

Policies and Procedures of Virginia Swimming, Inc.

Most Recent Approval Dates

Polices: October 5, 2014

Procedures: October 5, 2014

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POLICIES

A. APPLICABILITY

1. These policies are binding on all VSI registered athletes and clubs. Requests to deviate from these policies must be submitted in writing to the General Chairman and approved by the Board of Directors, or as otherwise specified.
2. It is the responsibility of member clubs to inform their registered athletes of the contents of these policies. A copy of these policies and subsequent changes will be provided each member club.

B. CHANGES

1. Changes/amendments to the Policies may be adopted by the House of Delegates provided that any proposed policy or amendment shall have been submitted in writing to the General Chairman and Secretary at least 40 days in advance and to every member of the House of Delegates at least 30 days in advance of the meeting at which the proposal will be considered. Further, the Board may originate proposals and amendments for ratification by the House of Delegates.
2. Changes to the Procedures may be made by the Board of Directors upon 7 days notice to the Board. Votes may be obtained by electronic means.

C. PERMANENT OFFICES

1. Administrator - Handles all duties directed by the General Chairman of VSI with the approval of the Board of Directors for functions not covered by an elected officer or volunteer position. This position may be combined with an elected office as approved by the VSI Board of Directors. The VSI House of Delegates will approve compensation through the budgetary process.
2. Webmaster – Handles all duties directed by the Administrative Vice Chairman of VSI with the approval of the Board of Directors. The VSI House of Delegates will approve compensation through the budgetary process.

D. DOCUMENT RETENTION AND DESTRUCTION POLICY

VSI business records and documents must be maintained by the responsible individual and for a minimum amount of time as specified in the following table.

Type of Document	Responsible Individual	Minimum Requirement
Accounts payable ledgers and schedules	Treasurer	7 years
Audit reports	Audit Committee Chair	Permanently
Bank Reconciliations	Treasurer	2 years
Bank statements	Treasurer	3 years
Board of Review Records and Findings	Board of Review Chair	Permanently
Bylaws and Policies and Procedures	Rules and Legislation Coordinator	Permanently
Checks (for important payments and	Treasurer	Permanently

purchases)		
Committee meeting minutes	Office Administrator	Permanently
Contracts, mortgages, notes and leases (expired)	Office Administrator	7 years
Contracts (still in effect)	Office Administrator	Permanently
Correspondence (general)	Office Administrator	2 years
Correspondence (legal and important matters)	Office Administrator	Permanently
Correspondence (with customers and vendors)	Office Administrator	2 years
Deeds, mortgages, and bills of sale	Office Administrator	Permanently
Depreciation Schedules	Treasurer	Permanently
Duplicate deposit slips	Treasurer	2 years
Employment applications	Office Administrator	3 years
Expense Analyses/expense distribution schedules	Treasurer	7 years
Year End Financial Statements	Treasurer	Permanently
Insurance Policies (expired)	Office Administrator	3 years
Insurance records, current accident reports, claims, policies, etc.	Office Administrator	Permanently
Internal audit reports	Audit Committee Chair	3 years
Inventories of products, materials, and supplies	Office Administrator	7 years
Invoices (to customers, from vendors)	Office Administrator	7 years
Meet fee rebate exceptions	Treasurer	7 years
Meet Results	Meet Director or designee	1 year
Minute books	Office Administrator	Permanently
Payroll records and summaries	Treasurer	7 years
Personnel files (terminated employees)	Office Administrator	7 years
Tax returns and worksheets	Treasurer	Permanently
Timesheets	Office Administrator	7 years
Withholding tax statements	Treasurer	7 years

E. BACKGROUND SCREENING

1. Background screening shall be done through the current mechanism in place with USA Swimming.
2. All non-athlete candidates for office on the VSI Board of Directors shall have passed the background screening program.
3. All non-athlete members of the VSI Board of Directors must have a current background screening.
4. All VSI designated chaperones must have initiated the background screening process.

5. All background screening records shall be maintained by the VSI Administrator.

F. CONFLICT OF INTEREST

Upon election to the Virginia Swimming Inc. Board of Directors each member will sign the Conflict of Interest Statement (Appendix A) approved by the Virginia Swimming House of Delegates. Annually, each member will sign a document asserting that he/she has complied with the Statement during the past year.

Upon employment by VSI, the employee will sign the Conflict of Interest Statement (Appendix A) approved by the VSI House of Delegates. Annually, each employee will sign a document asserting that he/she has complied with the statement during the past year.

Any volunteer acting as an agent of VSI will sign the Conflict of Interest Statement (Appendix A) approved by the VSI House of Delegates. Annually, each agent will sign a document asserting that he/she has complied with the statement during the past year.

G. WHISTLEBLOWER POLICY

1. General

VSI's Conflict of Interest Statement (CoIS) requires that members of the VSI Board of Directors (BOD), employees, and agents observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Representatives of VSI must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws, regulations, VSI By-laws, and VSI Policies and Procedures.

2. Reporting Responsibility

It is the responsibility of all VSI BOD members, employees, and agents to comply with the CoIS and to report violations or suspected violations in accordance with this policy.

3. No Retaliation

No VSI BOD member, employee, or agent who in good faith reports a violation of the CoIS shall suffer harassment, retaliation, or adverse employment consequence. A VSI BOD member or agent who retaliates against someone who has reported a violation in good faith is subject to discipline by the applicable Board of Review. A VSI employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable VSI BOD members, employees and agents to raise serious concerns within the organization prior to seeking resolution outside the organization.

4. Reporting Violations

In most cases, a BOD member's Division Head, an employee's supervisor, or an agent's VSI contact is in the best position to address an area of concern. If, however, the individual is not comfortable speaking with that individual or is not satisfied with the response, the individual is encouraged to speak with the General Chair, Admin Vice-Chair, Senior Chair, or Age Group Chair. VSI BOD members are required to report suspected violations of the USA Swimming Code of Conduct to the applicable Board of Review, which has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when the individual is not satisfied or uncomfortable

with following VSI's Whistleblower Policy, individuals should directly contact the applicable Board of Review.

5. Compliance Officer

The Chair of the VSI Finance Committee serves as the VSI Compliance Officer. The Compliance Office is responsible for investigating and resolving all reported complaints and allegations concerning violations of the CoIS and, at the Compliance Officer's discretion, shall advise the Finance Committee. The Compliance Officer has direct access to the Finance Committee and is required to report to the Finance Committee at least annually on compliance activity.

6. Accounting and Auditing Matters

The VSI Finance Committee shall address all reported concerns or complaints regarding corporate accounting practices, internal controls, or auditing. The Compliance Officer shall immediately notify the Finance Committee of any such complaint and work with the committee until the matter is resolved.

7. Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation of the CoIS must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the CoIS. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense and will be referred to the applicable Board of Review.

8. Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

9. Handling of Reported Violations

The Compliance Officer will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

H. REGISTRATION PAYMENT POLICY

1. For teams that are in good financial standing with registration payments, registrations will be processed when received by the VSI registration officer. Payment of the applicable fees is expected within 15 days of the submission date.
2. Payment for registrations is due by the 15th of the following month (eg, payment for registrations made in October must be received by November 15th). At the beginning of each month, teams will be sent a statement of registration transactions showing the amount due that month. Teams failing to submit payment of the amount due prior to the 15th will be charged a 5% service fee.

3. Teams failing to submit payment within 30 days of the original statement date will be charged an additional 5% service fee and will not be deemed to be in good financial standing regarding registration payments. At this point, with the concurrence of the general chair, the registration status of all members will be changed to unattached and the Executive Board will be informed of any delinquencies.
4. For teams that are not in good financial standing with registration payments, all additional registrations will not be processed until payment of the applicable fees has been received by the registration officer.
5. Teams failing to submit payment within 60 days of the original statement will be automatically referred to the Virginia Swimming Board of Review.

I. CREDENTIALS

At all meets, all coaches are required to have their coaching credentials available and produce them if requested. The date of expiration will be shown on the credentials. Credentials will only be issued by the registration chair. This will only occur after s/he has received documentation that all requirements for certification have been met. Coaches who are registered and in good standing but do not have their credentials with them at a particular meet will be issued temporary credentials by the meet director.

J. CLASSIFICATIONS, TIME STANDARDS and ENTRIES

1. Unless otherwise announced by VSI, National Age Group motivational times will be used to determine swimmer classification. These will go into effect November 1 each year.
2. For each stroke and distance, the level of classification of the swimmer will be that of the highest level achieved whether in a 25 yard, 25 meter, or 50 meter course.
3. Relay Events: A swimmer may participate on a relay when his time in the stroke and distance of that leg of the relay is not faster than the time permitted in the individual event in the meet. If a swimmer betters the maximum entry time in the same meet, the swimmer may still compete in the relay.
4. Entry times must have been achieved in USA Swimming sanctioned or approved competitions, or observed swims. "Coaches Times" (CT's) or "No Times" (NT's) are permitted whenever specified in the meet announcement. Entries using Coaches Times (CTs) or No Times (NTs) are not permitted at Age Group Champs, Senior Champs or for 14 & under swimmers participating at Regional Champs. Coaches Times may be no faster than a BB time.
5. If, after entering an event, a swimmer achieves a time that is faster than the meet permits, the swimmer shall not participate in that event. The swimmer/coach must notify the meet director who will allow the swimmer to select an alternate event or refund the entry fee.
6. Illegal Entries
 - a. Any of the following will be deemed an illegal entry:
 - (1) Entry does not conform to the qualifying time standard.
 - (2) Entry was not achieved in the time frame stated in the meet invitation.

- (3) Swimmer competed in the incorrect age group or sex.
 - b. If an illegal entry is discovered after the entries have been sent in and prior to the competition, the host club shall contact the club or person responsible for the entry and have them take corrective action. If no action is taken, the entry will be scratched and the entry fee forfeited.
 - c. If a suspected illegal entry is discovered after the event is swum, the meet director, meet referee, or designated VSI officer may challenge the entry.
 - (1) Proof-of-Time: The burden of proof shall be borne by the challenged club or by the individual if unattached. The proof of time must include the name and date of the meet where time was achieved and a copy of the event results as it appears in the USA-S national database or the official meet database. The proof of time must be submitted within 7 days of being challenged.
 - (2) Restoration of Time: If, upon receiving documentation in the required timeframe, the entry is deemed to be legal, the event must be rescored and re-awarded. A corrected copy of the meet results must also be published.
7. Penalties and Fines
- a. A fine of up to \$100 per event may be assessed for any of the following:
 - (1) Entries using fraudulent and/or non-verifiable entry times that are not in accordance with entry guidelines
 - (2) Illegal entries (see section above for definition)
 - (3) Swimmer not registered with USA-S prior to the first day of the meet
 - (4) Submitting a document that indicated a swimmer is properly registered with USA-S for a meet when, in fact, that swimmer is not properly registered.
 - (5) Entering a swimmer as attached to a club when, in fact, that swimmer is unattached. (Applies to VSI and non-VSI competition)
 - b. Any event in which a swimmer illegally participates shall be rescored and any corrections to the awards shall be made.
 - c. If the swimmer is representing a club in competition, the fine will be levied on the club; if unattached, the fine will be levied on the swimmer.
 - d. Assessment of Penalties and Payment of Fines: Meet officials will immediately report violations to the VSI Administrative Vice Chairman or General Chairman who will bring the issue to the VSI Board of Directors or Executive Committee. If appropriate, fines will then be assessed. Unless the swimmer was swimming unattached, all fines for the violations under this policy are imposed on the club the swimmer was representing in the competition. Fines are considered due and payable immediately upon receipt by the violating club. Fines levied by meet officials may be paid on the spot to the Meet Director who shall forward any payments received to the VSI Treasurer. In all other circumstances fines shall be remitted directly to the Treasurer. Fines not remitted within fourteen (14) days shall automatically be doubled. Should a fine remain unpaid after thirty (30) days, the swimmer and the club they were

representing shall be notified by the General Chairman and suspended from competition within the jurisdiction of VSI until such time as the fine is paid. The assessment of any fine or penalty may be appealed to the VSI Board of Directors within 30 business days of notification of the fine.

K. COMPETITIVE SUBDIVISIONS

To maximize competitive opportunities, reduce travel, and facilitate administration, clubs are assigned to competitive subdivisions for various meet classifications. For regularly scheduled meets conducted in accordance with current course schedules, the Board of Directors will determine the competitive subdivisions and the assignment of clubs. The Technical Planning Chair may approve variations in club or athlete attendance on a case-by-case basis for good cause shown after consultation with appropriate members of the Board of Directors.

L. SANCTION AND APPROVAL PROCESS

1. The purpose of the sanctioning and approval process is to ensure that swimming competition under the jurisdiction of the Virginia Swimming, Inc (VSI) local swimming committee (LSC) conforms to the rules, regulations, policies, and procedures of both VSI and USA Swimming. Sanctions and approvals are granted to a host team sponsoring approved competitions within the VSI LSC.
 - a. Sanction requests are for competition under the auspices of USA Swimming guidelines and all of the participants registered with USA Swimming.
 - b. Approval requests are for competition under the auspices of USA Swimming guidelines and some of the participants registered with USA Swimming
2. The host team for the meet will submit a request for sanction or approval to the Administrative Vice Chairman along with a draft meet announcement, a check for the sanction fee, and meet expense worksheet (if required) 60 days prior to the scheduled date of competition. The minimum information required for a sanction/approval to be issued is a list of events, the date, time, and location of the meet, check for the sanction/approval fee, the name and contact information of the meet director, and the name and contact information of the referee for the meet. Sanction and approval request forms are available on the VSI website or may be obtained from the VSI Administrative Vice Chair or VSI Technical Planning Chair. At the option of the host team, and with the agreement of the Administrative Vice-Chair, the sanction/approval fee may be paid after completion of the meet with the meet rebate fees and other fees remitted to VSI.
3. Draft meet announcements are also to be forwarded to the General Chair, Technical Planning Chair, Age Group Chair, Senior Chair, and Registration Chair. These should also arrive 60 days prior to the scheduled date of the meet. The meet director will coordinate directly with the Technical Planning Chair, and make all necessary corrections to the meet invitation. Once the Technical Planning Chair approves the meet invitation, a sanction number will be issued and the meet director will publish and distribute the invitation announcement. Distribution to all participating teams should be 45 days prior to the scheduled start date of the meet. Draft meet announcements received fewer than 60 days prior will be subject to the following penalties:
 - a. Received 1 to 7 days past the original due date: \$50 per day

- b. Received 8 or more days past the original due date: \$100 per day
4. Teams from outside the Virginia LSC are welcome to participate in designated meets held by VSI throughout the year. These teams must conform to the same eligibility and registration criteria as established for all VSI teams in the meet.
 - a. Additional requirements for visiting teams may be imposed to control the size of the meet and quality of competition. For example, visiting teams can be required to enter with an “AA” time standard while Virginia teams may enter with an “A” time standard.
 - b. To further control entries, out of LSC entries may have a specified entry deadline that is distinct from the entry deadline for Virginia teams. VSI teams who enter prior to the VSI entry deadline shall always be given priority for entry over out-of-LSC teams.
 - c. USA Swimming teams from outside the Virginia LSC who wish to host sanctioned meets within the Virginia LSC boundary must apply for a VSI Sanction under the procedures listed above and conform to all VSI rules, regulations, policies, and procedures. Furthermore, before approving a request for a sanction or approval, VSI may require out-of-LSC host teams to invite all, or a portion, of the registered VSI teams to these meet.
5. When meets are held by any team from another LSC or by another LSC within VSI borders (and vice versa), the fees assessed by the LSC in which the meet is being held will be as provided within any reciprocal agreement that exists between the LSCs involved. In the case where no reciprocal agreement exists, the fee structure shall be as if the meet were a regularly scheduled VSI meet. (All reciprocal agreements are appended to the Policies/Procedures.)
6. Sanction or approval requests may be denied if in the opinion of the Board of Directors the host team is unable to conduct and officiate the meet in accordance with standards prescribed by VSI and USA Swimming. A sanction/approval may also be denied if a meet unacceptably conflicts with the published VSI meet schedule. Likewise, a sanction/approval may be revoked for all of or specific sessions of a meet if it is determined that it was not conducted in accordance with prescribed standards.

M. MEET MANAGEMENT POLICY

1. All Meet Management Procedures as outlined in the Virginia Swimming Procedures Manual must be followed.

N. MEET SAFETY

1. A minimum of two Meet Marshals will be present at all VSI sanctioned meets. They will be responsible to the meet referee(s) and the meet director and perform duties as outlined in USA Swimming Rules and Regulations. Marshals must meet all requirements as set forth by USA Swimming. The minimum age for Marshals will be 18 years of age. For facilities with a separate warm-up/warm-down area a minimum of three (3) shall be present and on duty at all times. One marshal must remain in the warm-up/warm-down area.
2. All Meet Safety Procedures as outlined in the VSI Procedures Manual must be followed.

3. Photography will not be permitted behind the starting blocks. Individuals who violate of the above photography restrictions may be asked by the Meet Director to leave the pool venue.

O. MEET RESULTS AND FINANCIAL REPORTS

1. Meet Results: Host clubs are required to distribute accurate and complete meet results to all participating clubs and meet data backup to the VSI Administrative Office within (7) days of the close of the meet. The administrative office will distribute copies of the results to others within VSI on an as-needed basis. Failure to distribute within the allotted time will subject the host club to a fine of \$25.00 per day for each day late. Results are to be provided in the same format as originally provided by the participating team.
2. Financial Reports and Fees: Host Clubs are required to submit via email the meet financial report detailing all receipts and disbursements in connection with a sanctioned or approved meet. This report is due to the Treasurer and the Technical Planning Chairman on the proper form within thirty (30) days of the close of a meet. Financial report forms are available on the VSI website. Failure to submit the report within sixty (60) days of the close of the meet will subject the host club to a fine of \$100.00. For each additional thirty (30) day period that the report has not been received, the host club will be subject to a fine of \$100.00. The Board of Directors may also impose additional penalties including withholding of sanctions for future meets for failure to submit the report and fees.

P. RECORDS

1. In order to be considered for VSI Age Group and Open records, a swimmer or relay team must be registered with USA Swimming and representing VSI when the time is achieved.
2. VSI records will include only those events or distances recognized by USA Swimming or VSI Swimming. VSI records represent the fastest time in each event by a VSI swimmer or relay and may be achieved in either age group or open competition.
 - a. Virginia Swimming shall establish and maintain age group and open records for both 25 yard and 50 meter courses for the 10 and under, 11-12, 13-14, 15-16, 17-18, and open age groups
 - b. Records must be achieved in accordance with Article 104 of the Technical Rules of USA Swimming and the policies and procedures of Virginia Swimming in effect at the time.
 - c. The fastest time swum by a VSI registered athlete or relay at the time of performance in any VSI or USA Swimming sanctioned, approved, or observed meet, or in an International event recognized by USA Swimming will be recognized as a record. The swim must appear in the SWIMS National Times Database.
 - d. A tie of an existing record shall be recognized as such in the Records list.
 - e. Any swim timed with semi automatic or automatic timing used as the primary timing system may establish a record.
3. Final results for any meet outside the boundaries of VSI must be submitted for record verification. It is the responsibility of the swimmer, or their representative, to submit the

proper documentation to verify a record performance. Forwarding a copy of the meet results (via mail or email) or notifying the Records Chair where the results can be found online will serve as acceptable documentation.

Q. ENTRY FEES FOR OUTREACH ATHLETES

To encourage the participation of Outreach Athletes in VSI meets, VSI will reimburse a club for meet entry fees paid by the club for the outreach athletes. If the athlete is unattached, reimbursement will be made to the athlete.

R. TRAVEL FUND CRITERIA

1. In the annual budget, VSI identifies certain national and international level meets for which participating VSI athletes are eligible for partial reimbursement of travel expenses
2. To be eligible for travel expense reimbursement, an athlete must:
 - a. Have achieved at least one qualifying time in an individual event that meets the current USA Swimming Winter Junior National Time standards.
 - b. As a VSI-registered swimmer, participate in an individual event in one of the following two categories:
 - (1) Any USA Swimming national championship-level competitions including USA Swimming National Championship, USA Swimming Junior National Championship, National Disability Championship, U.S. Open, or any Trial class meet.
 - (2) Championship level competition designated by the VSI Senior Committee that includes, but is not necessarily limited to, NCSA Junior Championships, USA Swimming Grand Prix series meets, and YMCA Nationals. Any meet not currently listed has to be pre-approved by the senior committee.
 - c. Must have swum an individual event in at least one (1) USA Swimming sanctioned meet as a VSI registered swimmer within the six-month period immediately prior to their reimbursable competition. (USA Swimming sanctioned meets, as defined under this Travel Fund Criteria, do not include individual team time trials, intra-squad meets, or any other type of meet that limits entries to only one swim club.)
3. College swimmers are eligible for travel reimbursement only if they were a VSI registered swimmer for the year prior to college and participated in at least one VSI sanctioned meet that occurred before March 1st of the year prior to attending college.
4. Requests for reimbursement must be submitted to the treasurer of VSI within 30 business days after the meet for full funding.
5. An athlete is eligible to receive a travel reimbursement for only one designated meet in a season (short course and long course), with the exception that in an Olympic year, an athlete may receive an additional travel reimbursement for participating in the USA Swimming Olympic Trials. An athlete who attends multiple meets in a season will be reimbursed for the meet which has the highest reimbursement rate.
6. Extenuating circumstances can be submitted in writing to the VSI Board of Directors for review and consideration for full or partial funding.

7. The amount of money available for reimbursement shall be determined by the VSI Board of Directors.

S. EASTERN ZONE COMPETITION

The following is an excerpt from the Eastern Zone policy manual that outlines the procedures and rules that will be observed in order to participate in the Eastern Zone Championships:

1. Athletes who have competed in USA Nationals, USA Juniors, U. S. Open, or a trials class meet in an individual event are not eligible to enter this meet.
2. 13&O athletes who achieve the current USA Swimming Junior National qualifying standard prior to the entry deadline for the Eastern Zone championship meet, in any event, are ineligible to compete at the Eastern Zone championships in any individual or relay event.
3. Athletes 12 years of age or younger who have achieved USA National, USA Juniors, U.S. Open, or trials class qualifying times in an individual event but who have not competed in an individual event at these meets may enter that event in this meet.
4. Each swimmer is allowed to swim a maximum of 6 events in which he/she qualified. A swimmer is not allowed to compete in more than 3 events per day. Each swimmer must compete in the events for which he/she is qualified. The only exception to this policy exists when a swimmer qualifies in more than 6 events. In that instance, the Zone Team Head coach, at his/her discretion, will determine which events shall be dropped.
5. Selection process:
 - a. Athletes must submit an application to be considered for inclusion on the Zones Team by a predetermined date.
 - b. Information will be posted on Virginia Swimming's Website as to the top 10 eligible swimmers to compete in the Eastern Zone Competition.

Information Pertaining to Both the Short Course (winter) and Long Course (summer) Zone Competitions

- c. 15 and older swimmers
 - (1) The selection of the 15 and older zone team will take place at the Virginia Swimming Senior Championship Meet.
 - (2) The 2 fastest times achieved in SCY beginning 9/1 of the current year for short course zones, and beginning with the preceding long course zone meet for long course zones, will automatically qualify for Zone selection. Only times achieved in the course in which the Eastern Zone meet will be conducted will be accepted (i.e. SCY for winter zones, LCM for summer zones).
 - (3) Lead off splits, intermediate splits from any race, and the time trials from the Short Course Senior Championship Meet will not be included for consideration.
 - (4) All meet results, including out of state meets, must be submitted to the Records Chairman in order to be considered for inclusion on the Zone list. These must be submitted by the Tuesday immediately preceding the VSI Senior Championship Meet.

- (5) All meet results, including out of state meets either submitted or achieved after the Tuesday immediately preceding the Short Course VSI Senior Championship Meet will not be included for consideration.
 - (6) Corrections to the Zone list will not be accepted after the Tuesday immediately preceding the Short Course VSI Senior Championship Meet and will not be included for consideration.
- d. 9 to 14 year old swimmers
- (1) The selection of the 9 - 14 zone team will take place at the Virginia Swimming Age Group Championship Meet.
 - (2) The fastest 3 times for 9 to 12 year old swimmers achieved in SCY beginning 9/1 of the current year for short course zones will automatically qualify for Zone selection.
 - (3) The fastest 2 times for 13 to 14 year old swimmers achieved in SCY beginning 9/1 of the current year for short course zones will automatically qualify for Zone selection.
 - (4) The fastest 2 times beginning with the preceding long course zone meet for long course zones will automatically qualify for Zone selection.
 - (5) Only times achieved in the course in which the Eastern Zone meet will be conducted will be accepted (i.e. SCY for winter zones, LCM for summer zones).
 - (6) Lead off splits, intermediate splits from any race, and time trials from the Short Course Age Group Championships will not be included for consideration.
 - (7) All meet results, including out of state meets, must be submitted to the Records Chairman in order to be considered for inclusion on the Zone list. These must be submitted by the Tuesday immediately preceding the VSI Age Group Championship Meet.
 - (8) All meet results, including out of state meets, either submitted or achieved after the Tuesday immediately preceding the Age Group Championship meet will not be included for consideration.
 - (9) Corrections to the Zone list will not be accepted after the Tuesday immediately preceding the VSI Age Group Championship meet and will not be included for consideration.
- e. Relays will be selected only from those swimmers entered in individual events.

Information Pertaining to ONLY the Long Course Eastern Zone meet

- f. This is not a select meet. This is a qualifying meet with predetermined time standards published annually.
- g. Any swimmer who achieves 4 or more of these standards is eligible to attend this meet.
- h. Relay lead off splits from the appropriate Championship level meet (Senior champs for 15 and older swimmers, Age Group Champs for 14 and younger swimmers) will

- count toward the number of events for which the swimmer qualifies, but will not be considered one of the two fastest times achieved in the LSC.
- i. In the event that Senior Championships occurs after Age Group Championships, individual event results and relay lead off splits for 14 and younger swimmers may be used towards the number of events in which the swimmer qualifies.
 - j. Time trials and intermediate splits from any race will not be included for consideration.
6. Transportation
- a. All swimmers must agree to travel with the team to be considered in the selection process and must agree to remain with the team for the entire duration of the trip.
 - b. Swimmers may be released from the team after the completion of the entire competition, and prior to the return trip home. A Parent or legal guardian must complete and sign a release form. All swimmers that are being released must obtain permission from the zone team manager, or his/her designee, prior to leaving the competition site.
7. Lodging and Meals
- a. Swimmers will be required to dine and lodge with the team for the duration of the meet. This includes all designated rest times.
 - b. Rooming assignments, including the number of occupants per room, is at the sole discretion of the Team Manager. Special requests will not be accepted. Roommate requests will be considered but not guaranteed. Special dietary needs should be addressed at the appropriate registration.
8. Cost
- a. The cost per swimmer will be determined by the location, means of travel, length of meet, and the number of team members.
 - b. The approximate cost of the trip will be posted to Virginia Swimming's website as soon as it is available. That cost may be adjusted at the time of registration.
 - c. The VSI Board of Directors reserves the right to assess an additional fee should the actual costs of the team exceed projected revenues.
 - d. All fees must be paid in full at the time of registration. Only cash and checks made payable to "Virginia Swimming Inc." will be accepted.
 - e. Fees once paid are not eligible for refund. The Board of Directors of Virginia Swimming may, at its discretion, determine otherwise.
9. Uniforms
- a. Families will be provided with the appropriate ordering information (including costs and vendor) and will be required to place the order themselves. Uniforms will be shipped to their homes.
 - b. The entire uniform is required.
 - c. Team apparel should not be traded until the final session of the meet.

- d. Use of individual team apparel is discouraged.

10. Chaperones

- a. Prospective chaperones will indicate their interest to the zone team manager at the appropriate level championship meet during zone registration.
- b. Chaperones are selected according to the following priorities:
 - (1) Medical - 1 per departure location.
 - (2) Officials - USA stroke and turn certified. Preference will be given to USA National certified officials.
 - (3) A balance of males and females are needed across the age groups and departure points.
 - (4) 10-12 chaperones plus the Team Manager are required.
 - (5) Previous Zone chaperone experience may also be taken into consideration.
- c. Cost
 - (1) The cost per chaperone will be determined by the location, means of travel, length of meet, and the number of team members.
 - (2) The approximate cost of the trip will be posted to Virginia Swimming's website as soon as it is available. That cost may be adjusted at the time of registration.
 - (3) All fees must be paid in full at the time of registration. Only cash and checks made payable to "Virginia Swimming Inc." will be accepted.
- d. All chaperones share in timing at the meet, unless they are working as officials.
- e. All chaperones must be members of USA Swimming. Registration may be done at the time of selection as a chaperone. The cost of this registration is the responsibility of the chaperone.
- f. All chaperones must have satisfactorily passed a background check through USA Swimming's approved vendor prior to departure for the zone trip. The cost of this check is the responsibility of the chaperone.

11. Coaches

- a. Zone team coach selection and the verification of all zone coaching credentials is the responsibility of the VSI Coaches' Representative.
- b. 8 coaches are required including the Zone Team Head Coach.
- c. The Zone Team Manager must be notified of the selected Zone Team coaching staff no later than February 15 for winter zones, and July 1 for summer zones.

T. ANTI-RECRUITING POLICY

Virginia Swimming anti-recruiting policy is intended to provide additional guidelines to VSI members concerning USA Swimming rules as described in Article 304 Code of Conduct. Code of Conduct actions concerning recruiting are found in Article 304.3.13. VSI policy and restricted recruiting activities are described below.

Active recruiting is prohibited and is defined as the solicitation of a USA Swimming registered athlete, affiliated with a member organization, by another USA Swimming Club, with the intent of having said athlete leave his /her existing club to join the soliciting club.

1. This policy prohibits any USA Swimming registered club, coach or employee from direct contact with an athlete or an athlete's family from another USA Swimming member club in the Virginia LSC.
2. This policy does not prohibit an athlete or an athlete's parents from initiating contact with coaches, officials or other athletes of another club for the purpose of obtaining information about joining another member club. Once the athlete initiates such contact, the policy will not apply to any contact with an athlete of another member club.
3. This policy does not restrict USA Swimming registered clubs from conducting advertising, team try-outs or camps for the purpose of recruiting athletes.
4. This policy is not intended to restrict athletes or parents from discussing aspects of their respective clubs with athletes or parents from other clubs, or incidental contact that may occur with another team's coaches or officials. However, any contact that has been encouraged, promoted or facilitated by a USA Swimming member club, coach or employee with the intent of recruiting shall be in violation of the anti-recruiting policy and subject the member club and /or its coach or employee to the sanctions of this policy.
5. Any violation of this anti-recruiting policy shall be reported to the VSI Board of Review, which upon receipt of the complaint shall conduct hearings under the by-laws of Virginia Swimming, Inc.

U. PRIVACY POLICY

Virginia Swimming, Inc. shall treat as private and not release, publish, sell, trade or otherwise distribute in any manner any information collected regarding members of Virginia Swimming, Inc. except for those items listed herein. The release of other information shall require written authorization of the member or, in the case of a minor athlete, the athlete's parent(s) or legal guardian(s).

Items which may be released without written authorization: 1) member's name; 2) member's age; 3) club affiliation; 4) time and place achieved in an event; 5) any award and/or honor achieved by the member; and 6) contact information for officers, coaches, or officials.

Such policy shall not be interpreted to prohibit the LSC from using the information held by Virginia Swimming, Inc. in furtherance of its exempt function. In no case shall Virginia Swimming, Inc. permit the use of member demographic information by third parties.

The Board of Directors shall be charged with developing policy and tools which allow Virginia Swimming, Inc. to effectively communicate information and protect privacy of member clubs and individuals.

V. OFFICIALS: GENERAL GUIDELINES FOR DISCIPLINE AND DE-CERTIFICATION

1. CATEGORIES

In order to organize the possible matters and issues that could arise, three categories have been chosen which should cover all matters. The three categories are Professional Qualifications, Professional Misconduct and Code of Conduct.

a. PROFESSIONAL QUALIFICATIONS

This category relates to matters involving deficiencies in the professional qualifications of the official. It relates to the technical aspects of the field of officiating, such as a lack of knowledge of the rules, improper application of the rules, etc. An illustration of this category might be the following:

Official A is a certified Stroke/Turn Official with two years of experience. He never makes a call, even when it is clearly "under his nose."

PRIMARY RESPONSIBILITY - LSC Officials Chair

It is the responsibility of all officials to observe and evaluate the officials who are working for and with them. All deficiencies should be reported to the meet referee, who may address them at the time of the meet, if the meet referee feels that it would be best at that time. However, should it become apparent the official is deficient in the qualifications to serve in the position the official is certified for, then these deficiencies need to be reported to the LSC Officials Chairperson.

The Chairperson is primarily responsible for addressing the situation. It must be kept in mind that at this stage the approach needs to be remedial rather than punitive.

The first step for the Chairperson is to gather all of the facts. The Chairperson may conduct the investigation or may assign the role to another trusted official. It is important that all of the facts are discovered and they be documented to the extent they can be.

Additionally, when conducting the investigation, the following shall be determined concerning the official:

- knowledge of the rules,
- application of the rules,
- judgment on deck in applying the rules, and
- professionalism on and off the deck.

After the facts are obtained, the Chairperson should schedule a meeting with the official and review in depth the performance of the official. The official needs to be given the facts as gathered by the Chairperson and the full opportunity to state his or her side of the matter and to make a request for help, should the official choose to do so. At this stage, if the Chairperson believes it is in the best interest of the official, it is appropriate to bring in other members of the Officials Committee or some third person who is a friend of the official to assist in the meeting. In the latter situation, the friend should be an official, because we are addressing professional qualifications.

Furthermore, should the Chairperson believe it is inappropriate for him or her to meet with the official or address the issue, the Chairperson may assign the matter to another official.

The Chairperson has the following powers:

- to reassign the official to a lower position, where the official is qualified (i.e., referee to stroke and turn judge). The Chairperson should present the official with a program to be performed within a given time frame, providing the official the opportunity to regain his or her position. Although the program to be presented should be developed by the LSC, it is recommended that it include re-training, observation over a series of sessions and testing.
- to leave the official in his or her current position but establish a re-training program to correct any deficiencies. Again, any program proposed should include observation over a series of sessions and testing. In this situation, the Chairperson may decide to withhold any future assignments at the certified position until the official completes the program and is signed off by the training official(s).
- if the Chairperson is confronted with the situation where it is apparent the official does not comprehend and understand the rules and, in the opinion of the Chairperson, the official will not be able correct the situation, then the Chairperson has the power to recommend to the Officials Committee that the official be decertified as an official.

SECONDARY RESPONSIBILITY – LSC Officials Committee

At this stage the Officials Committee will enter the picture and make the final decision on de-certification. This step should include a hearing with the official, where the official has full opportunity to make his or her position with the Committee. (See **HEARINGS** below.)

A decision to de-certify the official should only be made as a last resort and on the recommendation of the LSC Official Chairperson. If there is no recommendation from the Chairperson then there will be no de-certification.

b. PROFESSIONAL MISCONDUCT

This category relates to matters involving misconduct in the performance of the official's professional duties that do not rise to the level of acts specifically covered by the Code of Conduct (Article 304.3 of the Rules and Regulations of USA Swimming). An illustration of this category might be the following:

Official B is a certified Referee of 4 years. At the last Age Group Championships he was berating fellow officials on deck, in front of the spectators for their slovenly appearance, lack of rule knowledge and their poor attitude. He then proceeded to offer his opinions regarding the LSC executive board, and how poorly he felt the business of the LSC was being run.

Duties – LSC Officials Chairperson

A complaint alleging misconduct on the part of an official needs to be in writing and filed with the LSC Officials Chairperson. The complaint must set out the facts and the misconduct alleged. It is then the duty of the Chairperson to conduct an investigation of the allegation and develop all of the facts. The Chairperson or someone chosen by the Chairperson may conduct this investigation. In choosing someone to conduct the investigation, the Chairperson needs to choose someone who is organized, thorough, honest and objective. The person should have no relationship with the situation or the official.

PRIMARY RESPONSIBILITY – LSC Officials Committee

Once the investigation is completed, the entire file is delivered to the Officials Committee. The Committee will then schedule a hearing. (See HEARINGS below.)

The Officials Committee has the following powers:

- to issue a **verbal warning**, however, the warning must be accompanied by conditions to be met to correct the problem and the possible consequences if they are not met (even though it is a verbal warning it should be documented in the notes of the Committee accompanying the hearing),
- to issue a **written reprimand**, but again the reprimand must be accompanied by the conditions to be met and possible consequences if they are not,
- to **reassign** and to establish a **re-training** program, such as is set forth above for the Chairperson and the decision must be documented in the notes of the hearing,
- to **suspend** the official, however, the suspension should be accompanied by conditions the official must complete during the suspension period, and
- to permanently **de-certify** the official. This should be for the most serious offenses and should be ordered only after all other remedial measures have been exhausted.

If the Official Chairperson is the investigating person then the Official Chairperson should not participate in the deliberations of the hearing. The Chairperson is the “prosecutor” in this role and should not sit as part of the jury. However, if the penalty is to be de-certification, then the Committee should consider this penalty only if the Official Chairperson has recommended it to the Committee.

c. CODE OF CONDUCT

This category involves all acts that fall under Article 304.3.1 through .15 of the Rules and Regulations of USA Swimming. An illustration might be the following:

Official C is a certified Referee. At a meet last week the official falsely changed the time of the official's son to a better time in order for him to qualify for an upcoming meet.

One of the primary issues the LSC Officials Chairperson must determine is whether the matter falls within the jurisdiction of the National Board of Review (Article 304.3.1 through .11) or the LSC Board of Review (304.3.12 through .15). All complaints received by the LSC Officials Chairperson should be delivered to the Executive Director of USA Swimming in Colorado Springs if it is within the

jurisdiction of the National Board of Review or the LSC General Chairperson if it is within the jurisdiction of the LSC.

All complaints would then be processed under the established procedures of the LSC and USA Swimming.

2. HEARINGS

The time frame for conducting the hearing should be set by the LSC but should not exceed the time frames set out in the bylaws of the LSC. There should be a provision for an emergency hearing if the facts warrant.

The conduct of the hearing need not be as formal as a hearing before the LSC Board of Review but the proceedings need to be documented with written notes. The official should be given full opportunity to present his or her side of the issue with the approach being primarily remedial unless the facts dictate otherwise.

The vote of the Officials Committee may be by majority, however, if it is by majority, caution should be taken to make sure the quorum requirement for an official meeting of the Committee is such that a majority vote represents a substantial number of the members of the Committee. The final decision should be written and a copy given to the official. It need not be formal document and can be in a letter format.

The official shall have the right to appeal any decision imposing penalties on the official, including suspension or de-certification, to the LSC Board of Review and the opportunity to appeal should be made known to the official. All other decisions should not go beyond the Committee.

3. GENERAL

This program is intended to place the professional matters within the jurisdiction of the professionals, the peers of the official. However, if there are decisions made in this process, the official may have the right of appeal pursuant to the Rules and Regulations of USA Swimming and the Bylaws of the LSC.

It is possible that some matters could involve more than one category. If this situation arises, then one should select the category with the highest process, i.e., professional qualification and professional misconduct then process it under the professional misconduct category and if it is professional misconduct and code of conduct then process it under the code of conduct.

PROCEDURES

A. FEES AND SURCHARGES

1. For a team to participate in any VSI sanctioned meet, all entry fees must be paid prior to the beginning of the meet. Any swimmer whose team is barred from the meet because of non-payment of entry fees may pay his/her own fees and enter the meet as Unattached.
2. Sanctions and Approvals: \$20.00 for all non-championship meets.
3. Swimmer Fees: \$2.50 per swimmer entered in any capacity in any invitational, special invitational or championship meet.
4. Meet Fees for Championship and Non-championship Age-Group Meets, Senior and Senior Championships are shown in the following tables:

MEET ENTRY FEES CHARGED BY HOST CLUB			
TYPE OF MEET	SWIMMER FEE	INDIVIDUAL EVENT FEE	RELAY EVENT FEE
8 & YOUNGER MEET	\$2.50	\$4.00	\$14.00
AGE GORUP NON-CHAMPIONSHIP MEET	\$2.50	\$4.00	\$14.00
SENIOR NON-CHAMPIONSHIP MEET	\$2.50	\$4.50	\$15.00
DISTRIC & REGIONAL CHAMPIONSHIP MEET	\$2.50	\$4.50	\$15.00
AGE GROUP & SENIOR LSC CHAMPIONSHIP MEET	\$2.50	\$6.00	\$18.00

REBATE FEES PAID BY HOST CLUB TO VSI			
TYPE OF MEET	SWIMMER FEE	INDIVIDUAL EVENT FEE	RELAY EVENT FEE
8 & YOUNGER MEET	\$0.00	\$0.35	\$0.35
AGE GORUP NON-CHAMPIONSHIP MEET	\$0.00	\$0.65	\$0.65
SENIOR NON-CHAMPIONSHIP MEET	\$0.00	\$0.65	\$0.65
DISTRIC & REGIONAL CHAMPIONSHIP MEET	\$0.00	\$1.40	\$1.40
AGE GROUP & SENIOR LSC CHAMPIONSHIP MEET	\$0.00	\$1.40	\$1.40

5. Other Fees.
 - a. Championship meet entries received after the entry deadline will be accepted at a cost of \$10.00/event up until the first day before the start of the meet. Beginning the first day of the meet, the charge will be \$25.00/event. These fees will be in addition to regular meet entry fees. Swimmers added prior to the printing of the heat sheet will be seeded as stated in the invitation. Swimmers added after the printing of the heat sheet

- will be seeded in the slowest heat in the appropriate empty lane. A new heat(s) will be added if necessary to accommodate these entries. The host team will retain fees received for these late entries.
- b. Closed Invitational Meets: Closed invitational meets involve only those teams invited by the host club. Subject to the final authority of the Board of Directors, entry fees for such meets may be approved by the Administrative Vice Chairman with the concurrence of the General Chairman at levels consistent with the current amount allowed for other meet categories. The fee level may take into account any special circumstances associated with the meet. A portion of the entry fee equal in amount to that imposed in statewide, regional, district, and area meets of similar classification shall be rebated to VSI.
6. The Board of Directors may adjust the amounts to be charged or rebated. They are also responsible for the oversight of contracts, services and payment of expenses to provide for an equitable distribution of the meet profits or to accommodate unusual circumstances. On an annual basis, the Board of Directors must approve waivers or reductions to the established meet rebate fees paid by a host club to VSI. The Treasurer shall be responsible for maintaining a listing of such exceptions.
 7. Independent VSI satellite clubs pay the current club registration fee.

B. TOP 10 TIMES

1. All times from USA Swimming/Virginia Swimming Inc. sanctioned or approved meets shall be submitted automatically by the Top 10/NTV chairman or his/her delegate. This will include times for national age group records and Top 10.
2. The swimmer or team is responsible for reporting all times achieved in meets not sanctioned by VSI to the swimming office. A meet database is the preferred method.
3. High school or private school or college meets which require observation need prior arrangement with the Top 10/NTV chairman and results will be sent to him/her.
4. National Age Group records require a formal application to be submitted. Forms are available on the USA Swimming web site, or contact the Top 10/NTV chairman.

C. CHAMPIONSHIP MEET MANAGEMENT

1. The format of the Age Group Championship shall be materially similar to that used by the Eastern Region Zone meet. The format of the Senior Championship shall be similar to the Eastern Region II Sectional meet or the National Championship meet or a blend between the two.
2. The VSI Age Group Chair shall be designated as the Meet Director of the Age Group Championship meets. In the absence of the VSI Age Group Chair, he or she, with the approval of the General Chair, may designate a member of the LSC Age Group Committee to serve as Meet Director. A local coordinator may also be appointed.
3. The VSI Senior Chair shall be designated as the Meet Director of the Senior Championship meets. In the absence of the VSI Senior Chair, he or she, with the approval of the General Chair, may designate a member of the LSC Senior Committee to serve as Meet Director. A local coordinator may also be appointed.

4. Other championship meets in the series shall be conducted in number and format as determined by the Technical Planning Committee in consultation with the Age Group Chair and the Senior Chair provided, however, that all similar meets in the series shall be conducted as nearly identically as possible in terms of event order, whether timed finals or prelims and finals, etc. All championship meets in the series will utilize the overhead start (swimmer from previous heat remains in water for all forward starts) technique using pre-planned breaks to slow the session down if required.
5. OME fees will be estimated and used as a listed meet expense by the host club for Championship meets.
6. To the extent possible, results from championship meets shall be published for general Internet access as they occur or as soon thereafter as reasonable.
7. The VSI Officials Chair shall appoint the Meet Referee of the Age Group Championship and Senior Championship meets and, in conjunction with the Meet Referee, shall approve the assignment of all officials in the meet. The leadership team (deck and administrative referees, starters, chief judges, administrative coordinators) shall be assigned prior to the meet. A local official's coordinator may also be appointed to assist with staffing the meet.
8. When the assigned Senior Champs and Age Group Champs Meet Referees and/or Administrative Referees live more than 50 miles from the meet venue, Virginia Swimming will cover their reasonable lodging expenses. Whenever feasible, individuals will share a room. If an official is in a room alone, an additional official may be assigned to share it. Lodging expenses will not be covered if the individual shares the room with family members. Lodging expenses will normally not be covered for the night before competition commences or the night the competition concludes, unless unusual circumstances prevail and approval is obtained from the Officials Chair. The lodging expenses will be charged to Virginia Swimming. In the event that the expenses are borne by the individual, the Meet Referee and/or Administrative Referee shall submit a completed Virginia Swimming Reimbursement Form to the LSC Officials Chair for approval no later than 30 days after completion of the meet for which reimbursement is requested.

D. MEET SAFETY PROCEDURES

The following procedures have been established to ensure safe meet conduct.

Safety is an important factor for our program. Anyone seeing an unsafe condition or activity around the meet venue should intervene or summon available meet and/or facility personnel to immediately stop it. The unsafe conduct should also be reported to the Meet Director and the Meet Referee.

These procedures **SHALL** be followed at all meets. The Referee has the authority to remove a swimmer/coach/club/parent from the meet for failure to comply with these safety procedures.

GENERAL SAFETY GUIDELINES

1. The Meet Director and Meet Referee are responsible for venue safety inspection (see Virginia Swimming Safety page for checklist) and resolution of issues prior to the beginning of the meet.

2. Hazards in locker rooms, on the deck, or in areas used by coaches, swimmers, spectators, or officials shall be removed or clearly marked.
3. Assignment of Marshals shall be the responsibility of the host club/Meet Director. A minimum of two Marshals must be present and on duty at all times. These Marshals shall be at least 18 years old. Lifeguards required by colleges and recreation centers may **NOT** be used in place of Marshals. Marshals shall wear distinctive, bright-colored, identifying shirts/vests (preferably, USA Swimming orange Marshal vests) at all times while on duty.
4. Some areas of the venue may be off limits for the swimmers, parents, and coaches. These areas shall be clearly marked, and such boundaries shall be enforced by the Marshals.
5. Where feasible the Announcer should announce periodic safety reminders throughout the meet (see Virginia Swimming Safety page for examples).
6. Running on the deck is not permitted during the meet or during warm-ups.
7. Horseplay is not permitted anywhere in the venue during the meet or during warm-ups.
8. Shaving is not permitted anywhere in the venue (including locker rooms). Swimmer noncompliance will result in dismissal from the meet.
9. **USE** of cameras or camera cell phones is prohibited in locker rooms.
10. Warm-up procedures shall be enforced for any breaks scheduled during the competition.
11. A swimmer, coach, or parent may be removed from the deck for interfering with a Marshal in the performance of his/her duties.
12. Any accident/incident, no matter how seemingly insignificant, that occurs at the meet must be reported to the LSC Safety Chair and to USA Swimming using the USA Swimming Report of Occurrence Online Form (see Virginia Swimming Safety page). The Meet Director/Meet Referee is responsible for completing and submitting the form.

BEST PRACTICES FOR AIR AND WATER QUALITY

1. Contract/Bid considerations. Host pools bidding on meets should provide what if any provisions they plan to make in preparation of hosting a meet. Examples: Filtration rate normal and meet day, air exchange rate normal and meet day, water test normal and meet day.
2. Complete USA Swimming Walk-Through Facility Form prior to meet.
3. Shower for all swimmers before entering water. This will be process of education, beginning with adding to meet announcement, signage, and providing education to swimmers, coaches, and parents.
4. Meet size and duration for venue. Examples: Number of swimmers (splashes), time line each session to include warm up and events, number of days for meet
5. Breaks for volunteers off deck.
6. Swimmer off deck seating.

WARM-UP PROCEDURES (also applicable during all scheduled breaks in the competition)

1. Warm-ups will not begin until the Marshals are on deck and present for duty.
2. A Marshal must be present and on duty at any separate warm-up/warm-down area that is designated for use before, during, or after competition.
3. Warm-up procedures and schedule of warm-up lanes and times for each team shall be posted throughout the venue. The announcer shall announce lane and time assignments, special venue rules, and any change in the procedures directed by the Meet Referee or Meet Director.
4. Coaches are responsible for the conduct of their swimmers. Coaches shall instruct their swimmers regarding safety guidelines and warm-up procedures as they apply to conduct at meets.
5. Coaches must be in the immediate vicinity of their swimmers at the start of warm-ups to supervise the entry of their swimmers into the pool. Coaches must maintain line-of-sight control and supervision of their swimmers at all times. Swimmers who are unsupervised will not be allowed to warm up, unless placed under the supervision of a coach by the Meet Referee/Meet Director.
6. All swimmers must start warm-ups from either the start end or the turn end of the pool. Entry into the pool from the sides is prohibited.
7. Entry during general warm-ups is feet first only. There will be **NO DIVING OR RACING STARTS** from the blocks or end of the pool during general warm-ups.
8. Each team may be assigned a lane(s) and a specified time for warm-up. Anytime during this warm-up period, the coach for assigned team may elect to convert the general warm-up lane to a sprint or to a pace lane. Prior to this, one-way swimming must be established with swimmers exiting at the far end of the pool. If there is more than one team sharing a lane, then such conversion to sprint / pace may only occur upon the agreement of all respective coaches covering the teams in this lane.
9. During the sprint period of warm-ups, a racing start will be permitted only for one-way swimming, where the swimmer exits at the far end of the pool. The sprint lanes must be cleared by the Marshals/Referee before they are opened for use. Swimmers must NOT cut across adjacent lanes to exit the pool at one of the sides.
10. During the sprint period of warm-ups, backstroke swimmers must be allowed to complete their start and to clear the area before any swimmer steps onto the block.
11. Use of training equipment, which may include but is not limited to kick boards, pull buoys, paddles, bungee cords, and snorkels, is prohibited during warm-ups. Snorkels may be allowed during warm-ups for sessions that involve only senior-level classified competition.
12. For facilities with a separate warm-up/warm-down area, there shall be no diving or racing starts in that area unless a lane has been specifically designated for one way racing starts.

13. To avoid over-crowding of warm-up lanes, the Meet Referee/Meet Director may restrict warm-ups to those swimmers participating in the session immediately following the warm-ups.

UNASSIGNED WARM-UPS

Depending upon the type of meet being conducted, the following warm-up format provides an alternative to specific warm-up times and lane assignments. Other formats that take into account the total number of swimmers and the available lane time are also acceptable, and may be assigned by the Meet Referee/Meet Director.

Time	Lanes							
	1	2	3	4	5	6	7	8
1 st 25-30 min	General	General	General	General	General	General	General	General
Last 25-30 min	Pace	Sprint	General	General	General	General	Sprint	Pace

If lanes 2 and 7 are overcrowded during the sprint phase of warm-ups, lane 3 and/or lane 6 can also be designated as a sprint lane.

For long course competition in which the 50 M Freestyle is starting from the “turn” end of the pool, lane 2 or lane 7 should be designated for one-way sprints from that end of the pool.

Sprint lanes should be marked as such. All warm-ups will start from the starting end of the pool (except as noted above for the 50 M Freestyle in long course competition).

E. VIRGINIA SWIMMING OUTREACH ATHLETE MEMBERSHIP

1. **Purpose of Outreach Membership:** Virginia Swimming offers Outreach Membership at a reduced membership fee to a swimmer who qualifies on the basis of financial need.
2. Outreach Membership Qualifications:

The yearly income guidelines used by the local school district to qualify students for the National School Lunch Program Free or Reduced Meals will be used to qualify a swimmer for Virginia Swimming / USA Swimming Outreach Membership. A swimmer does not have to participate in the actual lunch program in order to qualify for Outreach Membership. A copy of one of the following must be provided to show proof of need:

 - a. National Free or Reduced Meals Program verification form;
 - b. Medicaid card;
 - c. Food Stamp letter;
 - d. Current signed federal tax return showing the income guideline has been met;
 - e. Other documentation that is consistent with the Income Eligibility Guidelines for the National School Lunch Program.
3. Application Procedure:
 - a. The swimmer applies to a club for Outreach Membership.

- b. The club reviews documents to determine qualification for Outreach Membership.
- c. The club submits an Outreach Membership request to the VS Registration Chair indicating the type of qualifying documentation it has received. If the club uses guidelines other than a – d listed above, an explanation of the process used needs to be sent to the Registration Chair and updated on an annual basis.
- d. The Registration Chair approves Outreach Membership or, if needed, requests to review the qualifying documentation.

An unattached swimmer who is not affiliated with a club should submit the qualifying documentation to the VS Registration Chair.

4. Entry Fee Reimbursement Program for Outreach Athletes

- a. **Purpose of Program:** To encourage the participation of Outreach Athletes in VSI sanctioned meets, VSI will reimburse a club for meet entry fees paid by the club for the outreach athletes. Only sanctioned meets for which VSI receives rebate fees are eligible for reimbursement to the team for outreach swimmer meet entry expenses.
- b. Reimbursement Procedure:
 - (1) The Registration Chair will advise the Treasurer of the names and club affiliation of all VSI registered Outreach Athletes.
 - (2) VSI will send a letter to the Point of Contact for each club that registers an Outreach Athlete advising the club that it is eligible for reimbursement of meet entry fees paid for the athlete.
 - (3) The reimbursement will be paid for (a) the swimmer fee and (b) all individual event entry fees paid by the club for the athlete. For events where the entered athlete did not swim, 50% of the entry fee will be reimbursed.
 - (4) The club must file for the entry fee reimbursement within 60 days of the conclusion of the meet.
 - (5) The Treasurer will provide an Outreach Entry Fee Reimbursement Request on the Diversity page of the VSI website for use by clubs eligible for the reimbursement.
 - (6) For reimbursement, the club must provide (a) the athlete's name, (b) the date and location of the meet, and (c) the individual events for which entry fees were paid for the athlete.
 - (7) The Treasurer will confirm the entry information from the published meet results. If the athlete did not swim an entered event, the club must provide a copy of the club's entry information provided by the meet host.
 - (8) The reimbursement check will be made payable to the club and forwarded to the address provided on the reimbursement request.
 - (9) The athlete and the club have the right to appeal any decision regarding reimbursement to the Board of Directors.

F. VIRGINIA SWIMMING OFFICIALS' OUTREACH MEMBERSHIP

1. Purpose of Officials' Outreach Non-Athlete Membership: To provide no-cost non-athlete memberships and reimburse/cover the costs of associated background checks for the parents/guardians of outreach swimmers who are certifying or recertifying as Virginia Swimming officials.
2. Outreach Membership Qualifications:
 - a. Parent or legal guardian of a swimmer qualifying for outreach membership
 - b. Training officials must pass any required tests and show evidence of progression towards certification
 - c. When recertifying, meet the minimal requirements for recertification in at least one position
3. Application Procedures:
 - a. The parent or legal guardian applies to a club for outreach non-athlete membership
 - b. The club determines that the individual qualifies for outreach non-athlete membership on the basis of being the parent or guardian of an outreach athlete
 - c. The club submits an outreach non-athlete membership request to the Virginia Swimming Registration Chair
 - d. Upon request of the Registration Chair, the Virginia Swimming Officials Chair will certify that the individual qualifies for outreach non-athlete membership on the basis of progression towards certification or meeting the recertification requirements
 - e. Virginia Swimming will either reimburse the individual for the background check or make arrangements to pay for the background check

G. MEET MANAGEMENT PROCEDURES

Host Club will appoint a meet director who must be a registered member of USA Swimming.

Step 1 – 60 days prior to the start of meet

1. Determine who will process your meet entries (Meet Entry Person). That person must be computer literate, have (or have access to) a computer and printer and be familiar with the HYTEK Meet Manager program your team will be using.
2. Prepare the meet announcement with close consultation of the meet referee using the Virginia Swimming meet announcement template (as posted on the Virginia Swimming website). If in doubt examine a previous meet announcement or from another club hosting a similar meet. The following sections should be included:
 - a. Sanction
 - b. Location
 - c. Facility
 - d. Meet Director – phone number and email address
 - e. Eligibility – who may come

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- f. Disability Swimmers – entry instructions
 - g. Format – number of sessions, who will swim in each session
 - h. Warm-up - warm-up times and start times
 - i. Entries - how many events per session, any special qualifications and when and to whom they should be sent.
 - j. Fees – any special fees, event fees, swimmer surcharge.
 - k. Awards – how events will be awarded, with or without separate age groups broken out.
 - l. Seeding – deck seeding instructions, positive check times
 - m. Penalties – penalties for non-registered swimmer and for fraudulent entry times.
 - n. Rules – USA Swimming Rules and Regulations.
 - o. Officials – Include name of meet referee and name and contact information for your club officials chairman.
 - p. Safety – warm-up safety procedures.
 - q. General – directions, parking, heat sheets and canteen provisions. Any other
 - r. Facility Rules – special facility rules and standard aquatic facility safety rules
 - s. Directions – List directions or list website source to find directions (optional)
 - t. Hotels – list hotel information for traveling teams (optional)
 - u. Order of events by session.
3. If you have any questions about organizing your meet or composing a meet announcement consult the Technical Planning chair.
 4. Submit draft of the meet announcement via email to the Technical Planning Chair who will forward it to the following:
 - a. Meet Referee
 - b. Admin Chair
 - c. Officials Chair
 - d. Age Group Chair
 - e. Senior Chair
 - f. Registration Chair/Business Office Manager
 - g. Senior Coach Rep
 5. If you are going to request a meet fee structure other than what is provided in this manual you must submit a meet fee worksheet to the Admin Chair and Technical Planning Chair. A copy of this worksheet can be found on the VSI website. If you are uncertain how to do this consult the Technical Planning Chair.
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6. When the Technical Planning finalizes the meet announcement, the sanction number will be issued. Turnaround time for approval usually is 7-14 days. The announcement will be posted to the Virginia Swimming website.

Step 2 –45 days prior to the first day of the meet

1. Have your host meet entry chair set up the meet on Meet Manager as specified in the meet announcement, events in correct sessions, events divided by age group if necessary, and any scoring set up if applicable. All correct fees and surcharge must be included in the meet event setup file. Use a 30 second interval between heats. Also you must include the meet sanction number. Upon completion the meet event setup file should be sent to the technical planning chair for review and posting to the VSI website.
2. If you plan to use the VSI timing equipment, arrange with the Timing Equipment Chairman in your geographical area for use of the system.
3. Arrange for the necessary certified officials. (The club officials chairman may do this. The meet referee should be consulted also.)
 - a. Referees – 1-2/session
 - b. Starters – 1-2/session
 - c. Stroke & Turn judges – 2 or more/session
 - d. Administrative table workers – 1 CTS operator, 1 Timing judge, 1 Recorder (if individuals have cross training in these areas it is very helpful. Also a 2nd Timing judge is useful for 12 & Y sessions.)
 - e. Clerk of Course – 1/session (assistants as needed)
 - f. Head Timer – 1/session
 - g. Marshals, instructions for Marshals included on separate page)
 - h. Other helpers – ribbon writers, lane timers as needed
4. Plan for pool preparation – when and where the CTS will be set up, who will program it, the location of public address system, hospitality, snack bar, swim shop (if appropriate).
 - a. Consider how swimmers will be called to the blocks and decide if you need additional help for younger swimmers.
 - b. Also plan for needed supplies – DQ cards, watches (at least 1/lane plus 2 extra), gun or bell, counters, pencils, paper, labels etc.
 - c. A computer for scoring and at least one printer, in addition to the one for the CTS, will be necessary.

Step 3 – As entries for the meet arrive:

1. Process the meet entries and enter them into MM as they are received. Do NOT wait until the entry deadline to begin entering the entry information into MM. Monitor the projected timeline for each session as entries as processed. (Note: as the timeline can be affected by seeding, you should confirm each session length only after doing a preliminary seed of the meet.)

2. Resolve problems with the clubs concerned. All entries must include official USA Swimming registration numbers and the LSC for each team should be listed.
3. Check all entries (email files, computer disks, and Master Entry Sheets (manual entry)) for accuracy in regard to time standards and age groups.
4. Hard copy of email and disk entries and fees must be received prior to start of the meet.
5. After all clubs are entered prepare the following reports: including in the meet header the meet date, course (25 yards, 25 meters, or 50 meters), and sanction number.
 - a. Registration report for Registration Chairman. (List of swimmers and registration numbers). Look under File – Export- USS registration in Win-MM. Send to registration chair via email immediately following the close of entries.
 - a. Time lines for all sessions. (using 30 sec. interval between heats) If there are problems with the 4 hour rule or with sessions that are too short – CONSULT THE MEET REFEREE & TECHNICAL PLANING CHAIRMAN IMMEDIATELY.
 - b. Meet Manager backup file copy of the seeded meet for the Technical Planning Chair. Send via email no later than ten (10) days prior to the first day of the meet or two (2) days after the close of meet entries, whichever date is earlier. This file will be used to confirm the length of all sessions.
 - c. Warm up schedule – remember that number of swimmers/team varies by session.
 - d. Psych sheet or Heat sheet (if pre-seeded meet). May be posted on a website if desired. Remember to print extra copies for coaches and officials.
 - e. Timer cards or Lane timer sheets.
 - f. Swimmer rosters (2) 1 for scoring table and 1 for Clerk of Course.
 - g. Information for coaches – team roster, list of team entries (individual and relay).
6. Bring your meet referee up to date (meet director or host officials' chair). Tell the meet referee of the availability of other officials, number of swimmers, and session timeline reports.

Step 4 – Meet day. Turn over technical control of meet to referee.

1. Provide him with a heat sheet, a list of officials, and session length data.
2. Have marshals present before warm-up begins and announcer available early to call for coaches, officials, and timers.
3. Make sure meet supplies for head timer, referee, and clerk of course are available, including all necessary forms, DQ cards, relay take-off slips, gun or bell and counters if required.
4. Remain readily available in case of questions or problems.

Step 5 – At end of meet

1. Provide teams with meet file upon request.
2. Arrange for return of CT+S. Be sure to document any problems and malfunctioning equipment.

Step 6 – After the meet

1. Prepare the hard copy results for any team that has specially requested them. Email the results database (unlocked) to the VSI business office manager.
 - a. The results database (unlocked) should be sent to VSI office manager by email as soon as possible.
 - b. Results must be sent out no more than 7 days after the meet. 1 or 2 days is preferable.
2. Prepare and mail financial report. This is due in 30 days. Send to the VSI treasurer, administrative vice chair, and technical planning chair.

H. ANNUAL SWIMMER RECOGNITION

The following swimmers will be recognized in the awards program: state champions, state relay champions, VSI Zone Team members, USA-S Junior and National Championship qualifiers, new state record holders, national Top 10 times, and graduating seniors. Additionally, the following swimmers will be recognized and receive an award: all state award winners and swimmers of the year.

All state award winners will be swimmers 12 and younger who have achieved “AAA” times in two different events since the last awards event and swimmers 13 and older who have achieved “AAAA” times in two different events since the last awards event. Corresponding events in different courses will not be considered as two different events (e.g., the 400 meter freestyle and the 500 yard freestyle will not be considered two different events).

Swimmers of the year are determined by the Age Group and Senior Committees.

APPENDICES**A. APPENDIX A: CONFLICT OF INTEREST STATEMENT**

Those who choose to serve Virginia Swimming, whether as volunteers or paid professionals, are held to a high standard of conduct. Those who serve must do so without personal gain in order to avoid any institutional loss or embarrassment and to behave in such a way that the organization's trust and public confidence are enhanced. It is important to avoid any real or perceived conflict of interest.

While no set of guidelines can completely define acceptable behavior, the principles that guide behavior in this area are disclosure, non-participation in the decision making process where personal or family gain is a possibility, and a commitment to honor the confidentiality of organizational information. All conduct is founded on the individual's own sense of integrity. Any individual accepting the honor of serving Virginia Swimming must accept the burdens of public disclosure and public scrutiny.

In our complex society, the mix of volunteer work, business interests, governmental activity, and family relationships often creates potentially conflicting interests. What is required is disclosure of potential conflicting interests when they arise, and strict nonparticipation in any evaluation process relating to the matter in question.

The following seven items reflect specific expectations by VSI of people signing this agreement. These items cannot and do not however completely define what is acceptable. They are intended rather as guidelines to what is acceptable conduct. Each individual must find his or her own way within this guidance.

1. A good faith effort must be exercised by those signing this statement to conduct the business of Virginia Swimming in observance of both the spirit and letter of applicable federal and state laws.
2. Virginia Swimming properties, services, opportunities, authority and influence are not to be used for private benefit.
3. Members of the Virginia Swimming Board of Directors will disclose the nature and extent of an actual or potential conflict of interest when it involves the award of contracts, the purchase of goods and services, the award of contracts for professional services, and the allocation of Virginia Swimming resources for individual use. Reimbursement for reasonable and customary expenses associated with travel to meets, meetings and conferences on behalf of VSI does not constitute a conflict of interest
4. Gifts, cash, travel, hotel accommodations, entertainment, or favors are neither to be given (except with full approval of the Board of Directors) nor received, except those of nominal value exchanged in the normal course of business. Gifts and favors of more than one hundred dollars (\$100.00) value should not ordinarily be accepted. If circumstances render it awkward to refuse such a gift, the donor should be thanked and told the gift is being accepted on behalf of and will be delivered to Virginia Swimming.
5. Expenses incurred in the furtherance of Virginia Swimming business are to be reasonable, necessary and (if twenty-five dollars or more) substantiated.

- 6. All are expected to exhibit honesty, loyalty, candor and professional competence in their relationships with Virginia Swimming and with each other.
- 7. Each individual has the responsibility to maintain the confidentiality of the organization. This includes both proprietary and sensitive information.

Should any individual(s) reasonably perceive that a conflict of interest exists or could exist, the situation shall be fully disclosed.

ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING

I acknowledge receipt and understanding of Virginia Swimming’s Statement of Principles on Ethical Behavior and Conflict of Interest, and I pledge my full support of the spirit and the letter of the requirements contained therein.

Print Name

Signature

Date

Virginia Swimming Position