

Proposed Changes to Bylaws

ARTICLE 605

BOARD OF DIRECTORS

605.1 MEMBERS - The Board of Directors shall consist of the following officers, committee chairs, coordinators and representatives of VSI, together with those additional members designated in Sections 605.2 and 605.3:

- .1 General Chair
- .2 Administrative Vice Chair
- .3 Senior Vice Chair
- .4 Age Group Vice Chair
- .5 Secretary
- .6 Treasurer
- .7 Coach Representatives (2)
- .8 Athlete Representatives (2)
- .9 Technical Planning Chair
- .10 At-Large Board Members
- .11 Ex-Officio Board Members
- .12 Finance Vice Chair (Finance Chair)
- .13 Officials Chair
- .14 Rules/Legislation Chair
- .15 Appointed Athlete Members
- .16 Safety Vice Chair (Safety Chair)
- .17 Safe Sport Chair

605.2 APPOINTED BOARD MEMBERS –

- .1 Athlete At-Large Members - With the advice of the Athlete Representatives and consent of the Board of Directors, the General Chair shall appoint as Athlete At-Large Members a sufficient Athlete Members to the Board such that athlete representation on the Board comprises no less than twenty percent (20%) of the voting membership.
- .2 Non-Athlete At-Large Members: The General Chair with the advice and consent of the Board of Directors may appoint up to five (5) additional

non-athlete members. Diversity, Disability, and Times/Recognition Coordinators shall be among those appointed as Non-Athlete At-Large Board members.

605.3 EX-OFFICIO MEMBERS – The following person(s) should be an ex-officio member(s) of the Board of Directors during the time period in which they meet the defined status:

- .1 The Immediate Past General Chair of VSI, if the Individual Member is in good standing.
- .2 Members of the USA Swimming Board of Directors who are Individual Members in good standing of VSI.
- .3 USA Swimming Committee Chairs who are Individual Members in good standing of VSI.
- .4 The VSI ~~Membership/Registration Coordinator~~ Executive Director.

605.4 LIMITATIONS -

- .1 No more than three (3) members or coaches of any Club Member or Affiliated Group member should serve on the Board of Directors at any time. This limitation should be applied separately as to athlete members and to other individual members.
- .2 Notwithstanding anything in these Bylaws to the contrary, no employee of the LSC may serve as a voting member of the Board of Directors.

605.5 VOICE AND VOTING RIGHTS OF BOARD MEMBERS - The voice and voting rights of Board Members and Individual Members shall be as follows:

- .1 BOARD MEMBERS - Each Board Member, other than ex-officio members (See Section 605.3) shall have both voice and vote in meetings of the Board of Directors and its committees.
- .2 NON-VOTING BOARD MEMBERS: - Unless entitled to vote under another provision of these Bylaws, the ex-officio members shall have voice but no vote in meetings of the Board of Directors and its committees.
- .3 INDIVIDUAL MEMBERS - Individual Members who are not Board Members may attend open meetings of the Board of Directors and its committees and be heard in the discretion of the presiding officer. Unless entitled to vote under another provision of these Bylaws, Individual Members who are not Board Members shall have no vote in meetings of the Board of Directors or its committees.

605.6 DUTIES AND POWERS - The Board of Directors shall act for VSI and the House of Delegates during the intervals between meetings of the House of Delegates, subject to the exercise by the House of Delegates of its powers of ratification

not elected by the House of Delegates and who have failed to attend to their official duties or member responsibilities or have done so improperly, or who would be subject to penalty by the Zone Board of Review for any of the reasons set forth in Article 404.1.3 of the USA Swimming Rules and Regulations. No officer, At-Large Board member, Administrative Review Board member, or committee chair or coordinator may be removed without receiving the thirty (30) days' written notice specifying the alleged deficiency in the performance of the member's responsibilities under these Bylaws, the member's official duties or other reasons. All notices and proceedings under this section shall be prepared, served and processed utilizing the procedures for a formal hearing pursuant to Article 406 of the USA Swimming Rules and Regulations, to the extent applicable. Should the officer, At-Large Board member, Administrative Review Board member, committee chair, committee member or coordinator contest the alleged deficiency or other reason set forth in the notice, the Board of Directors shall hold a hearing at which the member shall have the same procedural rights as if the hearing were to be conducted by the Zone Board of Review pursuant to Part Four of the USA Swimming Rules and Regulations.

605.7 EXECUTIVE COMMITTEE -

- .1 AUTHORITY AND POWER - The Executive Committee shall have the authority and power to act for the Board of Directors and the House of Delegates and VSI between meetings of the Board and the House of Delegates.
- .2 MEMBERS - The members of the Executive Committee shall be the General Chair, who shall act as chair, Administrative Vice Chair, Senior Vice Chair, Age Group Vice Chair, **Safety Vice Chair, Finance Vice Chair**, Secretary, **Treasurer**, both Athlete Representatives, and the Senior Coach Representative.
- .3 MEETINGS AND NOTICE - Meetings of the Executive Committee shall be held at any time or place within the Territory when called by the General Chair or any three (3) members of the Committee with a minimum of three (3) days' notice required. Pertinent provisions of Sections 607.5 through 607.10 and Section 616.15 shall apply to the Executive Committee meetings and notices.
- .4 QUORUM - A quorum of the Executive Committee shall consist of five (5) members of the Committee.
- .5 REPORT OF ACTION TO BOARD OF DIRECTORS - At the next regular or special meeting of the Board of Directors the Executive Committee shall make a report of its activities since the last Board of Director's meeting for ratification or prospective modification or rescission, provided, however, that any action of the Executive Committee upon which a third party may have relied (e.g., by signing, or authorizing the signing of a contract) may

Approval of applications for Group Membership

Elections

Resolutions and orders

Adjournment

ARTICLE 606

OFFICERS

606.1 ELECTED OFFICERS AND COMMITTEE CHAIRS: The officers, committee chairs and coordinators who shall be elected by the House of Delegates are:

- .1 General Chair
- .2 Administrative Vice Chair
- .3 Senior Vice Chair
- .4 Age Group Vice Chair
- .5 Secretary
- .6 Treasurer
- .7 Technical Planning Chair
- .8 Safety Vice Chair (Safety Committee Chair)
- .9 Finance Vice Chair (Finance Committee Chair)

606.2 ELECTIONS - The House of Delegates, at its annual meeting, shall elect the General Chair, the Administrative Vice Chair, the Secretary, the Senior- Vice Chair, the Age Group Vice Chair, the Safety Vice Chair, the Finance Vice Chair, the Treasurer, the Technical Planning Chair, and the Members of the Administrative Review Board in odd-numbered years. Election requires a majority of the votes cast. If no candidate receives a majority of the votes on the first ballot, the leading candidates whose votes total a majority will advance to a second ballot. If no candidate receives a majority of the votes on the second ballot, additional ballots following the same procedure will be held until a candidate receives a majority vote.

606.3 ELIGIBILITY - Only Individual Members in good standing shall be eligible to hold office and must maintain their eligibility throughout their term of office.

606.4 DOUBLE VOTE PROHIBITED - An Individual Member entitled to vote in the House of Delegates by virtue of holding a position in VSI may not also vote as a Group Member Representative in the House of Delegates.

606.5 OFFICES COMBINED OR SPLIT –

coordination of the activities of the officers and committees within the division internally and with other divisions, committees and coordinators. The Administrative Division shall be responsible for the creation and maintenance of VSI's Policies and Procedures Manual. The Administrative Vice Chair shall be responsible to see that the Coach Representative elections are held in accordance with these Bylaws.

- .5 SENIOR VICE CHAIR: The Senior Vice Chair shall chair and have general charge of the affairs and property of the Division or Committee that develops and conducts the senior swimming program of VSI including meet management for all senior swimming meets sponsored by VSI. The Senior Vice Chair will serve as the liaison to the Athlete Representatives and the Athletes Committee, and shall be responsible to see that the Athlete Representatives' elections are held in accordance with these Bylaws.
- .6 AGE GROUP VICE CHAIR: The Age Group Vice Chair shall chair and have general charge of the affairs and property of the Division or Committee that develops and conducts the age group swimming program of VSI including meet management for all age group swimming meets sponsored by VSI.
- .7 SAFETY DIVISION VICE CHAIR: The Safety Vice Chair shall have general charge of the committees and coordinators involved with safety (Safe Sport Committee, Safety Committee, and Open Water Coordinator). The Safety Vice Chair shall aid in the development of policy and the coordination of the activities of the officers and committees within the division internally and with other divisions, committees, and coordinators. The Safety Vice Chair shall serve as the Safety Committee Chair.
- .8 FINANCE VICE CHAIR: The Finance Vice Chair shall have general charge of the committees and coordinators involved with finance (Finance Committee, Treasurer, Insurance). The Finance Vice Chair shall aid in the development of policy and the coordination of the activities of the officers and committees within the division internally and with other divisions, committees, and coordinators. The Finance Vice Chair shall serve as the Finance Committee Chair.
- .9 ATHLETE REPRESENTATIVES: The Athlete Representatives shall serve as the liaison between the athletes who are members of VSI and the Board of Directors and House of Delegates. The Senior Athlete Representative shall chair the Athletes Committee.
- .8.10 COACH REPRESENTATIVE: The Coach Representative shall serve as a liaison between the coaches who are members of VSI and the Board of Directors and House of Delegates. The Senior Coach Representative shall chair the Coaches Committee.
- .9.11 AT-LARGE BOARD MEMBERS: In addition to their inherent powers and duties as members of the Board of Directors, the At-Large Board

606.9 VACANCIES AND INCAPACITIES -

- .1 OFFICE OF GENERAL CHAIR - In the event of a vacancy in the office of General Chair, or of the General Chair's temporary or permanent incapacity, the Administrative Vice Chair shall become the Acting General Chair until an election can be held at the next meeting of the House of Delegates to fill the remaining term, if any, of the former General Chair, or until the General Chair ceases to suffer from any temporary incapacity. While serving as Acting General Chair, the Administrative Vice Chair shall vacate the office of Administrative Vice Chair, except in the case of the General Chair's temporary incapacity. If the General Chair is to be absent from the Territory, the General Chair may, but is not obligated to, designate the Administrative Vice Chair as Acting General Chair for the duration of the absence.
- .2 OFFICES OF ATHLETE OR COACH REPRESENTATIVES - In the event of a vacancy in the office of Athlete Representative or Coach Representative, or of the permanent incapacity of a person holding the office of Athlete Representative or Coach Representative, the General Chair may appoint, with the advice and consent of the Board of Directors and the Athletes Committee or Coaches Committee, respectively, an Athlete Member or a Coach Member, as the case may be, to serve the remainder of the term of office or until the Athlete Members or the Coach Members, as the case may be, shall elect a successor.
- .3 OTHER OFFICES - In the event of a vacancy in, or permanent incapacity of the person holding, any office other than General Chair, Athlete Representative, or Coach Representative, the General Chair shall appoint a successor, with the advice and consent of the Board of Directors, to serve ~~the remainder of the term of office until the next regularly scheduled meeting of the House of Delegates.~~ In the event of a temporary incapacity, the General Chair may designate, with the advice and consent of the Board of Directors, an Individual Member to act for the incapacitated officer for the duration of the incapacity.
- .4 DETERMINATION OF VACANCY OR INCAPACITY - The determination of when an office becomes vacant or an officer becomes incapacitated shall be within the discretion of the Board of Directors or the House of Delegates or in the case of an Athlete Representative or Coach Representative, the advice and consent of the Athletes Committee or the Coaches Committee, respectively. The determination as to when the General Chair is temporarily incapacitated shall be made, where the circumstances permit, by the General Chair and otherwise shall be within the discretion of the Board of Directors, subject to any subsequent action by the House of Delegates.

606.10 OFFICERS' POWERS GENERALLY -

- .2 SIGNATURE AUTHORITY - All checks, drafts or other orders for the payment or transfer of money, and all notes or other evidences of indebtedness issued in the name of VSI shall be signed by the General Chair, the Treasurer or other officer or officers or agent or agents of VSI, and in the manner, as shall be determined by the Budget and Finance Committee or the Board of Directors.

ARTICLE 607

DIVISIONS, COMMITTEES AND COORDINATORS

607.1 DIVISIONAL ORGANIZATION AND JURISDICTIONS, STANDING COMMITTEES AND COORDINATORS - The divisions of VSI shall each be chaired by a Vice Chair, the Senior Athletes Representative, or the Coaches Representative, whose respective powers, duties, jurisdiction and responsibilities are described in Section 606.6. Under each division Vice Chair there are officers, committees, coordinators and direct responsibilities as follows:

- .1 ADMINISTRATIVE DIVISION - Administrative Vice Chair

Awards Banquet (Coordinator)

Rules/Legislation (Coordinator)

Administrative Review Board

Equipment Coordinator

Nominating Committee and Elections

~~Finance Chair and Committee (Standing Committee)~~

~~Insurance~~

Meet Sanctions

Membership/Registration

Officials Committee (Standing Committee)

Personnel Committee (Standing Committee)

Public Relations/Publications/Newsletter

Policies and Procedures Manual

~~Safe Sport Committee (Standing Committee)~~

~~Safety Committee (Standing Committee)~~

Secretary

Special Events

Swim-a-thon

National Times Coordinator

~~Treasurer~~

Webmaster

- .2 AGE GROUP DIVISION - Age Group Vice Chair

Disability Swimming (Coordinator)

Age Group Committee (Standing Committee)
Age Group Program
Age Group Time Standards

Camps/Clinics
Meet Management for VSI Sponsored Age Group Meets
Zone Team Manager

- .3 SENIOR DIVISION - Senior Vice Chair
Awards
Camps/Clinics
Meet Management for VSI Sponsored Senior Meets
~~Open Water (Coordinator)~~
Diversity (Coordinator)
Senior Committee (Standing Committee)
Senior Program
- .4 ATHLETES DIVISION - Senior Athlete Representative
Athlete Representatives
Athletes Committee (Standing Committee)
- .5 COACHES DIVISION – Senior Coach Representative
All Star Team Members
Camps/Clinics
Coaches Committee (Standing Committee)
Coach Representative and alternate
Zone Team Coaching Staff

- .6 SAFETY DIVISION – Safety Division Vice Chair
Safe Sport Committee (Standing Committee)
Safety Committee (Standing Committee)
Open Water (Coordinator)

- .7 FINANCE Division (Finance Chair)
Finance Chair and Committee (Standing Committee)
Insurance
Treasurer

Proposed Changes to Policies & Procedures

POLICIES

A. APPLICABILITY

1. These policies are binding on all Virginia Swimming, Inc. (VSI) registered athletes and clubs. Requests to deviate from these policies must be submitted in writing to the General Chair 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 Chair 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~~ **Office Staff** - Handles all duties directed by the General Chair of VSI with the approval of the Board of Directors for **any** functions not covered by an elected officer or volunteer position. **One member of the staff will be designated the Membership/Registration Coordinator and will be an Ex-Officio member of the Board of Directors.** This position shall be combined with the Membership/Registration Coordinator Ex-Officio Board of Directors position. The VSI House of Delegates will approve compensation through the budgetary process. **Members of the staff will include:**
 - a. **Executive Director**
 - b. **Administrative Assistant**
- ~~1.~~ 2. **Webmaster** – Handles all duties directed by the Administrative Vice Chair 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
Administrative Review Board	Administrative Board of Review Chair	Permanently

- 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 Chair or General Chair 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 Chair 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 Administrative Review Board 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 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. VSI, through action of the VSI BOD, may reserve two weekends per year for leadership and educations events as planned by the LSC. Meets shall not be held on these weekends.[KTH1]
- ~~2.~~3. The host team for the meet will submit a request for sanction or approval to the Administrative Vice Chair 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

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

S. EASTERN ZONE COMPETITION^[KTH2]

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.~~ All official verified times including lead-off splits, intermediate splits, and time trials from Short Course Senior Championships will be considered for participation. Lead-off splits, intermediate splits, and time trials will not be considered as one of the two fastest times in the LSC.

- (4) All meet results, including out of state meets, must be submitted to the Records Chair 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.~~ All official verified times including lead-off splits, intermediate splits, and time trials from Short Course Age Group Championships will be considered for participation. Lead-off splits, intermediate splits, and time trials will not be considered as one of the two fastest times in the LSC.
 - (7) All meet results, including out of state meets, must be submitted to the Records Chair 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.~~ All official verified times including lead-off splits, intermediate splits, and time trials will be considered for participation. Lead-off splits, intermediate splits, and time trials will not be considered as one of the two fastest times in the LSC.
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.

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 Zone 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 Zone 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.

W. COACH TRAVEL REIMBURSEMENT [KTH3]

1. The purpose of the coach travel reimbursement is to support VSI coach travel to advanced competitions: USA Swimming sponsored National Championship events [KTH4] only to include Junior Nationals, Nationals, World Championship Trials, Olympic Trials, Disability Nationals/Trials, and Pro Series events with national qualifying standards.
2. The coach must be a member in good standing of VSI and USA Swimming.
3. The club must be enrolled in the Club Recognition Program and be Level 1 or above. For tax purposes, the club, not the coach, will be reimbursed.
4. Reimbursement amounts are as follows, and match athlete reimburseable amounts: \$500.00 per meet, and \$600.00 for Olympic Trials. [KTH5]

5. Clubs may apply for this reimbursement for one coach per club, and only two events per year (3 during an Olympic Trials year).