Recognition Committee.

5.1. Applications for all USA Swimming records shall be posted on the USA Swimming website.
5.2. Applications and all required paperwork for American and United States Open Records must be submitted within 14 days of performance.

A. An American Record may be established only by United States citizens eligible to compete under and achieving an official time in accordance with USA Swimming rules. Records may be established in or outside of the United States.

B. A United States Open Record may be established only within the geographical territory of the United States by any person eligible to compete under and achieving an official time in accordance with USA Swimming rules.

C. Pool measurement as stipulated under the Pool Measurement portion of the American and United States Open Records sub-section of the Technical Rules section of the USA Swimming Rules and Regulations is required. Record applications will not be accepted unless certification of course length accompanies the application or is already on file with USA Swimming. Certifications last indefinitely unless structural changes are made to the pool. The length of the course shall be measured and certified by a qualified person in accordance with the standards established by USA Swimming.

D. In a pool where a moveable bulkhead is used, course measurement of the lane in which the record was set must be confirmed at the conclusion of the session during which the time was achieved.

E. Times must be registered by automatic equipment and submitted in hundredths of a second.

F. If an American Record or United States Open Record is set at the USA Swimming National Championships, Junior National Championships, United States Open Championships, or any USA Swimming Selection meet, National Event staff and/or Program Operations designees will compile and submit all documentation and ensure that all requirements have been met.

5.3. Applications and all required paperwork for NAG records must be submitted within 30 days of performance.

A. Only USA Swimming members who are U.S. citizens representing a USA Swimming club or competing unattached are eligible to establish National Age Group records. Times submitted for Age Group Records must comply with all requirements stipulated in the National Age Group Recognition Program detailed in the Administrative Regulations of Competition of the USA Swimming Rules and Regulations.

B. The official times for establishing specific records in short course yards or long course meters must be achieved as determined in accordance under the Timing Rules section of the Technical Rules portion of the USA Swimming Rules and Regulations.

C. If a NAG record is set at a USA Swimming National Championship, Junior National championship, United States Open, or USA Swimming Selection meet, National
Event staff members and/or Program Operations designees will provide documentation and ensure that all criteria are met. NAG records achieved at Sectional, Arena Pro, or Futures meets do not require application. Times and Recognition Committee will document and award record status.

D. Measurement of the pool is not required for a NAG Record. In signing a NAG application form, the meet referee is confirming the validity of the time, the swim, and the course.

5.4. Specific requirements for Zone records and LSC records will be set by the appropriate Zone or LSC

6.0 AGE GROUP RECOGNITION PROGRAM

6.1. It is the responsibility of the Times and Recognition Committee to establish an Age Group Recognition Program and the NAG motivational time standards chart. The Time and Recognition committee may consider and make changes prior to the start of a new awards period in accordance with the USA Swimming Rules and Regulations.

6.2. The Age Group Recognition Program will recognize the following for short course yards and long course meters:
   A. The top ten individual times in a single age group beginning at age 11 through age 18.
   B. The top ten relay times beginning with age group 11-12 and continuing for the 13-14 and 15-18 age groups.

6.3. The Age Group Recognition Program will use a 12 month qualifying period beginning on September 1 of the prior year to August 31 of the current year to determine eligibility.

6.4. All times must be reported no later than September 7th of the current year for the previous 12-month period (September 1-August 31). The final list will be posted to the website no later than October 15th.

6.5. A time that would have made the top ten list if correctly submitted prior to the deadline may be awarded a certificate of performance at the discretion of the Times and Recognition Committee. A supplemental list may be published after the list has been declared final. However, no previously recognized authentic time will be removed from the final listing.

6.6. The Times and Recognition Committee, with the recommendation of the Zone Top Times Sub-committee, has the authority to resolve issues that may arise. Corrections and additions are the duties of the LSC tabulators. It is the LSC tabulator’s responsibility to screen the lists posted throughout the year for discrepancies and omissions. Questions should be addressed to the LSC tabulators.

6.7. Each LSC shall appoint a Top Times tabulator to lead these responsibilities. A list of all LSC tabulators, and a list of the Zone Top Times tabulators, will be available on the web site. Zone Top Times Preview Lists will be posted on the Zone websites according to a schedule authorized by the Times and Recognition Committee.
6.8. Until the National Top Ten Times list is final, lists of current age group top times achieved and retrieved from the USA Swimming web site or Zone web sites are drafts and may contain errors.

7.0 TIME VERIFICATION PROCESS – APPROVED MEETS

Guidelines for Approved Meets beginning September 1, 2013

1. In order to comply with Article 202.6 in the USA Swimming Rules and Regulations, approved meets shall comply with USA Swimming technical rules.

2. Article 202.6.8D requires compliance with Article 102.10 Officials.

3. Per Article 102.10, beginning September 1, 2013, an Administrative Official or additional Referee is required for all sanctioned and approved meets. The Administrative Official and Referee may not act in more than one officiating capacity.

4. In approved dual meet competition the meet referee may also act as a stroke and turn judge.

5. For a Y Closed League meet, a Y certified Administrative Official, or a Y Level II official acting in the administrative capacity can fulfill the requirement stipulated in Article 102.10.

6. For all other approved meets (non-closed league meets), such as a State Games meet, Black Heritage meet, or AAU competition, or USA-S club hosted approved meets, an Administrative Official certified by USA Swimming is required for approval authorization by the LSC.

7. The meet referee or designee is responsible for entering the AO into OTS along with the other meet officials.

7.1. APPROVED YMCA AND AAU MEETS

A. For YMCA Closed League Meets, effective September 1, 2006, the YMCA of the USA adopted the USA Swimming technical rules for the conduct of all of its swimming competitions. As a result, there are no longer any differences in the technical rules by which swimmers will be judged when participating in swimming competitions hosted by either USA swimming or the YMCA. As a further result, YMCA sanctioned swimming competitions (multi-team meets, large invitationals, and championship competitions) should be eligible to be treated as an “approved” meet as defined under USA Swimming Rules and Regulations and there is no longer a basis for “observed swims” with respect to YMCA swimming competitions.

B. The following is a list of the requirements for a swim meet hosted by a YMCA swimming club or AAU club to be considered an Approved Competition:

1. Requests for approved meets should be submitted to the LSC Sanction Chairman of the LSC in which the meet will be conducted.

2. YMCA clubs who are also USA Swimming clubs may host sanctioned competitions, but only in their capacity as a USA Swimming club and only if all competitors in the competition are members of USA Swimming.
Written application for approval shall be made not later than the period established by the LSC prior to the competition. The LSC may establish a fee for processing such applications. Fees to the LSC according to their policies and by-laws may be assessed. Application for approval shall be accompanied by a complete meet or event information and statement of the nature and value of prizes to be awarded. Payment of a fee or expenses to the assigned USA Swimming officials shall not be a requirement for approval.

An issued Approval is not transferable.

No further Approvals shall be given if the YMCA or AAU club has failed to satisfy expense obligations to athletes or to award prizes as stated on its entry blank or meet information until such obligations are satisfied or the prizes awarded.

No Approval will be granted if the words “Olympic,” “World,” “Nationals,” “United States of America,” or any derivative thereof is used in any manner in connection with the competition unless consent for such usage is obtained from USA Swimming.

The following clause must appear on all approval forms and on all forms upon which official approvals are granted: “In granting this approval it is understood and agreed that USA Swimming shall be free and held harmless from any liabilities or claims or damages arising by reason of injuries to anyone during the conduct of the event.”

Complete results shall be submitted to the LSC within a period of time established by the LSC.

All approvals must be signed by an authorized representative of the LSC and record kept by the LSC.

An Approval may be withheld or withdrawn by the LSC if the competition was not conducted in accordance with the above requirements.

If an event is to be contested in more than one LSC’s or country’s jurisdiction, the application for approval shall be submitted to the LSC in which the event begins. The LSC granting the Approval shall notify the other LSC(s) and/or the governing body of the other country in which the event is being contested of the details of the event.

YMCA clubs who are also registered as USA Swimming clubs should be aware that USA Swimming insurance may not provide coverage when hosting an approved competition or when attending an approved competition if not all competitors from the club are USA Swimming members.

7.2. Mutual Guidelines for YMCA Teams, AAU Teams, and USA Swimming Officers for SWIMS Database

A. The following criteria must be met if a YMCA or AAU team wishes to have times for its athletes entered into SWIMS:
The meet must be run according to the guidelines of Part One, Technical Rules, USA Swimming Rules and Regulations. In lieu of an Administrative Official or second referee to comply with 102.10, a Level II Y certified official designated to fulfill the position of Administrative Official may be used at a Y meet.

The meet shall be “Approved” by the host LSC according to its by-laws or formal policies and in accordance with the Requirements for Approval section of the Administrative Regulations of Competition of the USA Swimming Rules and Regulations.

B. While the Y meet results file is official for YMCA purposes, in order to ensure that swimmers in an approved Y meet are able to represent the Y/USA Club team, the host team can require each Y team to send a list of a club’s USA-S registered swimmers obtained from the USA-S Club Portal with their entries. At the conclusion of the meet, any swimmer who must be shown as UN in the USA-S database should be un-attached in the meet file and any relays the swimmer competed on should be deleted by the meet host. The meet host can also work with the LSC registrar and, if both agree, send a post meet recon file to the LSC and then make any corrections upon receipt of the recon before submission of results to the LSC for USA Swimming purposes.

C. Upon completion of a swimming competition and within seven (7) days of the end of the meet, the Meet Manager Back-up File should be sent to the SWIMS Times Officer in the LSC. The SWIMS officer will export a meet results file which will include the times for USA Swimming registered athletes for loading into SWIMS.

D. Times loaded into SWIMS will show the athletes attached to the USA Swimming club name if that name is the same as the YMCA or AAU team name. If the name of the team is different, the times may show up as LSC UN. A USA Swimming member swimmer who is unattached will appear LSC UN in the database.

8.0 TIMES VERIFICATION PROCESS – OBSERVED SWIMS

1. The intent of observing swims is to provide an opportunity primarily for high school and NCAA swimmers who cannot compete in LSC sanctioned meets during their association season to achieve times that may be used to enter USA Swimming meets. An important difference between “Approved” and “Observed” is conformance to administrative rules and technical rules (required for Approval) vs. technical rules only (required for Observation).

2. Observation is for the specific purpose of ensuring that swims performed by USA Swimming members are in compliance with the Timing Rules, Racing Course Dimensions, Starting Platform, and Individual Strokes & Relays sections of the Technical Rules portion of the USA Swimming Rules and Regulations Meets run by dual certified officials (ex. NFHS/USA-S, NCAA/USA-S) do not require additional USA-S observers at the meet. The
dual certified officials shall record any USA-S disqualifications for USA-S swimming rules which would not be disqualifications under the rules of the meet. Where the technical rules as listed in Article 101 are identical to those of the host organization, the judgement of the organization officials shall be sufficient.

3. At meets which do have separate USA-S observers (a minimum of 2 is acceptable), the USA-S observers shall record ONLY disqualifications for USA Swimming rules which would not be disqualifications under the rules of the meet. Where the technical rules as listed under Individual Strokes and Relays of the Technical Rules of the USA Swimming Rules and Regulations are identical to those of the host organization, the judgment of the organization officials shall be sufficient.

4. An administrative disqualification or an organization disqualification that is not a violation of USA Swimming technical rules should not invalidate an achieved time. Either the dual certified officials or the USA-S observers shall work with meet administration to record/report the time when submitted to the SWIMS Times database for non-NCAA competitions. For such a disqualification in NCAA competitions, please provide details/times to the Program Operations VP or designee.

8.1. Following are certain minimum criteria that must be applied to all high school, collegiate, Masters, and any other meets authorized to have swims observed. The LSC NTV officer has the responsibility of verifying compliance.

A. Timing must comply with the Timing Rules stipulated in the Technical Rules section of USA Swimming Rules and Regulations.

B. If separate officials are being used for observation, at least one official must be stationed at each end of the pool.

C. The number of host Association meet officials (high school, NCAA, etc.) must meet the minimum requirements as stipulated under Officials in the Technical Rules section of the USA Swimming Rules and Regulations.

D. The meet shall be on the published calendar of the appropriate school, league, conference, etc. Observation of high school competition shall be authorized for meets in the championship progression and large invitational meets run according to championship protocols and specifically authorized by the Program Operations designee. NCAA dual meets, invitational swim meets, and championship meets shall be eligible to be observed if officiating standards are met.

E. A time trial held in conjunction with a meet whose swims are authorized for observation may also be observed if the time trial will be officiated to the same standard as the authorized meet.

F. All times for observed swims in high school meets shall be entered into SWIMS as LSC UN with the exception noted in 8.4.D.

8.2. With the implementation of the NCAA Database in SWIMS, all NCAA meets or meets where NCAA teams are competing are loaded into SWIMS by USA Swimming staff members. A list of all meets authorized for observation is maintained by the NTV Sub-
committee of the Times and Recognition Committee. LSC Times Officers shall send a list of all meets authorized for observation in the LSC to the NTV representative. This list is posted on the USA Swimming web site under Times and Teams/Times Information/Times Verification and NCAA Times Information.

8.3. Observed swims not in compliance with USA Swimming rules should be recorded and compiled by a USA Swimming NTV official in the host LSC. For NCAA meets, a list of swim not in compliance should be sent to the Times and Recognition Committee NTV representative. At the end of the current NCAA season any swims not in compliance with USA Swimming Rules and Regulations will be removed from the database.

A. The LSC is encouraged to provide a list of valid observed swims from non-NCAA meets posted on the LSC website within two weeks of the competition, or if complete results have been posted elsewhere, a link to the results and a listing of those swims that were NOT in compliance with USA Swimming rules. A record of observed swims not accepted should be kept by the LSC NTV officials for a period of one year.

B. Upon request, and although not a rules requirement, notification of any swims not accepted due to USA swimming technical rule violations should be provided to swimmers involved.

8.4. To have a meet authorized for observation of swims, a request must be made to the designated LSC official at least ten days prior to the meet in accordance with LSC rules.

A. For meets other than a season-culminating Championship, use Form A. Should Form A be approved by the LSC, it must then be forwarded to the Program Operations Vice President or designee. The request must include a reason and explanation for request.

B. For all meets leading directly to a season-culminating championship, use Form B. Form B may be approved by the LSC NTV Officer. (The LSC is responsible for determining whether observation can be properly conducted and will determine which meets will be authorized for observation of swims.)

C. Official times for swims in non-NCAA meets should be entered within two weeks of the competition into SWIMS by an LSC NTV official or LSC SWIMS officer upon receipt of the following:

1. Complete legible verification requests (if non-electronic results are utilized).

2. Official electronic meet results or printed final results with notations indicating those swims not in compliance with USA Swimming Rules. The designated USA Swimming certified official present must attest to the LSC NTV official that the meet was run in accordance with the minimum criteria listed above. The LSC NTV official may determine that all times for athletes with full legal names and birth dates or USA Swimming ID
numbers will be loaded into the SWIMS database without a specific request.

D. The time for a relay achieved in a high school meet may be entered into SWIMS for a USA Swimming club provided all four relay swimmers represent the same USA Swimming club at the time of the swim. All four names must be listed and a specific request be made for this manual data entry into SWIMS. Note that some state high school associations may not permit club affiliation, even for relays, during the high school season.

E. If a non-NCAA meet is receiving blanket observation (all swims observed) individual verification requests may be made after the meet.

F. The LSC may choose to load all observed times and relay lead-off splits from non-NCAA meets into SWIMS. In this case, the coach can assist in the process by making sure their swimmers are entered into the meet using their full legal names and that the DOBs are provided. If a swim is in compliance with USA Swimming technical rules and the meet has received blanket observation, all swims (unless a disqualification is noted) are valid times. The LSC may establish a fee for entry of observed swim times from non-NCAA meets.

9.0 USA SWIMMING SCHOLASTIC ALL AMERICA PROGRAM

9.1. The USA Swimming Scholastic All America Team is comprised of high school student athletes who have a grade point average of 3.5 or higher for academic subjects and no grade lower than a C and have competed in an individual event in the Open Water National Championships, IPC or USPC meets stipulated by the Times and Recognition Committee, or have a qualifying result in the SWIMS database during the designated qualifying period. The qualifying period shall be August 16th through the following August 15th. Applications for the just completed academic year will open on June 1 and must be submitted by August 15th, the last day of the qualifying period.

A. Applicants must have completed 10th, 11th or 12th grade.
B. Applicants must be USA Swimming member athletes at the time of the swim and the time of the application.
C. Applicants must have participated in an individual event within the qualifying period in a meet whose results are in the SWIMS database or have competed in the Open Water National Championships or the appropriate Disability Championship meet. Achieved times (pool) must meet the qualifying standards posted on the USA Swimming website for the current year. ([Member Resources/Awards and Recognition/Scholastic All America](http://example.com))
D. Relay-only swimmers do not qualify for SAA.

9.2. Awards for Scholastic All America recognition will include:

A. Three certificates to each individual achieving SAA Status (one for the athlete, one for the school, and one for the USA Swimming club).
B. A special award to each individual named to the SAA team three times.
C. Outstanding Achiever recognition to each individual who places first at the USA Swimming National Championships and maintains a 4.0 GPA.
TIMES AND RECOGNITION COMMITTEE
(February 2017)

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   301-899-2436

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RECOMMENDED LSC TIMES MODULE MANAGEMENT

The LSC shall appoint a LSC SWIMS Officer whose duty is to maintain the integrity and purpose of SWIMS. A SWIMS Officer shall be a USA Swimming non-athlete member in good standing with APT and BGS. In fulfilling this duty, he/she shall:

- Receive official meet results from the meet host no later than one (1) week from the last day of the meet (1-3 days is recommended).
- Review meet results for possible errors; if errors are found, meet file is sent back to the meet host for investigation and correction.
- Load meet results into SWIMS no later than two (2) weeks from last day of the meet (3-7 days is recommended).
- Clear the Times Holding Tank for individual and relay errors in a timely manner.
- Communicate with the LSC registrar as necessary to resolve membership questions or issues.
- Provide LSC webmaster with official meet results and update these if necessary for posting of results on the LSC website.
- Keep data from observed swims’ competitions for a period of one year.

NOTE: The following positions may also be set by the LSC for handling of meets/times:

- **NTV**
  - An individual who tracks the observed swims competitions and may authorize the observation for those NCAA and non-NCAA meets.
  - An LSC may also use the LSC Sanction Chair or Admin Vice Chair to authorize observed swims competitions.
  - The NTV officer or a Sanction Chair/Admin Vice Chair shall work with the SWIMS Officer to insure that swims in compliance with USA Swimming rules are loaded into the SWIMS database from non-NCAA meets.
  - Swims not in compliance with USA Swimming rules from observed NCAA meets shall be sent by the NTV officer to the Program Operations designee.

- **Records Chair**
  - An individual who tracks the LSC Records and may use the SWIMS database in reviewing times for LSC swimmers (Read-only privileges).
  - Records may be set up and maintained in the LSC Portal on the USA Swimming website (instructions published and posted under Times Information on the website).
  - Password for administrative privileges to set up records in the LSC Portal is provided by USA-S Times Staff member.

- **Top Times Tabulator**
  - An individual who reviews the Age Group Top Times posted on the USA Swimming website weekly during the swim year for any times tracked nationally from the LSC.
  - Tabulator may use the database in a Read-only capacity to pull reports for the LSC Top Times which should be posted on the LSC website according to the LSC schedule.

All appointments for use of the SWIMS Database for Times are made by the LSC General Chair to the USA Swimming IT Director with copy to the Chair of the Times and Recognition Committee and USA Swimming Times Staff. A list of these individuals is maintained by the T & R Committee for ongoing communication and continuing education.
USA SWIMMING  
REQUEST FOR OBSERVATION – 
NON-SEASON CULMINATING CHAMPIONSHIP MEET  

Form A

Meets requiring authorization by the Program Operations Vice President or designee require 10 day advance application. Such meets include High School, Collegiate, Masters’ or other meets that are not season-culminating Championship meets. This completed form and a copy of the meet information must be sent at least 10 days prior to the event to the LSC NTV official for review. The LSC official will send this completed form to the Program Operations Vice President or designee for approval. The request must include a reason & explanation for the request. Acceptance of verification requests from the meet is subject to proof that conditions at the meet were in conformance with the required procedures and pertinent USA Swimming Rules and Regulations.

Name of Meet: ___________________________ Name of Facility: ___________________________

Date(s) of Meet: ____________________________ Meet Director: ____________________________

Name of person filing this request: ____________________________ Phone: _______________________

Is this meet on the regular, published calendar? [ ] Yes [ ] No

Type of Meet: [ ] High School [ ] College [ ] Masters

Course: [ ] Long Course Meters [ ] Short Course Yards [ ] Short Course Meters

Approx. number of teams participating ______   Approx. number of swimmers participating ______

[ ] Timing systems will conform to the conditions specified in 102.24 and the facility must conform to 103.13.1 & 2 – USA Swimming Rules & Regulations.

[ ] The number of Association officials must meet the minimum requirements as provided in Article 102.10 – USA Swimming Rules & Regulations. A minimum of two additional USA Swimming Certified stroke & turn officials shall be assigned as observers for the purpose of verifying conformance with USA Swimming technical rules. Observers shall be permitted access to the deck and shall be positioned at each end of the course. If the meet stroke and turn officials are dually certified by USA Swimming and are stationed at each end of the pool, additional observers are not necessary. Where the technical rules listed in Article 101 are the same as the host organization, the judgment of the organization officials shall be sufficient.

[ ] USA-S disqualifications from non-NCAA meets shall be reported to the LSC NTV Officer; USA-S disqualifications from NCAA meets shall be sent to the T & R Committee NTV representative/Program Operations designee.

[ ] The meet referee, or LSC designee, will provide swimmers and coaches with information about the observation program and the procedures to be used to request observation. Requests may be submitted prior to the swim for which observation is desired, or all swims may be observed.

[ ] A copy of the meet information is attached. Names and phone numbers of USA Swimming officials who will serve as observers at this meet or the dually certified officials:

1) ____________________________ 2) ____________________________
3) ____________________________ 4) ____________________________

[ ] The reason & explanation for this request is attached.

This form must be submitted and accepted by the LSC NTV Official prior to submission to Program Operations NTV designee for approval.

Step One – Accepted by: ____________________________________________

Step Two – Approved by: ____________________________________________

_________________________________________ ___________________________
LSC NTV Official                  NTV Designee for Program Operations
Date: ____________________________ Date: ____________________________
LOCAL SWIMMING COMMITTEE
REQUEST FOR OBSERVATION –
SEASON-CULMINATING CHAMPIONSHIP MEET

Form B

This form is used to request authorization for observation of swims at High School, Collegiate, Masters or other association season-culminating Championship meets. Observation requests for meets that are not season-culminating Championship(s) must be made on Request for Observation – Form A.

Application Requirements:

1) **Timing systems** must comply with conditions outlined in 102.24 and the facility must comply with 103.13.1 & .2 – USA Swimming Rules & Regulations.

2) **Officiating:**
   a) The number of Association officials must meet the minimum requirements as provided in Article 102.10 – USA Swimming Rules & Regulations. If the association stroke and turn officials are also certified by USA-S and are stationed at each end of the pool, no additional observers are necessary. Officials may note compliance with USA Swimming Technical Rules only for those swimmers requesting observation, or the entire meet may be observed.
   b) Or, a minimum of two USA Swimming certified officials shall be assigned, one at each end of the pool, to verify compliance with USA Swimming Rules for those swims requested to be observed.
   c) Where the technical rules as listed in Article 101 are the same as the host organization, the judgment of the organization officials shall be sufficient.
   d) The designated USA Swimming certified official must verify compliance with applicable rules and procedures, and shall forward any proof of times requests and final results for non-NCAA meets to the LSC NTV official.
   e) Disqualifications for USA-S violations from NCAA meets shall be reported to the T & R committee NTV representative/Program Operations designee; disqualifications from non-NCAA meets shall be reported to the LSC NTV Officer.

3) **Proof of Times Requests:**
   a) If an athlete’s USA-S ID # or full legal name and birth date is included in the electronic meet results, no individual request for data entry into the SWIMS system should be necessary. The LSC NTV official or SWIMS data officer shall enter times for any such athlete into SWIMS.
   b) If the above data is not included in the electronic results, individual requests for times may be required by the LSC NTV official where the meet took place.

Name of Meet: ______________________________________________
Date(s): ______________________

Name of Facility and City____________________________________________________________________________

By signing below, the Meet Referee or Meet Director verifies the following:

Check one of the options listed below, and complete the remainder of this section.

[ ] This meet will be observed in its entirety, exclusively by USA Swimming Officials, according to staffing guidelines specified in USA Swimming Rules & Regulations.

[ ] This meet will be officiated exclusively by USA Swimming officials, but due to the limited number of verification requests expected, only swims specifically requested in advance will be observed for compliance with USA Swimming Rules.

[ ] This meet will be officiated by the proper number of Association officials and also observed by a minimum of two assigned USA Swimming Stroke & Turn certified officials, one at each end of the competition course, in compliance with USA Swimming Rules.

Names of currently certified USA Swimming officials who will officiate at the meet:

1) _________________________________________ 2) ________________________________________________
3) _________________________________________ 4) ________________________________________________

Name of Meet Referee _________________________________  Phone ____________________________________________

This form must be received by the designated person in the LSC at least 10 days prior to the meet.

Approved: ________________________________________ (LSC NTV Official)

Please send copy or provide list of authorized meets electronically to Program Operations’ NTV designee.

USA Swimming Times Module v 2016
REQUEST FOR ELECTRONIC LOADING

Form C

USA Swimming Team Name_______________________________________________
Meet Name____________________________________________________________
First Day of Meet________________________________

Please enter the following data into the electronic meet results for loading into SWIMS if it is not included in the computer already:

ATHLETE ROSTER – FULL LEGAL NAMES ONLY

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>MI</th>
<th>DOB/ID NUMBER</th>
</tr>
</thead>
</table>

________________________________________________________________________________________
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REQUEST FOR TIME SUBMISSION FROM FOREIGN MEETS

Form D

This form is to be used to request that times achieved by USA Swimming member athletes at meets sanctioned by another FINA member be entered into the SWIMS database. The USA Swimming member must be representing his/her club or be swimming unattached. The meet must comply with the minimum standards for an official time from a USA Swimming meet according to Article 102.24 in the USA Swimming Rules and Regulations.

NOTE: Times from international competitions that include the USA Swimming National Team are automatically submitted. USA Swimming has an "open border" policy with Puerto Rico, Canada, Bermuda and the U.S. Virgin Islands. Travel documents are not necessary for their athletes or clubs traveling to the United States and are not necessary for USA Swimming’s athletes traveling to these countries. Swimmers who wish to compete in international meets outside of these countries must obtain a Foreign Travel Permit through the LSC Registrar and USA Swimming Membership Services before competing in a foreign meet.

For times to be included in SWIMS the meet information should be submitted for approval to the Program Operations’ designee 10 days in advance. SWIMS data entry shall be completed in coordination and with the approval of Program Operations.

Conditions:

1) The meet must be sanctioned by a FINA member. A link to the posted meet information on the FINA Member’s web site must be provided to the Program Operations’ designee.

2) A link to official meet results on the FINA member web site must be provided to the Program Operations’ designee.

3) It is recommended that a .cl2 file or SDIF file of official results for USA Swimming members be provided, with a list of member athletes for whom inclusion of times is being requested, to the Program Operations’ designee. If the USA-Swimming ID numbers and/or birthdates are not in the meet results, those must also be included for each participating athlete.

Name of Meet: ____________________________________________ Date(s):__________________________
FINA Member: ________________________________   Host Team: __________________________________
Web Link: _______________________________________________________________   (Meet Information)
Person Requesting SWIMS time submission:  _____________________________________________________
Position:  _____________________________________   Phone:  _____________________________________
Email: ____________________________________________________________________________________

This form or information contained therein should be emailed to the Program Operations’ designee:

Tim Husson    tim.husson@gmail.com

Times will be entered into SWIMS within 2 weeks of receipt of the meet results by the Program Operations’ designee.
MEET APPROVAL REQUEST TO PROGRAM OPERATIONS

Form E

Reference USA Swimming Rules and Regulations 202.4.4 – Requirements for Approval

Approvals may be issued to member clubs for open competition conducted in accordance with USA Swimming technical rules if that competition has been specifically approved by the USA Swimming Program Operations Vice President or his/her designee.

Request for Approval: ________________________________ Club of the ____________________ LSC

Hereby requests approval of the following meet: ___________________________________________

Date_________________________ Facility ________________________________________________

Person initiating request_________________________________ Position _______________________

Email address________________________________________________________________________

Requirements

• The meet must be approved by the host LSC before submission to Program Operations.
• Approval meet status shall not be a means to avoid participants having USA Swimming membership.

Reasons for hosting the meet as approved rather than sanctioned are as follows:

___________________________________________________________________________________

___________________________________________________________________________________

___________________________________________________________________________________

Approved by LSC: _____________________________________________________________________

Approved by Program Operations:
Tim Husson, Designee
tim.husson@gmail.com

Date

In granting this approval it is understood and agreed that USA Swimming shall be free and held harmless from any liabilities or claims for damages arising by reason of injuries to anyone during the conduct of the event.
Travel Policy and Expense Reimbursement Employees, Volunteers, Contractors and Athletes
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USA Swimming Travel Policy and Expense Reimbursement

1.0 Travel Policy Objectives and Standards
The travel policy objective of USA Swimming is to provide for the safety and well-being of the staff (i.e. employees), volunteers, contracted personnel (i.e. contractor) and athletes while traveling on behalf of the organization, while ensuring that reasonable cost management is enforced.

This policy is intended to:
- Provide for the safety and well-being of all USA Swimming Travelers (i.e. employees, Volunteers, contractors and athletes) traveling on behalf of USA Swimming
- Establish guidelines to streamline the travel arrangement process
- Achieve clear and consistent understanding of the USA Swimming policies and procedures for travel
- Ensure cost of travel is reasonable and in compliance with the policy
- Monitor employees’, volunteers’, contractors’ and athletes’ travel requirements and the enforcement of the policy which is under the authority of the USA Swimming Chief Executive Officer (CEO) and the Chief Financial Officer (CFO).

1.1 Travel Expense Reimbursement Policy
Approved business-related travel expenses incurred by all USA Swimming travelers are reimbursed in accordance with the organization’s travel policy. USA Swimming will pay for reasonable travel expenses directly tied to the business activities and performance of duties for USA Swimming.

All USA Swimming Travelers’ travel will be monitored by the Financial Affairs Division to ensure that policies and best business practices are followed. The responsibility and authority to implement and enforce the Travel Policy is placed with the CEO and the Chief Financial Officer.

1.2 Responsibility
All USA Swimming Travelers traveling on behalf of USA Swimming are responsible for the following:
- Reading, understanding and complying with the USA Swimming travel policies and procedures established in this document
- Ensuring that every trip plan is pre-approved by USA Swimming before making a purchase and expenses are reasonable and justified
- Booking through the USA Swimming designated travel agency is mandatory. Booking arranged through other third-party sources, such as internet/online sites, will not be reimbursed. The USA Swimming travel agency will be responsible for booking all travel arrangements in accordance to the policies and the tracking and reporting of any deviation from policy, even when an exception has been approved
- The USA Swimming Financial Affairs Division will monitor employee travel reservation booking and compliance to policy as enforced by the CEO and the Chief Financial Officer.

1.3 Exceptions to Policy
Requests for exceptions will require approval from the Division Director and CEO. Policy exceptions can be made to reasonably accommodate all USA Swimming Travelers with disabilities.

1.4 (Pre-) Travel Request Authorization Requirement
PRIOR to booking travel reservations, it is mandatory that all USA Swimming Travelers first go through a “Travel Request” authorization process. The travel request has been made automated using the Concur tool, which is accessible to USA Swimming employees through the Travel Portal. For all non-employees such as volunteers, contractors, coaches, athletes and others, their assigned USA Swimming program managers will be responsible for completing a travel request for them via Concur. In order to secure the best fares options, it is important that all travel requests be submitted at least 21 days prior to departure. USA Swimming Travelers cannot approve their own individual travel.
The following information will need to be provided in Travel Request (via Concur tool):

1. Name/s of Traveler
2. Request Name (Event/Reason)
3. Main Destination City
4. Travel Dates: Start/End
5. Program #

** All non-employees’ (i.e. volunteers, contractors, coaches, athletes and others) travel bookings will require approval from USA Swimming before the reservation can be ticketed.

1.5 USA Swimming Concur Website
Refer to the travel page of the USA Swimming Concur website for updates to the policy and contact information.

1.6 Policy Effective Date & Review
The effective date of this policy is November 1, 2016 and it supersedes previous policy versions/documents written before this date. This policy will be reviewed annually and/or as required, in order to ensure the policies and guidelines are up-to-date, relevant and applicable. Printed copies of this document are uncontrolled and may not be the latest version. Refer to the USA Swimming Concur Website for updates.

USA Swimming reserves the right to change this policy at any time, without prior notice.

2.0 Travel Booking Standard Requirement
USA Swimming requires all travel arrangements to be booked through the approved and designated travel agency, SHORTS TRAVEL. Travel can either be self-booked through the online booking tool (OBT) Concur or directly with the assistance of a SHORTS TRAVEL agent. For simple point-to-point domestic USA travel, it is encouraged that travelers book through Concur while for multi-leg and international travel itineraries, agent-assisted booking is acceptable. Please see section 14.0 for pertinent contact information.

All USA Swimming Travelers should reserve flights at least 21 days in advance to ensure the greatest opportunity to obtain lower fares. Refer to Section 1.4 for Pre-Travel Approval Requirement.

Without any exceptions, any travel arrangements not booked through USA Swimming's designated travel agency and not pre-approved by the Chief Financial Officer or CEO will not be reimbursed.

2.1 Travel Booking – Traveler Profile
All USA Swimming Travelers who travel at least twice a year must complete an online traveler profile accessible via the Concur OBT. Traveler profiles are confidential and are maintained in the travel reservation system. Maintaining a complete travel profile is important to booking individual travel preferences as well as fulfilling USA Swimming requirements and billing information.

2.2 Travel Booking – Frequent Flyer and Traveler Loyalty Programs
Benefits accrued from frequent flyer and other traveler loyalty programs may be retained and used by the individual traveler. However, these traveler benefits should not override the selection of the most cost-effective and reasonable travel booking.

3.0 Form of Payment Standard Requirement
All air travel reservations will be charged to the USA Swimming travel charge card hence it is critical that air travel is booked through SHORTS TRAVEL (refer to Policy 2.0 Travel Booking Standard Requirement). Requests for reimbursement for travel reservations made through third-party/alternate booking channels and methods will not be approved.

If for some reason, a personal expense got inadvertently charged to the USA Swimming travel charge card, the employee and/or volunteer will be responsible for reimbursing USA Swimming for the exact amount.
4.0 Travel Advances (USA Swimming employees only)

In general, USA Swimming does not provide cash advances prior to business related travel.

For employees only. Exception to this policy is possible if the employee’s travel is anticipated or scheduled to be in excess of six calendar days (**if this policy should result in a hardship for the employee, the CFO will review and handle out of policy requests on a case by case basis). If the travel booking meets the minimum six travel days requirement, the cash advance request must be made online via Concur during the travel request process (Refer to Section 1.4 Travel Request Authorization Requirement). If a travel advance is granted, the advance will be directly deposited into the employee’s bank account on the Friday immediately prior to the departure date of the trip.

5.0 Audits/Controls/Enforcement

USA Swimming conducts audits and controls to ensure that travel expenses are managed, reasonable and cost-effective. SHORTS TRAVEL and USA Swimming’s Financial Affairs Division will monitor cost of travel and provide business travel management reports to USA Swimming senior management and the Board of Directors.

6.0 Spouse/Non-USA Swimming Travel

Spouses, friends or family members may accompany USA Swimming travelers, providing that their travel expenses are separate and there is no net expense to USA Swimming. SHORTS TRAVEL may be used for booking family members; however, a personal credit card must be used for payment.

7.0 Travel Policy Guidelines

<table>
<thead>
<tr>
<th>Travel Policy Category</th>
<th>Travel Policy Guidelines (Detail)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>7.1 Air Travel</strong></td>
<td>Purchase lowest available economy airline tickets and utilize USA Swimming’s negotiated airfares. The USA Swimming designated agency, SHORTS TRAVEL, will offer and fare quote the least expensive routing based on the organization’s guidelines. <strong>Book reservations as far in advance</strong> as possible to take advantage of lower fares. At a minimum, employee should purchase airline tickets <strong>twenty-one (21) or more business days in advance</strong>.</td>
</tr>
<tr>
<td>Airfare – Class of Service</td>
<td>Lowest Available Economy Class Airfare for all travel (domestic and international). Business class can only be booked at the traveler’s expense.</td>
</tr>
<tr>
<td>Airfare – Lowest Available Fare on Connecting Flights (* USA Domestic Travel only)</td>
<td>Connecting Flights For US Domestic Travel, taking a one stop connecting flight is required when <strong>airfare savings is more than $250</strong> (comparing lowest available fare vs the traveler’s preferred fare/route); this policy is enforceable as long as the total one-way flight time does not exceed over two (2) hours. Alternate Airports SHORTS TRAVEL will inform travelers and offer alternative airports for travel to cities where multiple commercial airports exist (e.g. Boston, New York, Philadelphia, South Florida, Dallas, Houston, Chicago, Los Angeles, San Francisco, etc.).</td>
</tr>
<tr>
<td>Airfare – Ticket Cap Amount (*USA Domestic Travel only)</td>
<td>USA Domestic Travel: <strong>Ticket Cap Amount at $600</strong> If the USA domestic airfare ticketed amount exceeds $600, the traveler must include an explanation at the time of booking.</td>
</tr>
<tr>
<td>Airfare Amount Threshold-Domestic Traveler Consideration</td>
<td>USA Domestic Travel: <strong>Lowest Available Fare - $100 Airfare Amount Threshold</strong> In consideration of the employee’s and/or volunteer’s time when traveling domestically on behalf of USA Swimming, one may select a preferred flight and/or carrier within a two-hour time window of the desired/arrival time as long as the fare difference is not over $100 when compared to the lowest available fare offered. <strong>Two Hour Time window example: if the traveler wants to leave at 4 PM, the time range to check for flight options would be from 2PM to 6PM (two hour on each side).</strong>*</td>
</tr>
</tbody>
</table>
### Travel Policy Guidelines (Detail)

<table>
<thead>
<tr>
<th>Travel Policy Category</th>
<th>Travel Policy Guidelines (Detail)</th>
</tr>
</thead>
</table>
| **Airfare Amount-International Upgrades** | **International Travel (excluding Mexico and Canada-see domestic): Lowest Available Fare – $350 Upgrade Amount Threshold**  
In consideration of the employee’s and/or volunteer’s time and comfort (i.e. better seating, securing an upgradable fares, co-pays, any combination) when traveling internationally on behalf of USA Swimming, one may select an upgradeable fare as long as the fare difference is not over $350 when compared to the lowest available fare offered. |
| **Traveler Consideration**    | **Passport and Visa**  
When traveling internationally for USA Swimming, all travelers must obtain the necessary visa and comply with the immunization and passport requirements imposed by destination country.                                                                                                                                                                                                                                                                                                           |
| **Unused Airline Tickets – Traveler Responsibility** | It is the responsibility of the traveler to advise and change/cancel their reservation with the USA Swimming designated travel agency, SHORTS TRAVEL, prior to the departure of the first flight on the itinerary. Failing to do so will result in additional costs for USA Swimming or SHORTS TRAVEL.  
In the case of a flight cancellation, it is imperative that the traveler notifies the Accounting Department to ensure that proper credit or refund is given to USA Swimming. Utilization of the unused tickets can only be applied to USA Swimming travel bookings. Charges for re-ticketing, schedule changes, etc. are reimbursable if incurred for a valid business reason and approved prior to travel. If there is a change in an itinerary that results in additional cost, the traveler must provide notification to the Financial Affairs Division upon completion of travel. |
| **Travel Document Delivery**  | The USA Swimming designated agency, SHORTS TRAVEL will issue electronic tickets, as the standard. Paper tickets will be provided only if the air carriers do not permit electronic tickets. Passenger receipts for electronic tickets and a copy of the itinerary will be emailed to the traveler upon completion of the reservation. This passenger receipt must be submitted with the Expense Report.                                                                                                                                                                                                                     |

### 7.2 Ground Travel Policy – Car Rental

<table>
<thead>
<tr>
<th>Travel Policy Category</th>
<th>Travel Policy Guidelines (Detail)</th>
</tr>
</thead>
</table>
| **Car Rental**         | **A traveler may avail of rental cars when it is more advantageous to USA Swimming than other means of commercial transportation, such as taking a taxi.**  
The standard size is intermediate and/or midsize. When traveling with a group, rental cars should be shared to minimize costs.                                                                                                                                                                                                                                                                                                                  |
| **When picking up vehicle** | 1. Refuel before returning the vehicle to the rental agency to avoid high fuel surcharges  
2. Do not purchase “Fuel Purchase Option” wherein the renter prepays the amount of full-tank as you will not get refunded for the unused fuel  
3. Decline all optional insurance coverage except when traveling internationally (including Canada)  
4. All employees and passengers must wear seatbelts. Most if not all local governments require drivers and their passengers to wear seatbelts. |
| **Insurance Policy**   | **Insurance Coverage in the United States**  
When USA Swimming contracted car rental rates are booked with Enterprise or National (Account Number XZ12940) and the rented vehicles are used in accordance with the executed rental agreement, the negotiated pricing includes collision damage waiver with a $0 dollar deductible and liability limits of $100,000/$300,000/$500,000.                                                                                                                                                                                                                      |
<p>| <strong>Insurance Coverage Outside the United States</strong> | Should renting a car internationally be required and advantageous to USA Swimming, it is recommended that the traveler should accept the additional collision and liability insurance (LDW/CDW) offered by car rental agencies.                                                                                                                                                                                                                                                                   |</p>
<table>
<thead>
<tr>
<th>Travel Policy Category</th>
<th>Travel Policy Guidelines (Detail)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ground Travel – Car Rental</strong>&lt;br&gt;(Not w/Enterprise or National)&lt;br&gt;Insurance Policy Coverage</td>
<td><strong>Insurance Coverage if car rental is not through Enterprise/National</strong>&lt;br&gt;When USA Swimming contracted car rental rates are booked with other companies, and the rented vehicles are used in accordance with the executed rental agreement, USA Swimming’s insurance policy provides protection for bodily injury, death or property damage up to $1,000,000. Damage to the rental vehicle is provided subject to a $1,000 deductible. The National Casualty policy provides a $1,000,000 limit of liability coverage over any coverage provided by the rental agency. Insurance Identification cards are available through USA Swimming’s Director of Risk Management.</td>
</tr>
<tr>
<td><strong>Ground Travel – Car Rental</strong>&lt;br&gt;<strong>In the event of an accident and/or damage</strong></td>
<td>In the event of a personal or rental car accident while on USA Swimming business travel, employees must take the following steps:&lt;br&gt;1. Report the accident to local authorities and obtain a copy of the police report.&lt;br&gt;2. Contact the rental company and complete an accident report (this does not apply for personal/private car accident).&lt;br&gt;3. If possible, take pictures of the damage to the vehicles involved in the accident (using mobile phone camera if available) and exchange accident/insurance information.&lt;br&gt;4. Contact <strong>USA Swimming</strong> as soon as possible via email or phone to <a href="mailto:gward@usaswimming.org">gward@usaswimming.org</a> (719.866.3464) or <a href="mailto:sblumit@theriskpeople.com">sblumit@theriskpeople.com</a> (1.800.777.4930 ext. 12).&lt;br&gt;5. A traveler does not have to be worried about property damage to a rental vehicle as USA Swimming’s or the Rental Car insurance will apply as long as the vehicles are being used in accordance with the executed rental agreement.&lt;br&gt;As a policy during travel on USA Swimming business, the organization protects its drivers for vehicle accidents personal or rented. However if it’s been determined that the accident was due to or the rental agreement was violated for reasons of intoxication or drugs, the employee or volunteer will be personally responsible for all damages as well as face possible disciplinary actions.</td>
</tr>
<tr>
<td><strong>Ground Travel – Personal Car</strong></td>
<td>Personal car or vehicles may be used if it saves time and is less expensive than renting a car, taking a taxi or using alternate transportation. When two or more people on USA Swimming business share a vehicle, only the driver may claim reimbursement for mileage, parking and toll charges.&lt;br&gt;If a traveler prefers to take his/her vehicle on approved USA Swimming business, mileage costs up to the equivalent airfare expense may be claimed. (To determine the equivalent airfare, use the on-line booking tool—at least 21 days prior to departure date—to plot the trip and then print the screen before purchase.) Mileage reimbursement amounts will be in accordance with the IRS regulations.&lt;br&gt;All USA Swimming travelers and their passengers must wear seatbelts. Most if not all local governments require drivers to wear seatbelts.</td>
</tr>
<tr>
<td><strong>Ground Travel – Other Modes of Transportation</strong>&lt;br&gt;(continuation from previous page)</td>
<td>Expenses for Taxis, Airport Shuttles or Public Transportation for business purposes are reimbursable with receipts.&lt;br&gt;&lt;b&gt;Travelers may use their personal cars to and from the airport.&lt;/b&gt; Travelers will be reimbursed for actual parking expenses and mileage**.&lt;br&gt;&lt;b&gt;Economy (level) airport parking should be utilized.&lt;/b&gt;&lt;br&gt;&lt;b&gt;Denver (USA Swimming HQ Employee specific)&lt;/b&gt;&lt;br&gt;For employees, where it is found to be a significant savings to fly out of Denver, actual mileage**, tolls and parking will be reimbursed. Employees traveling to the same location should share ground transportation to and from the airport whenever possible.&lt;br&gt;(**mileage to and from the airport is calculated as mileage from home to airport less mileage from home to office and is reimbursed at current IRS rates.)</td>
</tr>
<tr>
<td>Travel Policy Category</td>
<td>Travel Policy Guidelines (Detail)</td>
</tr>
<tr>
<td>------------------------</td>
<td>----------------------------------</td>
</tr>
<tr>
<td><strong>7.3 Hotel Policy</strong></td>
<td>USA Swimming Hotel Travel Program has negotiated hotel rates with the Marriott family of hotels (a USA Swimming Sponsor). Hotel reservations must be booked through the Concur OBT or direct with the Shorts Travel Agency. The Concur OBT provides direct connection for USA Swimming Travelers to book accommodations with the Marriott family of hotels. Travelers are expected to use best judgement when making hotel bookings and should always look for the most reasonable rates within that market, whenever possible.</td>
</tr>
<tr>
<td>Hotel – Group Bookings</td>
<td>Groups of ten or more people are booked by USA Swimming staff members through the Marriott group agent (currently Deb Marino/Catherine Westerfield). With the exception of the agreement between the Event staff and PSE, no other companies should be utilized for group hotel bookings.</td>
</tr>
<tr>
<td>Hotel - Incidentals</td>
<td>Hotel incidentals will not be reimbursed with the exception of internet connection fees. Employee and volunteers should opt for the least expensive connection charges whether that is wireless, Ethernet/cable, or via the business center.</td>
</tr>
<tr>
<td>Hotel Cancellation</td>
<td>Travelers are responsible for reviewing and adhering to hotel cancellation policies at the time of booking. No-shows or late cancellation charges are the responsibility of the traveler unless caused by circumstances beyond traveler’s control. A fair and reasonable evaluation will be administered and decision determined by USA Swimming.</td>
</tr>
</tbody>
</table>

### 8.0 Meals (Per Diem)

**USA Swimming Employees**

USA Swimming will provide employees a per diem allowance to defray a portion of meal costs. The daily rate for per diem must be pro-rated for partial days and reduced if meals are provided by USA Swimming or its affiliates (Sponsors, LSCs, coaches, etc.).

Employees are encouraged to participate in meals provided by USA Swimming in the form of hospitality suites at events, dinners at convention or committee meetings.

For domestic travel, USA Swimming follows current IRS regulations for per diem reimbursements utilizing the High-Low method for different cities within the contiguous United States. These rates are circulated annually and copies can be obtained from the Financial Affairs Division.

For Hawaii, Alaska, and international cities, USA Swimming provides 70% of the published IRS rates for those locations. International rates begin upon arrival in the foreign country and end upon departure from the foreign country. The “High” domestic rates are used for all cities in Canada and Mexico.

**Volunteers, contractors and athletes**

The USA Swimming Program Manager will handle and provide meal allowance budget and guidelines.

#### 8.1 Day Trip Per Diem Policy and Guidelines (USA Swimming employees only)

When it is necessary for a staff member to travel for the day (meetings, training, etc.), the staff member may not submit for per diem related to incidentals or breakfast but may submit for lunch per diem and dinner per diem if required to work after 7:00 PM.

#### 8.3 Incidentals (USA Swimming employees only)

For incidentals, the portion of daily per diem is defined by IRS as fees & tips to porters, baggage carriers, and hotel staff, and fees for carts. Reimbursements for these items will not be granted.
8.4 **Business Entertainment Guidelines**
Entertainment expenses must be ordinary and necessary expenses directly related or associated with the active conduct of business. For tax purposes, it is imperative to properly document entertainment expenses and substantiate the following elements:
- Itemized receipt reflecting actual meals, drinks, etc. (not a credit card receipt without the itemization)
- Date
- Place
- Description of type of entertainment
- Business purpose and nature of the business benefit expected to be gained by USA Swimming
- Business relationship to USA Swimming of the person(s) entertained (name, occupation, title, etc.)

9.0 **American Express Employee Travel Cards (USA Swimming employees only)**
USA Swimming offers American Express travel charge accounts for staff concerned about credit limits on their personal cards, complications from personal and business expenses getting mixed and/or other issues related to personal credit.

The following guidelines and attributes are associated with these cards:
- The cards contain a joint liability between the individual and USA Swimming
- The statements are sent to USA Swimming
- Cards are limited to business travel
- No application process. Basic credit analysis requires name, social security number, address and date of birth
- These cards are not eligible for Membership Rewards (points)

10.0 **USA SWIMMING EXPENSE REIMBURSEMENT POLICIES**

10.1 **Expense Reimbursement and Report Guidelines**
Only authorized USA Swimming traveler (i.e. employee, volunteer and contractor) expenditures will be reimbursed. Reimbursement for out-of-pocket expenses is allowed on those occasions where authorized individuals are required to spend their own money. This procedure applies to all USA Swimming Travelers who travel or entertain for USA Swimming.

10.2 **Expense Report Submission and Approval**
**USA Swimming Employees**
USA Swimming uses *Concur Expense* for reporting, reviewing and approving of business expenses. Employee reimbursement requests must be submitted via Concur within 10 business days of the conclusion of a trip. All *Concur Expense* processes indicated in this policy only pertain to USA Swimming employees.

**Volunteers, contractors and athletes**
Volunteers, contractors and athletes may submit their signed Volunteer Reimbursement Request with supporting documentation via mail, fax or email. The documents to be included are the following:
- Travel Itinerary reflecting travel dates and times and cost of travel
- Original itemized hotel receipts
- Other actual receipts for ALL expenses tied to USA Swimming business
- On the Volunteer Reimbursement Request document, notate the name of the program to be charged and a detailed description of the expenses incurred

<table>
<thead>
<tr>
<th>MAIL</th>
<th>FAX</th>
<th>EMAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Send to: USA Swimming 1 Olympic Plaza Colorado Springs, CO 80909 Attn: Accounting</td>
<td>Fax to: +1 (719) 866-4010</td>
<td>Email to: <a href="mailto:VOLReimb@usaswimming.org">VOLReimb@usaswimming.org</a></td>
</tr>
</tbody>
</table>

Volunteer, contractor and athlete expense reimbursement requests must be submitted no later than 60 days after the date expenses were incurred in order to receive reimbursement. Expenses submitted later than 60 days will NOT be routinely processed and may not be reimbursed.
10.3 Concur Expense Report and Documentation Process

**Employees** must submit their Employee Travel Expense Report using **Concur Expense**. The following are the standard steps established in the processing of submitted expense reports via Concur:

1. Employee/staff submits expense report via *Concur Expense*
2. Through *Concur*, the employee's supervisor is automatically notified of any pending expense report via email
3. The supervisor accesses *Concur* to review any pending reports (to be approved). Supervisors should review all receipts submitted with the report and compare to items entered on the expense report ensuring that all receipts are accounted for and appear to be reasonable in nature and are within policy.
4. Upon approval, the employee will receive a message via email that the expense report has been approved for processing. If the employee does not receive the approval email, it is the employee’s responsibility to follow-up with the supervisor as to the status of the expense report.
5. After supervisor approval, the expense report is sent to the accounting department for processing and reimbursement.

In order to expedite reimbursement, the employee should ensure that the report is completed properly, the required documentation are attached and any unusual items are properly explained and documented. Expense reports that are not prepared in accordance with these guidelines, contain unapproved exceptions to company policy, or contain errors will be returned to the employee with explanations. This will result in delaying the reimbursement.

USA Swimming supervisors who will not be available, for any period of time, to approve expenses are instructed to make special arrangements for another staff member to take on the responsibility. This temporary staff designation is communicated with the Purchasing Facilitator for the purpose of reflecting this change within *Concur Expense*.

Expense reports that are submitted by 5 p.m. Tuesdays and are approved by 10 a.m. Wednesdays are normally included in the batch for payment on Friday.

10.4 Completion of Expense Report and Documentation

USA Swim Travelers’ reimbursement requests must be completed in sufficient detail to permit determination of the business purpose and reasonableness of the expenditures. Adequate documentation must accompany each reimbursement request. As noted in Section 10.2 Expense Report Submission and Approval, the following supporting expense documentation must be submitted either by mail, fax, via email and through *Concur Expense* (applies to USA Swimming Employees only):

- **A copy of the Travel Itinerary provided by the USA Swimming designated travel agency, SHORTS TRAVEL.** The airline booking itinerary must be submitted and shown on the expense reports. Besides the “company paid” expense incurred at the time of booking, the travel dates reflected on the itinerary will be needed to calculate the daily per diem. Any changes to original itineraries must be included and noted
- **Itemized receipts are required for all hospitality and hotel folios must be provided for hotel stays.** See Section 8.4 Business Entertainment Guidelines for more information regarding hospitality receipts. If receipts for hospitality are lost, it is the traveler's responsibility to contact the restaurant and request a duplicate itemized receipt. This policy also includes line items on hotel folios that are hospitality in nature
- **For Employees**, direct-billed expenses (i.e. airfare or lodging expenses for large events) are noted in *Concur Expense* for each trip

10.5 Lost Receipts and Supporting Documentation for Expense Reimbursement

When receipts cannot be obtained or have been lost and all measures to obtain a duplicate receipt have been exhausted, a written statement should be provided explaining why such receipts are not being submitted with the expenses report. USA Swimming does not normally reimburse staff for expenses of $25 or more unless a receipt is included. Credit card statements reflecting airline baggage amounts and airport parking will be accepted in the absence of actual receipts.

10.6 Reimbursement Policy for Large Hospitality, Reception, and Room Rentals

These expenses are NOT to be paid for with personal credit cards. Arrangements for payment need to be made prior to the event/trip by either direct billing or with the Purchasing Facilitator’s corporate credit card.

10.7 Reimbursement Policy on Paying Other Traveler’s Expense

Staff members are NOT to pay for another person’s room. All travelers are to pay for their lodging unless on a group direct bill or arrangements are made ahead of time and paid by use of the Purchasing Facilitator’s corporate credit card.
10.8 Other Reimbursable Expenses

It is USA Swimming policy to pay for expenses related to the organization’s business activities. Accordingly, when traveling on behalf of USA Swimming, each employee must use good judgement and only request reimbursement for necessary and acceptable business related expenses.

- USA Swimming Employees (only) All costs associated with international travel such as passport fees, passport photos, visa applications, immunization (when applicable)
- TSA Pre-check enrollment fees are a reimbursable Expense for staff who take five or more business trips per year.
- Global Entry enrollment fees are a reimbursable Expense for staff who take two or more international business trips per year.
- WiFi for conducting business on an airplane or in a hotel or an airport is an appropriate business Expense, if necessary.

10.9 Non-Reimbursable Expenses

USA Swimming uses proper discretion when approving expenses incurred during business travel. The following however are non-reimbursable unless specifically authorized by the approving supervisor:

- Personal expenses that would be incurred by the employee/volunteer regardless of the employee/volunteer’s work-related responsibilities
- Fees for out of policy upgrades (airlines, seats, extra leg-room, priority boarding, hotel and or car rental category upgrades)
- Amounts spent in excess of those considered reasonable
- The costs of the personal leg of the business trip that is extended for personal reasons
- Airline or hotel upgrades (See Section 7 Travel Policy Guidelines) related to international travel
- Annual fees, late fees, ATM fees or finance charges on credit cards
- Expenses relating to unlawful activities (i.e. parking tickets, moving violations, fines)
- Purchase of liquor on flights
- Laundry or dry cleaning, except on trips lasting more than six days
- Courier and messenger services unless transferring work related materials that could not be checked on the plane or carrier in the train or car.
- Incidentals for fees & tips given to porters, baggage carriers, and hotel staff. These incidentals are provided for under the daily per diem amounts.
- Hotel in-room movies and video games
- Hotel massage services and sauna-facilities
- Political contributions

11.0 Convention Hospitality (Volunteers Only)

Water may be provided but coffee, soft drinks, and meals shall not be provided at any committee meeting, including the Board of Directors and Executive Committee during the annual convention.

Coffee and soft drinks may be provided at all committee meetings at USA Swimming Headquarters. A reception, if provided for in the budget, is permitted for major meetings (i.e., Board of Directors, colleges, workshops, or clinics).

Hospitality, as provided for in the budget, is permitted at LSC workshops.

12.0 Coaching Honoraria (Volunteers Only)

Honoraria for coaches and speakers for age group and developmental camps/events, and coaching development, if provided for in the budget, are permitted. Honoraria for coaches for national team camps and events (i.e., Olympic, World Championships, Pan Pacifics, other international camps and competitions, and preparatory camps or events for any of the preceding) are not permitted. Honoraria for speakers for national team camps/events are not permitted.

An allowance for incidentals for coaches on international team trips (competitions and camps) are permitted but shall not exceed $20 per day, a portion of which may be taxable per IRS rules.
## 13.0 Travel Program and Agency Contact Information

<table>
<thead>
<tr>
<th>KEY CONTACTS</th>
<th>CONTACT INFORMATION</th>
</tr>
</thead>
</table>
| USA Swimming Travel Program Administrator/Financial Affairs Division | Tami Bock  
719-866-3568  
tbock@usaswimming.org |
| Short’s Dedicated Travel Agent (USA Swimming Headquarters) | Jean Elsener  
719-866-3652  
jelsener@shortstravel.com |
| USA Swimming – Expense Report Submission  
(See section 10.2 for details on submission) | Jean Skjerly  
719-866-3548  
jskjerly@usaswimming.org |
| Short’s Travel Management  
1203 West Ridgeway Ave.  
Waterloo, IA  50701  
Backup Agents 319-433-0875(Business Hours Only)  
After Hours 203-848-1335 (Fees Apply) |  |
| Concur Assistance to Include Set up of Profiles | Jean Skjerly  
719-866-3548  
jskjerly@usaswimming.org |
Vision Statement

To inspire and enable our members to achieve excellence in the sport of swimming and in life.

Mission Statement

USA Swimming is the National Governing Body for the sport of swimming. We administer competitive swimming in accordance with the Olympic & Amateur Sports Act. We provide programs and services for our members, supporters, affiliates and the interested public. We value these members of the swimming community, and the staff and volunteers who serve them. We are committed to excellence and the improvement of our sport. We are committed to providing a safe and positive environment for all members.
Core Objectives

USA Swimming’s mission is to grow and strengthen the sport of swimming. Specifically, we seek to:

➢ **BUILD the Base** – We seek to expand our membership and strengthen the sport at the grassroots level in order to engage as many people as possible in the sport of swimming.

➢ **PROMOTE the Sport** – We seek to promote awareness of the sport and our organization to inspire participation in swimming, and raise financial support to benefit the overall mission of USA Swimming and the USA Swimming Foundation.

➢ **ACHIEVE Sustained Competitive Success** – We seek to continue the rich tradition of performance success at the Olympic Games and other high-level international competitions.
Cultural Values
Operating Principles

The organizational and business culture of USA Swimming is founded upon a strong value system. This value system is the cornerstone for the attitude and work ethic to which we are all committed. In short, we will continue to:

1) Embrace the responsibilities of leadership and strive for excellence in everything we do.

2) Conduct business with integrity, transparency, and a spirit of stewardship – act in the best interests of the sport and our members.

3) Be service-oriented with our members, business partners and each other.

4) Engage in disciplined planning, but not be afraid to act intuitively to confront challenges and seize opportunities.

5) Identify clear priorities and allocate our time and resources accordingly.

6) Hold ourselves and each other accountable to the highest standards of performance results and professionalism; treat others fairly and with respect.

7) Exhibit an entrepreneurial spirit, enthusiasm for growth, and a positive “can do” attitude.

8) Encourage environments in which our members are safe.

9) Promote the importance of diversity and inclusion.

10) Strive to learn and improve, always be open to questions, and maintain a willingness to change.
Sexual Misconduct Policy

“It is the policy of USA Swimming that all of its members, including athletes, coaches, officials and volunteers, have the right to participate and compete in an environment that is safe and free from sexual abuse and harassment.”
Volunteer Leadership Structure

Board of Directors Chair of USA Swimming

1. The Board Chair is responsible for directing, supervising and coordinating all activities of USA Swimming.

2. The Board Chair is the primary spokesperson of USA Swimming concerning matters of policy.

3. The Board Chair leads meetings of the House of Delegates, the Board of Directors and the Executive Committee. The Board Chair is responsible for the scheduling and the agenda of these meetings.

4. The Board Chair shall appoint all non-athlete members of all standing and ad-hoc committees and their respective chairs unless otherwise designated in the USA Swimming Rules & Regulations. The Board Chair is an ex-officio member of all committees. The Board Chair is a voting member of the International Relations Committee.

5. The Board Chair signs, or delegates to the CEO, the signing of all corporate contracts and may affix the corporate seal on behalf of USA Swimming.

6. The Board Chair may sign checks, and is authorized to purchase, invest in, acquire, sell or receive, assign, transfer or otherwise dispose of securities for USA Swimming in accordance with the financial policies of USA Swimming.

7. The Board Chair is empowered to appoint up to ten percent (10%) of the total membership as at-large members of the House of Delegates. One fourth (25%) of all those appointed shall be appointed in equal numbers from members, other than Athletes, of the five (5) LSC’s having the largest number of registered Athletes as of August 31 of the prior calendar year.

8. The Board Chair, in consultation with the Technical Vice Chair, shall appoint, on an annual basis, twenty-five (25) members selected from coaches who had athletes that qualified for the preceding Olympic Trials and from members that served as the manager or assistant manager on a national team or junior national team trip within the past four years. The appointments shall provide for a reasonable geographic representation of USA Swimming.

9. The Board Chair, with the consent of the Executive Committee, may appoint a temporary or permanent replacement of any member of the Board of USA Swimming in the event that a vacancy may occur in any office of USA Swimming caused by death, resignation, incapacity or other reason. In the case of zone directors and athlete representatives recommendations will be secured from the appropriate zone or athletes’ committee. An appointment to fill a vacancy shall be with the full rights of the office. Final authority rests with the Board Chair.

10. The Board Chair shall appoint the Secretary and General Counsel, and ex-officio members of the Board of Directors, subject to the approval of the Board of Directors. The immediate Past Board Chair of USA Swimming shall be an ex-officio member with voice but no vote. Additional ex-officio members may be appointed by the Board to serve at the pleasure of the Board with voice but no vote. An ex-officio member who fails to attend at least two regularly scheduled meetings of the Board per year shall forfeit his/her seat on the Board.

11. The Board Chair with concurrence described in Article 504.8 of the USA Swimming Rules & Regulations may assign to the Board of Directors emergency powers to act in the best interests of USA Swimming in such manner as it deems necessary. The Board Chair shall make a fully detailed report including findings of fact, in writing, to the entire membership of the House of Delegates within 30 days of the action taken.

12. The Board Chair shall initiate strategic planning which shall provide a blueprint for the future growth and direction of USA Swimming.

13. The Board Chair is an ex-officio member and shall direct, supervise and coordinate the activities of the following committees:

   Governance Committee
   International Relations Committee
   National Board of Review
   Safe Sport Committee
Vice Chair of Administration

The role of the Vice Chair of Administration is to direct, supervise, and coordinate those committees whose function relates directly to the operation of the Administration Division of USA Swimming.

This officer’s duties shall include the following:

1. The Vice Chair of Administration is a member of the Board of Directors and the Executive Committee.
2. The Vice Chair of Administration shall assume the duties of the office of Board Chair in the event that the Board Chair is unable to perform these duties.
3. The Vice Chair of Administration is responsible for the convention schedule at the annual meeting of the House of Delegates.
4. The Vice Chair of Administration is responsible for maintaining the USA Swimming Policy Manual of the Board of Directors.
5. The Vice Chair of Administration shall be the chairman of the Administration Division of USA Swimming, as set forth in Article 506 of the USA Swimming Rules & Regulations and the USA Swimming Policy Manual. The Vice Chair shall conduct meetings of the Administration Division, as necessary, in conjunction with the annual meeting of the House of Delegates and at such other times as necessary.
6. The Vice Chair of Administration is an ex-officio member and shall direct, supervise, and coordinate the activities for the following committees:
   - Awards Coordinator
   - Convention Education
   - Credentials/Elections
   - Operational Risk
   - Registration/Membership
   - Rules & Regulations
7. The Vice Chair of Administration shall maintain regular contact with the chair and USA Swimming staff liaison of the above listed committees. The Vice Chair shall request and receive written committee reports on a regular basis.
8. The Vice Chair of Administration shall submit a written summary of activities of the committees at each meeting of the Board of Directors. The Vice Chair shall carry to the committees any requests for additional information, or directives from the Board of Directors. The Vice Chair of Administration shall annually assist in the preparation of a budget for the programs and the administration of the committees under his/her jurisdiction. The Vice Chair shall have responsibility for the operation of these programs and committee administrations within the budget. The Vice Chair shall submit written requests at a scheduled meeting of the Board of Directors for funding requests that are not already budgeted or for the use of funds in a manner other than previously approved.
9. The Vice Chair of Administration shall review all USA Swimming processes to ensure conformance with the Policy and Procedure Manual; e.g. submission of minutes, meeting notification, etc.
10. Annually provide the Board Chair a summary sheet indicating those members whose terms have expired as well as a summary of those who are ineligible for re-appointment to the same committee.
11. The Vice Chair of Administration shall perform duties as set forth in the USA Swimming Rules & Regulations or as may be assigned by the House of Delegates, the Board of Directors, or by the Board Chair.
Vice Chair of Program Development

The role of the Vice Chair of Program Development is to direct, supervise, and coordinate those committees whose function relates directly to the operation of the Program Development Division of USA Swimming. The charge of the reporting committees is to create, organize, and evaluate programs that will support the development of the athlete membership.

The officer’s duties shall include the following:

1. The Vice Chair of Program Development is a member of the Board of Directors and the Executive Committee.

2. The Vice Chair of Program Development shall be the chair of the Program Development Division of USA Swimming, as set forth in Article 506 of the USA Swimming Rules & Regulations and the USA Swimming Policy Manual. The Vice Chair shall conduct meetings of the Program Development Division, as necessary, in conjunction with the annual meeting of the House of Delegates and at such other times as is necessary.

3. The Vice Chair of Program Development is an ex-officio member and shall direct, supervise, and coordinate the activities for the following committees:

   Club Development
   Disability Swimming
   Diversity and Inclusion
   LSC Development

4. The Vice Chair of Program Development shall annually assist in the preparation of a budget for the programs and the administration of the committees and/or coordinators under his/her jurisdiction. The Vice Chair shall have responsibility for the operation of these programs and committee administrations within the budget. The Vice Chair shall submit written requests at a scheduled meeting of the Board of Directors for funding requests that are not already budgeted or for the use of funds in a manner other than previously approved.

5. The Vice Chair of Program Development shall maintain regular contact with the chairs, coordinators and USA Swimming staff liaisons of the above listed committees. The Vice Chair shall request and receive written committee reports on a regular basis.

6. The Vice Chair of Program Development shall submit a written summary of activities, of the committees at each meeting of the Board of Directors. The Vice Chair shall carry to the committees any requests for additional information, or directives from the Board of Directors.

7. The Vice Chair of Program Development shall perform duties as set forth in the USA Swimming Rules & Regulations or as may be assigned by the House of Delegates, the Board of Directors, or by the Board Chair.
Technical Vice Chair

The role of the Technical Vice Chair is to direct, supervise, and coordinate those committees whose function relates directly to the operation of the Technical Division of USA Swimming. The charge of the reporting committees is to create and implement strategies for the National Team and Senior Swimming programs.

The officer's duties shall include the following:

1. The Technical Vice Chair is a member of the Board of Directors and the Executive Committee.

2. The Technical Vice Chair is the chair of the Technical Division of USA Swimming as set forth in Article 506 of the USA Swimming Rules and Regulations. The Vice Chair shall conduct meetings of the Technical Division, as necessary, in conjunction with the annual meeting of the House of Delegates of USA Swimming and at other times as necessary.

3. The Technical Vice Chair shall be a member of the Rules and Regulations Committee, and an ex-officio member of the International Relations Committee and the National Team Steering Committee.

4. The Technical Vice Chair is an ex-officio member of and shall direct, supervise and coordinate the activities for the following committees:
   - Age Group Development
   - National Team Steering
   - Open Water Development
   - Open Water Steering
   - Senior Development
   - Sports Medicine/Science

5. The Technical Vice Chair shall maintain regular contact with the chair and USA Swimming staff liaisons of the above listed committees. The Technical Vice Chair shall request and receive written committee reports on a regular basis.

6. The Technical Vice Chair shall submit a written summary of the activities of the committees at each meeting of the Board of Directors. The Technical Vice Chair shall carry to the committees any request for action required by the Board of Directors.

7. The Technical Vice Chair shall annually assist in the preparation of a budget for the programs and administration of the committees under his/her jurisdiction. The Technical Vice Chair shall have responsibility for the operation of these programs and committee administration within the budget. The Technical Vice Chair shall submit written requests at a scheduled meeting of the Board of Directors for funding that is not already budgeted or for use of funds in a manner other than previously approved.

8. The Technical Vice Chair shall be responsible for the establishment of coach education policy which shall be subject to Board of Director approval.

9. The Technical Vice Chair shall perform duties as set forth in the USA Swimming Rules and Regulations or as may be assigned by the House of Delegates, the Board of Directors, or the Board Chair.
Vice Chair of Program Operations

The role of the Vice Chair of Program Operations is to direct, supervise, and coordinate those committees whose function relates directly to the operation of the Program Operations Division of USA Swimming. The charge of the reporting committees and coordinators is to implement plans and projects related to the conduct USA Swimming’s swimming events and programs.

This officer’s duties shall include the following:

1. The Vice Chair of Program Operations is a member of the Board of Directors and the Executive Committee.

2. The Vice Chair of Program Operations shall be the chair of the Program Operations Division of USA Swimming, as set forth in Article 506 of the USA Swimming Rules and Regulations and the USA Swimming Policy Manual. The Vice Chair shall conduct meetings, as necessary, of the Program Operations Division in conjunction with the annual meeting of the House of Delegates and at such other times as is necessary.

3. The Vice Chair of Program Operations is a member of the Rules Committee.

4. The Vice Chair of Program Operations is an ex-officio member and shall direct, supervise and coordinate the activities of the following committees:
   - Championship Evaluation
   - Officials
   - Times and Recognition

5. The Vice Chair of Program Operations shall maintain regular contact with the chairs, coordinators and USA Swimming staff liaison of the above listed committees. The Vice Chair shall request and receive written committee reports on a regular basis.

6. The USA Swimming Grand Prix program consists of a series of meets scheduled by the National Team Division working closely with the National Events Director. The meets shall be governed by the National Team Director and conducted by Program Operations.

7. The Vice Chair of Program Operations shall submit a written summary of the activities of the committees at each meeting of the Board of Directors. The Vice Chair shall carry to the committees any requests for additional information, or directives from the Board of Directors.

8. The Vice Chair of Program Operations shall annually assist in the preparation of a budget for the programs and the administration of the committees and / or coordinators under his / her jurisdiction. The Vice Chair shall have responsibility for the operation of these programs and committee administrations within the budget. The Vice Chair shall submit written requests at a scheduled meeting of the Board of Directors for funding requests that are not already budgeted or for the use of funds in a manner other than previously approved.

9. The Vice Chair of Program Operations shall perform duties as set forth in the USA Swimming Rules and Regulations or as may be assigned by the House of Delegates, the Board of Directors, or the Board Chair.
Athletes’ Vice Chair

The role of the Athletes’ Vice Chair is to direct, supervise, and coordinate those committees and programs whose function relates directly to athlete matters and representation.

This officer’s duties shall include the following:

1. The Athletes’ Vice Chair is a member of the Board of Directors and the Executive Committee.

2. The Athletes’ Vice Chair is responsible for maintaining the Athletes’ Section of the USA Swimming Policy Manual in conjunction with the Vice Chair of Administration.

3. The Athletes’ Vice Chair is the chair of the Athletes’ Executive Committee.

4. The Athletes’ Vice Chair shall appoint athlete representatives to serve one year terms on each committee of USA Swimming, and committees appointed by the Board Chair, whereupon the Athlete’s Vice Chair shall make recommendations to the Board Chair.

5. The Athletes’ Vice Chair shall request and receive reports from the following Athlete Directors:

   National Operations Director
   LSC Coordinator Director
   Educational / Developmental Director

6. The Athletes’ Vice Chair shall annually assist in the preparation of a budget for the administration of the Athletes’ Executive committees and programs. The Vice Chair shall have responsibility for the operation of these programs and committee administrations within the budget. The Vice Chair shall submit written requests at a scheduled meeting of the Board of Directors for funding requests that are not already budgeted or for the use of funds in a manner other than previously approved.

7. The Athletes’ Vice Chair shall submit a written summary of the activities, of the committees at each meeting of the Board of Directors. The Vice Chair shall carry to the committees any requests for additional information, or directives from the Board of Directors.

8. The Athletes’ Vice Chair shall perform duties as set forth in the USA Swimming Rules & Regulations or as may be assigned by the House of Delegates, the Board of Directors, or by the Board Chair.
Finance Vice Chair

The role of the Finance Vice Chair is to direct, supervise, and coordinate those committees whose function relates directly to the financial management of USA Swimming.

This officer's duties shall include the following:

1. The Finance Vice Chair shall be the officer responsible for financial oversight of USA Swimming, and shall have all duties incident to that office, those specifically assigned by the Board of Directors; those specified in the financial policies of USA Swimming, or those specifically set forth in Article 508.2 of the USA Swimming Rules & Regulations.

2. The Finance Vice Chair is a member of the Board of Directors and the Executive Committee.

3. The Finance Vice Chair is a member of the Investment Committee. The Finance Vice Chair in conjunction with the Board Chair and with the approval of the Board of Directors, shall appoint three members of the Investment Committee including the chair of the committee.

4. The Finance Vice Chair shall present the USA Swimming annual budget to the Executive Committee.

5. The Finance Vice Chair shall be responsible for presenting such budgets to the Board of Directors for approval and to the House of Delegates for adoption at the USA Swimming annual meeting.

6. The Finance Vice Chair shall prepare an annual financial report to be presented to the House of Delegates at the annual meeting.

7. The Finance Vice Chair, in conjunction with the Chief Financial Officer (CFO) and the Chief Executive Officer (CEO), shall deliver to the Board of Directors or its Auditors as requested, all financial records pertaining to the accounts of USA Swimming.

8. The Finance Vice Chair shall not sign checks. With the concurrence of the Investment Committee and the CFO, shall give approval for the purchase of, to invest in, acquire, sell or receive, assign, transfer or otherwise dispose of securities for USA Swimming in accordance with the financial policies of USA Swimming.

9. The Finance Vice Chair shall annually assist in the preparation of a budget for the administration of the Investment and Audit Committees.

10. The Finance Vice Chair shall maintain regular contact with the chair of the Investment Committee and the CFO of the Corporation. The Finance Vice Chair shall request and receive written reports from the chair of the Investment Committee, the Audit Committee, and the CFO on a regular basis.

11. The Finance Vice Chair shall submit timely written financial reports to the Board of Directors.

12. The Finance Vice Chair shall submit all budget adjustments presented to the Board of Directors.

13. The Finance Vice Chair shall submit a written summary of the activities of the Investment Committee and Audit Committee at each meeting of the Board of Directors. The Finance Vice Chair shall carry to the committees any requests for additional information, or directives from the Board of Directors.

14. The Finance Vice Chair shall be a member of the Audit Committee.

15. The Finance Vice Chair shall perform duties as set forth in the USA Swimming Rules & Regulations, the financial sections of the USA Swimming Policy Manual, or as may be assigned by the House of Delegates, the Board of Directors, or by the Board Chair.
Secretary & General Counsel

The role of Secretary & General Counsel is to direct, supervise, and coordinate those committees whose function relates directly to the operation of the Secretary’s division of USA Swimming.

The duties of the Secretary & General Counsel shall include the following:

1. The Secretary & General Counsel shall be a non-voting member of the Board of Directors, the Executive Committee, Rules and Regulations Committee, Governance Committee, and the Safe Sport Committee.

2. The Secretary & General Counsel shall be appointed by and shall serve at the pleasure of the Board of Directors.

3. The Secretary & General Counsel shall perform such duties as is customary for such office, and in addition, shall be responsible for the legal affairs of USA Swimming under the direction of the Board of Directors.

4. The Secretary & General Counsel will supervise the activities of the Board of Directors when the Board (or a panel thereof) hears an appeal from a National Board of Review decision or in those matters where the Board of Directors accepts original jurisdiction.

5. The Secretary & General Counsel shall keep, or direct USA Swimming staff to keep, at the principal office of USA Swimming, or such other place as the Board may direct, a book of minutes of all meetings, proceedings, and actions of the Board and of members meetings.

6. The Secretary & General Counsel shall keep, or direct USA Swimming staff to keep, at the principal office of USA Swimming, or such other place as the Board may direct, a copy of the Articles of Incorporation and Bylaws, as amended.

7. The Secretary & General Counsel shall keep, or direct USA Swimming staff to keep, at the principal office of USA Swimming, or such other place as the Board may direct, a record of the membership, showing each member’s name, address and class of membership.

8. The Secretary & General Counsel shall keep, or direct USA Swimming staff to keep, at the principal office of USA Swimming, or such other place as the Board may direct, a notice of all meetings of members and of the Board of Directors of the Corporation required by the Bylaws to be given.

9. The Secretary & General Counsel shall keep, or direct USA Swimming staff to keep the corporate seal in safe custody.

10. The Secretary & General Counsel shall have voice but no vote in any of the affairs of USA Swimming.

11. The Secretary & General Counsel shall receive reports from the Chair of the National Board of Review.

12. The Secretary & General Counsel shall perform duties as set forth in the USA Swimming Rules & Regulations, or as may be assigned by the House of Delegates, the Board of Directors, or by the Board Chair.
Zone Directors

The role of the Zone Directors is to direct, supervise, and coordinate activities within their respective geographic Zone of USA Swimming.

The officer’s duties shall include the following:

1. Each elected Zone Director, coach and non-coach, is a member of the Board of Directors.

2. The Zone Directors shall act as the chairs of their respective Zone. They shall conduct meetings of said Zone as necessary and shall preside over the annual House of Delegates meetings of the Zone.

3. The Zone Directors shall maintain regular contact with their Zone LSC’s, LSC General Chairs, and USA Swimming staff liaisons.

4. The Zone Directors shall submit a written summary of significant activities of their Zone at each meeting of the Board of Directors. The Zone Director shall carry back to their Zone any requests for additional information, or directives from the Board of Directors.

5. The Zone Directors shall assist in the preparation of the annual budget for the programs in their Zone. The Zone Directors shall have responsibility for the operation of these budgeted programs and the administration of the Zone within the budget. The Zone Directors shall submit written requests at a scheduled meeting of the Board of Directors for funding requests that are not already budgeted.

6. The Zone Directors shall perform duties as set forth in the USA Swimming Rules & Regulations or as may be assigned by the House of Delegates, the Board of Directors, or by the Board Chair.
Whistle Blower Protection Policy

USA Swimming forbids any form of retaliation against individuals for providing truthful information to a law enforcement official relating to actual or potential unlawful conduct. The audit committee will establish procedures for handling complaints, including anonymous ones, about accounting and financial matters.