South Texas Swimming, Inc.

Policies and Procedures Manual

Last revision date

December 29, 2016

Revised to conform to legislation adopted by the STSI HoD
prior to and on October 8, 2016

Please send any corrections to the
South Texas Swimming Technical Chair.

The mission of South Texas Swimming, Inc:

"Empower all athletes to be successful in life through excellence in swimming by providing resources, equal opportunity and organizational excellence."

Table of Contents

I.	Introduction	3
II.	Fees, Fines, and Miscellaneous Charges	3
III.	Registration and Membership	6
IV.	Meetings	6
V.	Scheduling and Sanctioning Procedures	7
VI.	Meet Information Guidelines	9
VII.	Meet Policies and Procedures	9
VIII.	Age Group Classifications	10
IX.	Relays in Classified Competitions	10
X.	The Four-Hour Rule	11
XI.	South Texas Swimming Championship Meets	12
XII.	South Texas Sponsored Dual Meet	14
XIII.	Management of Meets	14
XIV.	National Registration Committee Guidelines	19
XV.	Private Club Portals	19
XVI.	Best Practice Guidelines	20
XVII.	Financial Assistance	21
XVIII.	Financial	30
XIX.	Southern Zone Championships	33
XX.	STSI Open Water Team	35
XXI.	Approved for Observation Meets in South Texas Swimming, Inc.	36
Appendix A	Checklist for Non-championship Meets in STSI	39
Appendix B	STSI Non-championship Meet Information Boilerplate	40
Appendix C	STSI Championship Meet Time Standards	42
Appendix D	STSI Contacts	48
Appendix E	Athlete Outreach Verification form	49
Appendix F	Crisis Management Plan	50
Appendix G	Document Retention Policy	51
Appendix H	Standards and Practices for South Texas Swimming Records	52
Appendix I	Emergency Policies and Procedures During Electrical Storms	53
Appendix J	Member Protection (Whistleblower) Policy	55
Appendix K	Investment Policy Statement	56
Appendix L	Team Registration and Management	60

I. Introduction

A. These Policies and Procedures are provided to supplement the USA Swimming (USA-S) Rules and Regulations and to provide guidance to the South Texas Swimming, Inc. (STSI) community in the operation of Local Swim Committee (LSC) competitive and certain administrative activities.

B. The day-to-day operations of STSI and the overall conduct of swimming meets Sanctioned or Approved by the LSC are generally governed and regulated by this Policies and Procedures Manual.

C. In those instances or related issues where this document is silent, the most current edition of the USA-S Rules and Regulations will apply.

D. For matters that do not involve revisions to the USA Swimming Rules and Regulations, this document may be revised by a simple majority vote at the Annual Meeting of the STSI House of Delegates (HoD).

1. Revisions that may become necessary due to changes to the USA Swimming Rules and Regulations may be made at the concurrent request and/or direction of the General Chair and the Executive Secretary with the advice and consent of the Executive Board.

2. At such times as it may become necessary to make revisions of this sort to the Manual, the Executive Secretary will advise the membership via email.

II. Fees, Fines, and Miscellaneous Charges

A. Club Memberships

1. Renewing Club membership received by December 31st **$95.00**

2. Renewing Club Membership received on or after January 1st **$195.00**

3. Seasonal Club Membership **$100.00**

4. New Club Membership **..... $125.00**

B. Meet Sanctions and Approvals

1. Application received 35 or more days prior to the meet start date **$25.00**

2. Application received 11 to 34 days prior to meet start date **$50.00**

3. Application received zero to 10 days prior to meet start date..... **$100.00**

C. Splash Fees (HoD 10/7/12, 10/5/14)

1. Each individual entry and relay entry that occurs at a sanctioned meet or a sanctioned time trial is assessed a splash fee of **$1.25** per event by South Texas Swimming. All events at meets hosted by a South Texas Swimming team, except for some select meets including the Senior Circuit meets, Texas Age Group Championships, Age Group Zones, and national-level meets, are assessed splash fees.

2. The Board of Directors (BoD) may consider waiving the collection of splash fees for meets hosted by South Texas Swimming when requested to do so by the meet's director at least 45 days prior to the meet's start date. The request must be completed in writing and submitted to the Sanctions Chair, who will forward the request to the BoD for consideration and a vote at its next regularly scheduled meeting.

3. Swims at observed meets within the jurisdiction of South Texas Swimming, such as UIL, NCAA, and masters meets, are not subject to splash fees.

4. Swims at approved meets within the jurisdiction of South Texas Swimming are subject to splash fees when the hosting club is a South Texas Swimming team and the meet has been approved by South Texas Swimming.

5. Splash fees are not assessed for entries in the following cases:

   a. When a swimmer requests an official split time for an initial distance, provided the regular event entry has already been assessed a splash fee.

   b. Relay lead-off legs.

   c. Swim-offs.

   d. Swims that must be repeated due to a timing system malfunction or other problem, an error at the start, or in other similar situations as requested and/or approved by the Meet Referee.

   e. Events in which the officially recorded time is NS (for "no show") or DFS (for "declared false start").

D. Deck/Late Entries: Double normal

E. USA Swimming Athlete Registration (effective 9/1/2016)

1. Individual Athlete (normal) **$76.00**
2. Individual Athlete (outreach) **$7.00**
3. Seasonal Athlete **$50.00**
4. Surcharge per registration not submitted via SDIF File **$2.00**

F. USA Swimming Non-Athlete Registration (effective 9/1/2016)

1. Individual coach membership **$71.00**
2. Individual official/other membership **$71.00**
3. Life membership **$1,015.00**

G. Fines and Other Fees Imposed for Cause

Note: Payments due by specific dates of the month (such as the 10th) are due by the specified date, or the next business day if the specified date falls on a weekend or banking holiday.

1. Failure to prove a time **$50.00**

2. Failure to compete in finals or in a positive check-in event on the last day of a championship meet (HoD 10/11/15), or when the athlete has no remaining events, per event (HoD 10/8/16) **$100.00**

3. Failure to compete in a positive check-in event or in finals in a championship meet, per event **$50.00**

4. Unregistered swimmer competing in a Sanctioned or Approved meet **$100.00**

5. Failure to submit a Hy-Tek Meet Manager SwmmBkup file to the Regional SWIMS User within 72 hours of a meet's conclusion (HoD 10/07/12) **$75.00**

6. Failure to submit the Referee's Report to the Officials Chair and Regional SWIMS User within 3 days of a meet's conclusion **$75.00**

7. Failure to submit bid meet data for posting by November 15 (Short Course) and April 15 (Long Course), per day **$50.00**

8. Failure to update an athlete's USA Swimming ID membership information (name or ID number) in the team database (assessed on the second occurrence for the same athlete) .. **$100.00**

9. Failure to pay a team's monthly statement account balance in full by the 10th day of the month the statement was issued..... **$100.00**

10. Failure to pay a team's monthly statement account balance in full by the 15th day of the month the statement was issued..... **5% of balance due**

11. Failure to pay a team's monthly statement account balance in full by the 20th day of the month the statement was issued .... **Suspension of account, registrations, and sanctions; existing sanctions will be revoked**

12. Insufficient funds/rejection for an ACH or check transaction **$100.00**

13. Failure to pay account balance in full within five days of a rejected ACH or check transaction ..... **5% of balance due**

14. Failure to pay account balance in full within 10 days of a rejected ACH or check transaction ..... **Suspension of account, registrations, and sanctions; existing sanctions will be revoked**

H. Individual swimmers with outstanding fines will not be permitted to compete in any STSI Sanctioned or Approved competition until such time as all outstanding obligations have been settled. If, after 90 days, the fines are still unpaid, they then become the responsibility of the swimmer's club or team. If, at that point, the fines are not paid within ten (10) days, neither the club/team nor the individual will be permitted to compete in any STSI Sanctioned or Approved meet.

I. Other Late Fees: Four-hour rule violations: Please see Section X.

J. Electronic Processing

1. Teams with more than one ISF (insufficient funds) or other rejection in a six-month period may be required to pay all charges by cashier's check or certified check, and may be asked to pay charges on a more frequent schedule, at the discretion of the Treasurer.

2. Teams that cannot pay their monthly account balances within the specified timeframe due to administrative issues of their governing entity (university, school district, country club, etc.) can apply for a waiver by sending documentation of need to the Board of Directors for approval.

III. Registration and Membership

A. All athlete members of USA-S are required to register annually by electronic registration. Appendix L details the electronic registration process.

B. Proof of legal name and age is required for age group competitions held within STSI. In order to compete in age group competitions when first registering with USA-S, athletes must provide a copy of their birth certificate or other acceptable government-generated document proving legal name and date of birth. Swimmers transferring from another LSC must also provide a copy of their birth certificate or other acceptable government-generated document proving legal name and date of birth if they have not been previously registered with STSI in order to compete in age group competition in STSI.

C. Teams must complete an STSI LSC Club Application annually. The current application can be found on the Forms page of the STSI website.

D. Clubs/teams are required to maintain their current club contact email address with the STSI Office and the STSI webmaster so necessary information can be directed to the proper individual electronically. The club contact is responsible for distributing the information as needed to the proper individuals in their club.

E. Contact information, to include email addresses, phone numbers, etc. for teams, coaches, STSI board members, officials, etc. may be posted on the STSI website only within the privacy guidelines promulgated by USA Swimming.

IV. Meetings

A. All meetings of the STSI House of Delegates (HoD) shall take place within the territorial jurisdiction of STSI.

B. (HoD 10/11/15) The Annual Meeting of the HoD shall take place in September or October. No swim meets shall be scheduled within the LSC on the weekend of the Annual Meeting.

C. The location of the Annual Meeting is to be rotated on a quadrennial basis as follows:

2015 Austin (October 10-11, 2015)
2016 Corpus Christi (October 7-8, 2016)
2017 San Antonio (September 30, 2017)
2018 Austin

D. The STSI HoD or the Board of Directors (BoD) determines the location and time for all meetings of the HoD other than the Annual Meeting in accordance with Article 604.7 of the STSI Bylaws.

E. The scheduling conference shall be conducted during the first session of the Annual Meeting.

F. In order to cast votes, all STSI teams must be registered for the upcoming year prior to the start of the Annual Meeting in September or October. Teams that did not attend the Annual Meeting may not host Sanctioned or Approved meets during the ensuing 12 months.

1. For the 2015-2016 short course and long course seasons, the following clubs may not host meets under Section IV, F:COTA, DRD, FHD, GHAR, HAT, CLAN, CLUB, LTF, MM, NAMS, SAS, UT, WORD, WLOO, WWW.

G. (HoD, 10/5/14) In addition to paragraph 606.1.13 of the South Texas Swimming Bylaws, which designates the officers who attend the USA Swimming convention, South Texas Swimming will also fund members who are appointed or elected to serve on National or Southern Zone committees or USA Swimming subcommittees (HoD 10/8/16), including presenters at USA Swimming and USA Swimming Presidential appointments as at-large delegates to USA Convention, if not funded by USA Swimming. Retroactive to September, 2014.

H. (HoD, 10/11/15) STSI will fund travel for the three elected Athlete Representatives on the Board of Directors to attend the USA Swimming convention. If any one of the elected Athlete Representatives cannot attend, STSI will not fund another individual to attend in his or her place, unless none of the elected Athlete Representatives can attend. In this case, the General Chair, with the advice and consent of the Board of Directors, will appoint one Athlete member of STSI to attend the USA Swimming convention and designate that member as the athlete voting delegate for STSI.

V. Scheduling and Sanctioning Procedures

A. The scheduling conference will be placed on the agenda of the first session of the Annual Meeting and be presided over by the Senior Vice Chairman.

1. Scheduling for bid meets will take place during the scheduling conference. Site selection will take place during the HoD meeting.

2. The following events shall also be scheduled during the scheduling conference: coach's clinics, camps, and any other LSC-wide meetings.

B. The following are bid meets, and only a simple majority vote of the teams assigned to a specific championship venue is required to award.

1. The STSI "B," "BB," and STAGS short course and STAGS and Junior STAGS long course championships.

2. Other “last-chance” or specific qualifying meets as may come to be warranted and require conflict protection.

C. The following policies and procedures will be observed in the scheduling of all LSC meets.

1. The Senior Vice Chairman will request all open meet bids prior to the Annual Meeting.

2. The Senior Vice Chairman will prepare a draft calendar for use during the scheduling conference.

3. The members in attendance will vote to approve dates for all bid meets listed above.

4. Once the bid meet dates have been determined, open meets may be added to the calendar followed by invitational, closed, high school, and college meets as necessary for informational and planning purposes only.

5. (HoD 9/29/2013) Open meets may not conflict with South Texas bid meets with overlapping or identical time standards without prior approval of the Board of Directors.

6. (BoD 1/12/2015) After dates for bid meets have been determined and approved by the House of Delegates or other association, no “conflicting” meet will be sanctioned or approved during the 10-day period from the Monday prior to the bid meet to the Wednesday following the bid meet. A conflicting meet is defined as having no time standards or time standards identical to those of a bid meet on the same dates or within the specified 10-day “conflicting meet” window of time before and after the bid meet’s dates. Any meet held during the 10-day “conflicting meet” window must be a proof-of-time meet and athletes with time standards in events that conflict with the bid meet’s time standards, or NT entries, cannot participate in those events at the conflicting meet.

SUN	MON	TUE	WED	THU	FRI	SAT	SUN	Mon	TUE	WED	THU
				Bid Meet Weekend							
	No “CONFLICTING” Meets Permitted!										

D. Sanctions

1. South Texas Swimming Sanctioning and Approval Policies and Procedures are formulated in accordance with Part Two, Articles 201 and 202 of the USA-S Rules and Regulations and are available as a PDF Document on the Sanctions page of the South Texas Swimming website.

2. Sanction Applications are available as both PDF and Word documents. The Sanctions page also contains general and “boilerplate” information for Meet Hosts to use in drafting Meet Information, plus the current South Texas Warm-up and Safety Guidelines. Pertinent addresses and telephone numbers are also provided. These posted documents are periodically revised as necessary to ensure currency and Meet Hosts are cautioned to ensure they are utilizing the most current version.

3. A final draft of the Meet Information and a completed Sanction Application must be sent via email to the Sanctions Chair. The Sanctions Chair is required by the USA-S Rules and Regulations, and the STSI Policies and Procedures, to verify certain information before a Sanction may be issued. The Sanctions Chair may then issue a Sanction Number to the requesting club. Sanction fees are added to the South Texas Swimming account for the club or club location designated on the Sanction Application.

4. After making all corrections required by the Sanctions Chair and inserting the sanction number, host clubs shall forward the final Meet Information and meet entry file to the Sanctions Chair for posting on the STSI website.

E. Approved Meets

1. Approved meets, as opposed to Sanctioned meets, require special procedures and prior coordination and approval by the USA-S Program Operation Chair. Please contact the NTV Chair for details should the need arise.

VI. Meet Information Guidelines

A. Standardized templates for the STSI "B," "BB," Junior STAGS, and STAGS Championships are available and managed by the Senior Vice Chair. *Their use is mandatory.*

B. Meet Information for Sanctioned or Approved meets in STSI *other* than the Championships must generally contain standard information and data (see Appendices A and B).

VII. Meet Policies and Procedures

A. All STSI competitions will be conducted in accordance with current USA-S Rules and Regulations as well as any supplemental rules that may be contained herein. Failure to comply with USA-S and/or STSI rules in the conduct of swimming meets may cause the host organization to become ineligible for future Sanctions.

B. If an athlete is allowed to swim in a Sanctioned or Approved meet without a valid USA-S ID number (i.e., an *unregistered* athlete), a fine of $100.00 will be levied, divided equally between the Meet Host and the athlete's team.

C. The STSI Championship meets are specifically restricted to STSI registered athletes only.

D. Competitions conducted within STSI categorized as OPEN, must accept entries from all USA-S and FINA athletes who are currently registered with either body.

E. Competitions conducted within STSI categorized as CLOSED must restrict entries to a single team or club in the LSC, e.g., GOLD, SASA, CCAA, MSC, etc.

F. Competitions conducted within STSI categorized as invitationals must restrict entries to only those teams or clubs that have been specifically invited to participate.

G. Regardless of the categories noted above, competitions specified as *unclassified* may not impose qualifying time standards.

H. Meet Hosts are free to impose whatever qualifying time standards they may desire for entries into non-championship meets, but the associated Meet Information must specifically detail those time standards as well as how, when, and even perhaps where the qualifying times must have been achieved and if proofs-of-time will be required. If proofs-of-time are required, the Meet Information must also specifically state what sources will be acceptable. The USA-S SWIMS National Database is strongly recommended as the principle if not exclusive source.

VIII. Age Group Classifications

A. Age Groups in STSI are recognized in accordance with the 2017-2020 USA-S National Traditional Age Group Motivational Time Standards found in Appendix C and noted below at the "B," "BB," and "A" (STAGS) levels.

10 and under
11 and 12
13 and 14
15 and over (15 - 16 Time Standards apply)

B. A "C" level swimmer is defined as one who has not yet achieved the National "B" time in any given event specific for the athlete's age at the time.

C. At such time as an athlete may change age groups, i.e., "age up," she/he automatically qualifies as a "B," "BB," or "A" (STAGS) level athlete in all of the events for which their best times equals or betters the respective time standard in the new age group.

D. Swimmers may achieve a time standard in any given event at Sanctioned, Observed, or Approved competitions.

E. Swimmers are permitted to compete only in the categories for which they have achieved the appropriate qualifying time.

IX. Relays in Classified (enforced qualifying time standards) Competitions

A. Freestyle Relays

1. Swimmers who have met or exceeded an "A" time in a freestyle individual event at any distance in any course, are not permitted to participate on free relay teams in "B," "BB," or Junior STAGS competition.

2. Swimmers who have met or exceeded a "BB" time in a freestyle individual event at any distance in any course are not permitted to participate on free relay teams in "B" competition.

B. Medley Relays

1. Swimmers who have met or exceeded the "A" time in any stroke of the medley relay at any distance in any course are not permitted to swim the specific stroke in which the "A" time was achieved on medley relay teams in "B," "BB," or Junior STAGS competition.

2. Swimmers who have met or exceeded the "BB" time in any stroke of the medley relay at any distance in any course are not permitted to swim the specific stroke in which the "BB" time was achieved on medley relay teams in "B" competition.

C. The rationale and policy described in IX.A. and B. above also applies to "B," "BB," and/or "A" swimmers participating in "C"-level competition.

X. The Four-Hour Rule (HoD 9/29/13)

A. Championship Meets are exempt from the four-hour rule.

B. Meets must be planned such that events for 12&Unders can reasonably be concluded within four (4) hours. Sessions that exceed four hours are not in violation of the rule if properly planned.

C. The rule does NOT apply to Open events even if swimmers 12 years of age or younger are entered.

D. Measurement of the time duration applicable to this rule begins with the published meet start time of a session that offers 12U events and ends with the conclusion of the last 12U event of the day for the same gender.

E. Under NO circumstances may a meet or meet session be terminated before all individual events have been concluded as a means of complying with the rule. Relays may be eliminated only if the meet announcement clearly states the conditions under which relays will be eliminated and whether relay entry fees will be refunded.

F. Events that are scored multi-age are impacted by the rule if the multi-age scoring involves 12U designations, such as 11-12, 10U, 12U, etc.

G. Some suggested planning tools that facilitate compliance include:

1. Using meet management software to monitor the timelines as entries are processed.

2. Selection of a heat interval appropriate for the session.

3. Being aware of the number of swimmers appropriate for the number of lanes available and distances offered.

4. Adequate meet staffing such that marshals, timers, and other meet personnel are properly trained and in place.

5. Keeping equipment (computers, timing systems, printers, etc.) in proper working order.

6. Unavoidable delays of ten (10) minutes or more may be subtracted. However, definitive and detailed documentation of such occurrences is required in the Meet Referee's Report.

H. Meet Hosts that violate the Four-hour Rule are subject to fines as follows:

1. First 15 minutes in excess of <u>five</u> (5) hours ..... **$ 50.00**

2. Each succeeding 15 minutes until the 6th hour..... **$50.00**

3. Each succeeding 15 minutes starting with the 6th hour **$100.00**

Examples:

Meet lasting 5½ hours fine is **$100.00**
Meet lasting 6½ hours fine is **$400.00**

XI. South Texas Swimming Championship Meets

A. The STSI Championships for short course are based on the 2017-2020 USA-S National Age Group Motivational Time Standards at the "B," "BB," and "A" (STAGS) levels. These meets are the B Championship, BB Championship, and STAGS. For long course season, there are two tiers of meets: STAGS (swimmers with A and faster times in events) and Junior STAGS (swimmers with BB and slower timers, including athletes with NT entries, in events).

B. During both seasons, the championship meets are designed to be optimally spaced two weeks apart (three meets over a total of four weeks).

C. There may be more than one meet necessary at the "B" and "BB" levels, depending on the numbers of swimmers expected to qualify for each level.

1. The entry deadline for the "B" and Junior STAGS Championships will normally be 11 days prior to the start date of the meet(s). However, when the circumstances of the Meet Calendar warrant doing so, there *may* be a secondary entry deadline established *only* for newly qualifying swimmers at 6:00 PM on the *Monday preceding* the scheduled start date of the meet.

2. The entry deadline for the "BB" and Junior STAGS Championships will normally be 12-noon of the Tuesday immediately following the "B" Championships. However, when the circumstances of the LSC Meet Calendar warrant doing so, there *may* be a secondary entry deadline established *only* for newly qualifying swimmers on the *Monday preceding* the scheduled start date of the "BB" Meet.

3. The entry deadline for the STAGS Championship will normally be 12-noon of the Tuesday immediately following the "BB" Championships. However, when the circumstances of the LSC Meet Calendar warrant doing so, there *may* be a secondary entry deadline established *only* for newly qualifying swimmers on the *Monday preceding* the scheduled start date of the STAGS Meet.

D. Every athlete must have the required qualifying time for Championship Meets and qualify for every event at the meet's qualifying time standard.

1. "Bonus" entries will not be permitted, i.e., entering swimmers must have achieved the qualifying time for *every* event entered.

2. Exhibition swims are not permitted.

3. All entry qualifying times must be provable via SWIMS. Times may be challenged at any time and it is the responsibility of the swimmer being challenged to provide definitive documentation necessary to disavow the challenge.

4. Swimmers may enter only the Championship Meet(s) and events for which they have qualifying times and may not "swim down," i.e., swimmers with "BB" or "A" times may not enter their qualified events in the "B" or "BB" meets, respectively.

E. (HoD 10/11/15) The B Champs (SC) and Junior STAGS (LC) meets will be conducted as timed finals and will be seeded and swum in the traditional USA Swimming age groups, i.e., 10 and under, 11 and 12, 13 and 14, and 15 through 18.

1. For the Junior STAGS (LC) meet, distance events and relay events will be seeded only by time and gender.

F. The STAGS and BB Championship meets will be formatted as preliminaries and finals with ***both*** a Championship and Consolation heat in finals, scored to 16 places. (HoD 10/11/15) The preliminary sessions will be seeded only by time and gender, in a circle-seeded format, with two heats advancing to finals in each age group. (HoD 10/8/16)

1. (HoD 9/29/13) For the long course meets, all events 400 meters and longer will be deck seeded after positive check in.

2. For the short course meets, all events 400 yards and longer will be deck seeded after positive check-in.

3. For the STAGS meet, preliminary events will swim slowest to fastest.

G. The *finals* sessions will be swum in traditional age groups, i.e., 10 and under, 11 and 12, 13 and 14, and 15 through 18 and effective sanctions must be put in place for those qualifiers who do not scratch and subsequently fail to appear for competition in the finals.

1. All Championship Meets are scored to 16 places.

2. The 15-16 and 17-18 age groups are combined into a single 15 through 18 group. Awards will be made for a combined 15 through 18, not individual age groups.

I. Meet Information for any bid meet in STSI must adhere to the following preparation, review, comments, etc. protocol:

1. Prepared by the Technical Committee from a template.

2. Forwarded to the Age Group and/or Senior Chair as appropriate.

3. Forwarded to the Executive Secretary.

4. Returned to the Meet Host for finalization, sanctioning, and publication.

5. (HoD, 9/29/13) The sanctioned meet information for STSI Championship Meets must be submitted to the STSI webmaster for posting on the STSI website by November 15 for the short course season and by April 15 for the long course season to avoid fines.

J. The Age Group/Senior Chair and the Executive Secretary each have a maximum of ten business days to complete their review and provide any necessary comments. Should any one of them fail to meet the ten-day constraint it will be assumed they had no comments and the succeeding step will proceed.

K. (HoD 10/07/12) When time trials are offered, athletes need not be entered in the STSI Championship Meet. They must present their USA Swimming ID card or proof of membership using the USA Swimming Deck Pass app (or a coach may present the club's official, watermarked roster from the USA Swimming club portal) to enter time trials. Qualifying times earned during time trials may not be used for entry into the current STSI Championship Meet.

L. (BoD 2/2012) The STAGS short course and long course meets are designated as national qualifying meets for South Texas Swimming officials. The meet host is responsible for locating and coordinating with an

evaluator. The meet information should include the list of positions for evaluation during the meet and the process for requesting an evaluation.

M. (H0D 10/11/15) Beginning with the 2015-2016 short course season, STSI will order, distribute, and pay for awards and banners used at LSC Championship meets.

XII. South Texas Sponsored Dual Meet (HoD 10/8/2011)

A. South Texas will host an annual Dual Meet for the LSC. This meet is intended to give the BB and above swimmers a chance to compete as an LSC and against the LSC. This meet is designed to help the Texas Select Camp replace the All Star Meet.

1. This will be a bid meet with dates to be decided by the HoD.

2. This meet is for 11-18-year-old swimmers who belong to a South Texas team.

3. This meet is for swimmers that have 3 "BB" times (Traditional National Motivational Times).

4. The selection of the swimmers is defined in the Meet Information. All swimmers who want to participate in the meet must apply online (according to the Meet Information).

5. The swimmers will be swimming as South Texas Red Team and South Texas White Team, and not as individual club teams.

6. The eight coaching positions will be selected by the Age Group Chair from those who have applied prior to the deadline (to be decided based on the meet date).

7. The format of the meet is a two-session timed final meet with a break for lunch and talks.

8. The cost to the swimmer is $10. This will cover meet entries, a t-shirt, a cap, and lunch.

9. The coaching staff will be paid $100 for their time. The Age Group Chair will be paid $250 for their time. The LSC will cover all other costs that will accrue during the meet to include but not limited to pool rental, officials, equipment rental, timers, hospitality, shirts, caps, lunch, coach's pay, snacks, and drinks.

10. Estimated cost to the LSC: $10,000 for 250 to 300 swimmers.

XIII. Management of Meets

A. Pre-Meet Considerations

1. STSI meets must be named using the following format: (Year) (LSC) (CLUB CODE) (Meet Name)
Example: 2017 ST XYZ Best Swim Meet

2. Meet entry deadlines must be established to ensure there is a *minimum* of eleven (11) days between the entry deadline and the start date of the meet in question. This lead time is necessary in order to ensure there is adequate time to reconcile (recon) the meet entries with the Registration (SWIMS) Database.

3. If the Meet Information is posted less than 45 days prior to a meet, the host must accept late/deck entries, or be subject to a $50.00 fine.

4. The Meet Host *must* electronically forward the meet entry file, in the proper Hy-Tek or Team Unify format, to the Regional SWIMS User within the 24 hours following the meet entry deadline for the pre-meet recon. A pre-meet recon catches the unregistered swimmers, incorrect IDs, and club affiliation problems BEFORE the meet starts.

5. (HoD 10/11/15) Athlete registrations must be completed by the STSI Office prior to entering a meet and all athletes must be registered *prior to* the meet start date.

6. Late entries, if allowed by the Meet Host and clearly stated in the Meet Information, must provide proof of USA-S registration before they are allowed to compete. The club/team representative who signs the meet entry form is required to verify all athletes entered are current members of USA-S.

7. The Regional SWIMS User executes the recon and sends a copy of the report to the Meet Host detailing any registration errors requiring correction.

8. The Host Team is responsible for notifying attending teams of any identified registration issues.

9. The teams are responsible for correcting registration errors and club affiliation problems in their Team Manager or Team Unify database. A fine of $100.00 per athlete maybe imposed by STSI on clubs/teams that continue to repeat athlete record errors in future meet entries after they are notified by the Regional SWIMS User and/or Meet Hosts.

10. Host Teams are responsible for correcting ID number and club affiliation problems in the Meet Manager Database prior to the start of the meet. Times for swimmers with registration issues of any sort will NOT upload into SWIMS because the database cannot associate the times with a registered swimmer. For this reason, it is extremely important that the Host Team make any necessary ID and team affiliation corrections PRIOR to the submission of the meet results for SWIMS upload.

11. Any swimmer may request to participate in any meet they choose as an unattached (UN) swimmer, even if the swimmer is currently attached to a club.

    a. Prior to the start, or during the course of a meet, any swimmer may declare himself or herself to the Meet Referee as "Unattached," meaning he or she has no specific club affiliation. This affiliation change must appear in all final results. Such requests may not be refused.

    b. Should a different team affiliation then be reflected in the registration record on a meet recon, PRIOR TO CHANGING the team affiliation for any unattached swimmer to a team affiliation, the entering team must be consulted.

12. Swimmers who are shown to be unregistered on the pre-meet recon should be removed from the meet and the team notified.

    a. If a swimmer then becomes registered by the meet start date, they may be allowed to deck enter if lanes are available.

    b. Teams may request an email be sent to the Meet Host by the Executive Secretary confirming a valid registration or they may present a valid roster from their Club Portal as proof of registration for a meet. The Meet Director should accept this as proof of membership.

13. Late entries, if allowed by the Meet Host and specified in the Meet Information, must provide proof of registration to the Meet Host before they are allowed to enter the meet. The Meet Host is responsible for ensuring that the correct athlete information for late entries is properly entered in the Meet Manager database.

14. Fines will be imposed according to the following rules for any swimmer whose times do not successfully upload into SWIMS.

    a. If an athlete is allowed to compete in an STSI Sanctioned or Approved meet without a valid and current USA-S registration, a fine of $100.00 will be imposed in equal parts on the Host and athlete's team.

    b. If the USA-S data appears on the entries but is invalid for whatever reason, the swimmer alone is liable for the $100.00 fine.

B. Credentials

1. Team/clubs are responsible for ensuring their athletes, coaches, and officials are current members of USA Swimming, have successfully passed a background check (BGC), and have completed the Athlete Protection Training (APT).

    a. STSI assumes no responsibility for notifying or reminding teams/clubs as regards their coach's registrations and/or certifications status and unregistered coaches must accomplish registration at least 48 hours prior to the start of any meet in which they intend to participate.

    b. Any team may at any time request a current report of their coaches and coaching status by sending an email to admin@stswim.org.

2. The Meet Director is responsible for ensuring all athletes and coaches participating in a meet are current members of USA-S. Meet Directors may request an updated listing of currently certified coaches up to 24-hours prior to the start of a meet by sending an email to admin@stswim.org.

3. The Meet Referee is responsible for ensuring all officials are current members of USA-S, that all have a current Background Check acknowledged by USA-S, and all have successfully completed the Athlete Protection Training.

4. Coach Credentials Check by the Meet Director

    a. A report of Certification for Coach Members may be created by SWIMS to identify coaches with existing expirations of all, and any, Safety and Education Requirements. Inclusive of these requirements are the First Year Education Requirement and Background Screens. Clubs and/or individuals requiring information about coach certifications and credentials should check their Club Portal, Individual Deck Pass Accounts, or contact the STSI Executive Secretary.

    b. Meet Directors are charged to review these reports to check for clubs attending their meet. If a team has one or more coaches in attendance at the meet and their names are not on the report they are **not** currently registered. Any coach with any expired credential, who cannot show proof of renewal at the meet, should be barred from the deck during the meet, inclusive of warm-ups.

C. Conduct of Meets

1. Required Officials

a. In accordance with USA-S Rules, for all competition including time trials but not duals, there should not be fewer than the following officiating positions filled by appropriately certified officials. No one official may act simultaneously in more than one capacity.

- 1 Referee
- 1 Starter
- 3 Timers per lane (one minimum if automatic equipment with touch pads is in use)
- 1 Clerk of Course (if applicable)
- 1 Place Judge (2 are preferable)
- 2 Stroke Judges and 2 Turn Judges or 2 Stroke & Turn Judges
- Relay Take-off Judges (if applicable)
- 1 Administrative Official
- 1 Recorder
- 1 Timing Judge
- 1 Announcer
- Timing Equipment Operators (as needed)
- Marshal(s) (number determined by the LSC)

2. Safety Marshal's Roles and Responsibilities (HoD 10/7/12). In STSI, Safety Marshals must be at least 21 years of age and have no other meet management or operational responsibilities.

a. Meet Directors, officials, or other assigned meet personnel are not permitted to serve as Safety Marshals.

b. Safety Marshals do not need to be registered members of USA Swimming (USA-S).

c. During warm-up periods, one or more Safety Marshals are required to be on deck prior to and during the entire warm-up session.

d. Safety Marshals shall enforce the warm-up procedures and maintain order in the swimming venue in accordance with the LSC Safety Guidelines and Warm-up Procedures.

e. Marshals shall have full authority to warn or order to cease and desist and, with the concurrence of the Meet Referee, to remove, or have removed from the swimming venue anyone behaving in an unsafe manner or using profane or abusive language, or whose actions are disrupting the orderly conduct of the meet.

f. Pre-meet responsibilities:

1) Post several area maps showing location and phone number of nearest hospital or emergency clinic. (Post at main entrance to natatorium and at least one other appropriate location.)

2) Post several copies of a map showing the location of the:

- First aid station
- Spinal backboard
- Blankets and towels
- Rescue implements

3) Perform a detailed walk through of the meet facilities to identify potential hazard areas (such as slip areas, head bangers, trip hazards, etc.) and take corrective action for all identified hazards.

4) Review safety checklist with Meet Referee.

g. During the swimming competition:

1) Safety Marshals shall enforce the warm-up procedures and maintain order in the swimming venue in accordance with the LSC Safety Guidelines and Warm-up Procedures, including any separate warm-up/warm-down area in use during the meet.

2) The Safety Marshal should be clearly visible and easily identified by wearing a fluorescent vest prior to and during the meet.

3) Safety Marshals shall insure the "First Aid Station" is identified and accessible throughout the meet.

4) Approximately every two hours, Safety Marshals shall walk through all areas of the meet to identify potential hazards (horseplay, slippery floors, etc.).

5) Upon being advised by any person (parent, swimmer, coach, etc.) of a safety hazard, the Safety Marshals shall investigate and take immediate action to correct the hazard.

6) Each accident/incident requires a Report of Occurrence form be completed online.

h. Post meet:

1) Safety Marshals shall ensure that completed Report of Occurrence forms are sent to the LSC Safety Coordinator. The copies to USA Swimming and the insurance carrier will automatically be sent from the online submittal.

2) Safety Marshals shall ensure that any hazards requiring correction are reported to facility management.

D. Post-meet considerations

1. A Hy-Tek Meet Manager SwmmBkup file must be provided to the Regional SWIMS User within 72 hours of the conclusion of any STSI Sanctioned or Approved meet. (Contact information is listed in Appendix D.)

a. (BoD 11/11/14) Beginning with the 2014-2015 short course season, meet information and results for closed meets and invitationals will be posted on the STSI website.

2. A Hy-Tek Meet Manager SwimmBkup file must be provided to the Regional SWIMS User within 72 hours of any STSI Observed meet.

3. Splash fees for applicable meets are added by the Regional SWIMS User to the South Texas Swimming account for the club or club location designated on the Sanction Application.

4. For all Sanctioned and Approved meets, the Meet Referee's Report must be provided to the Regional SWIMS User and the Officials Chair within 3 days of the meet's conclusion (go to the Officials page and view the "Meet Referee Report Requirements" document for instructions on submitting the Meet Referee's Report).

5. (HoD, 10/8/16) Per USA Swimming Rule 202.4, the organization hosting the meet shall file a financial statement setting forth all receipts and disbursements in connection with the sanctioned event and submit it to the Sanctions Chair within 45 days after the event. The LSC may at any time require the organization to furnish, within 15 days after written request, all receipts and vouchers relating to the sanctioned event. No sanction to hold any athletic event of any kind shall thereafter be issued to an organization who has failed or refused to file with the Sanctions Chair any statement or affidavit required under any subdivision of Section 202.4 of the USA Swimming rule book, until the statement or affidavit is filed, or until such time as the LSC may determine.

6. See Section XXI D for post-meet considerations for Observed meets.

XIV. National Registration Committee Guidelines

A. Clubs or teams MUST collect the USA Athlete Registration information, registration payment, and any other necessary paperwork (transfer forms/proof of legal name and age) **before** a swimmer is accepted for a tryout period. Clubs/teams can sell this procedure by saying it is a safety consideration. (If a swimmer is allowed in the water without any information and should be involved in an "incident:" The club/team must have some way of knowing who should be notified.) The benefit for the club is if the member later becomes a member, it saves you time later, tracking down the parent to get the required information.

B. The USA Swimming Insurance Program provides General Liability coverage for teams, coaches, and USA-S members when a non-USA-S member is swimming with a club during a "tryout period." Tryout periods are limited to a documented 30 consecutive days within a twelve-month period for any one individual. Non-members are not provided coverage under the USA-S program. If said individual is injured or causes an injury, he/she will have to look to elsewhere for medical and/or liability insurance.

C. Club and teams should retain all registration information until the prospective member decides to join or not. However, the National Registration Committee strongly recommends tryout periods be limited to a period of one week and certainly no more than two weeks. Once that time period expires, all required registration information and payment should immediately be submitted to the STSI Office, allowing ample time for the athlete to be registered within 30 days of submitting the registration. If the prospective athlete is not registered at the end of the documented 30 consecutive days, the club, coaches, and all USA-S athletes swimming with the team jeopardize losing the USA-S General Liability coverage.

XV. Private Club Portals

A. USA-S has created three reports and makes them available via the SWIMS database, which clubs and teams may find useful. They are available only on your Private Club Portal, which is accessible from the USA-S website. The reports available are:

- Club Membership Statistics
- Athlete Roster
- Non-Athlete Roster

B. Athlete Membership Cards are no longer mailed to swimmers. You can print a current, valid roster from your Club Portal as proof of registration for a meet, or proof of membership using the USA Swimming Deck Pass app. The Meet Director must accept this as proof of membership.

C. The Club Portal is available 24/7 and allows you to check who is registered, without having to contact the Executive Secretary.

D. Clubs may print a current non-athlete roster for their club and their club's membership statistics any time, which is generated directly from the SWIMS database.

E. To access your Club Portal you must first establish a sign-in name and password for your club, if you haven't already done so. Contact USA Swimming at clubdevelopment@usaswimming.org for more information and to set up your club portal user name and password or to recover a lost password.

XVI. Best Practice Guidelines

The following are strongly recommended for all USA-S members:

A. Parents should be encouraged to appropriately support their children's swimming experience.

B. All swimming practices should be open to observation by parents.

C. Two-deep Leadership: One coach member and at least one other adult, who is not in the water, should be present at all practices and other sanctioned club activities whenever at least one athlete is present. Clubs and coaches should evaluate their seasonal plans and map out how to best accomplish this strongly recommended guideline.

D. Open and Observable Environment: An open and observable environment should be maintained for all interactions between adults and athletes. Private, or one-on-one situations, should be avoided unless they are open and observable. Common sense should be used to move a meeting to an open and observable location if the meeting inadvertently begins in private.

E. A coach may not host a minor athlete in his/her home, unless it is in a group setting with other adults present without the permission of the athlete's parent or legal guardian.

F. During team travel, when doing room checks, attending team meetings and/or other activities, two-deep leadership and open and observable environments should be maintained.

G. Athletes should not ride in a coach's vehicle without another adult present who is the same gender as the athlete, unless prior parental permission is obtained.

H. During overnight team travel, if athletes are paired with other athletes they should be of the same gender and similar age. Chaperones and/or team managers would ideally stay in nearby rooms.

I. When only one athlete and one coach travel to a competition, at the competition the coach and athlete should attempt to establish a "buddy" club to associate with during the competition and when away from the venue.

J. Where a chaperone or team manager is included, the chaperone(s) or team manager(s) should be of the same gender as the athletes and written consent should be given by the athlete's parents (or legal guardian).

K. Communications between non-athlete adult members and athletes should not include any topic or language that is sexual or inappropriate in nature.

L. Non-athlete adult members should respect the privacy of athletes in situations such as changing of clothes, showering, etc. Non-athlete adult members should protect their own privacy in similar situations.

M. Relationships of a peer-to-peer nature with any athletes should be avoided. For example, coaches should avoid sharing their own personal problems with athletes.

N. Coaches and other non-athlete adult members should avoid horseplay and roughhousing with athletes.

O. When a coach touches an athlete as part of instruction, the coach should do so in direct view of others and inform the athlete of what he/she is doing prior to the initial contact. Touching athletes should be minimized outside the boundaries of what is considered normal instruction. Appropriate interaction would include high fives, fist bumps, side-to-side hugs, and handshakes.

P. Coaches should not initiate contact with or accept supervisory responsibility for athletes outside club programs and activities.

Q. Coaches should not engage in sexual intimacies with a former athlete for at least two years after the cessation or termination of professional services.

R. Because sexual intimacies with a former athlete are frequently harmful to the athlete, and because such intimacies undermine public confidence in the coaching profession and thereby deter the public's use of needed services, coaches should not engage in sexual intimacies with former athletes even after a two-year interval except in the most unusual circumstances. The coach who engages in such activity after the two years following cessation or termination of the coach-athlete relationship bears the burden of demonstrating that there has been no exploitation, in light of all relevant factors, including:

1. The amount of time that has passed since the coach-athlete relationship terminated.

2. The circumstances of termination.

3. The athlete's personal history;

4. The athlete's current mental status;

5. The likelihood of adverse impact on the athlete and others; and

6. Any statements or actions made by the coach during the course of the athlete-coach relationship suggesting or inviting the possibility of a post-termination sexual or romantic relationship with the athlete or coach.

7. Both the athlete and the coach must be 18 years of age or older.

XVII. Financial Assistance

The goal of the financial assistance program is to provide South Texas Swimming members with travel funds for events approved by the HoD and the BoD. In this section, "member" is defined as an athlete, coach, official, or "other" member who is currently registered with USA Swimming and South Texas Swimming, unless otherwise specified. "Event" is defined as a meet or other travel event that has been identified by the HoD and BoD as being available for financial assistance. The HoD and the BoD may consider specific circumstances that are not clearly identified in this policy. This policy goes into effect on October 11, 2015.

A. General Eligibility Policies

1. To qualify for financial assistance, the member:

a. Must be registered with STSI at the time of the event.

b. Must be a member of STSI and participate in the event as a member of STSI.

c. Must maintain a permanent residence within the geographical boundaries of the ST LSC at the time of the event, with the exception of members of HEAT-ST.

d. Must submit all requests for reimbursement to the ST Treasurer so they are received by the posted deadlines and on the required forms, and with all required documentation. For the covered events in Section XVII A 2, the deadline for events during the short course season is midnight on March 31; the deadline for events during long course season is midnight on September 15. Incomplete requests will not be processed until they are completed. Checks will be issued twice each year, usually within 30 days of each submission deadline. For all other events, including USA-S Convention and other travel, please see the specific section for deadlines and check issue dates.

e. Must meet individual eligibility requirements defined in Section XVII for the type of member and specific travel.

2. With the exception of Olympic Trials, (HoD 10/8/16) Zones, and Open Water Zones, members are eligible for financial reimbursement for up to two of the following events during each calendar year at up to the daily rate or flat rate indicated below. The total number of eligible days is calculated from the day of the first event to the day of the last event, plus one day. For the purpose of calculating the eligible days for athletes, only individual and relay events will be considered. (Time trial events are not covered or considered, and relay-only athletes are not covered.) The total dollar amount budgeted by the LSC for financial assistance will be divided between the two seasons and is subject to reduction by an equal amount for all meets/athletes if the amount requested exceeds the budgeted amount. If the entire amount budgeted for short course is not expended, the balance of the budgeted amount will be used for the long course season, if needed. (HoD 10/8/16) For meets held within the geographical territory of Texas, eligible members will receive financial assistance of up to $125 per day.

a. Olympic Trials: up to $300 per day
b. Open Water Olympic Qualifier: up to $200 per day
c. Short Course Junior National Championships: up to $200 per day
d. Long Course Junior National Championships: up to $200 per day
e. Short Course National Championships: up to $200 per day
f. Long Course National Championships: up to $200 per day
g. U. S. Open: up to $200 per day
h. USA-S Open Water Championships: up to $200 per day

i. Futures: up to $200 per day
j. Can Ams: up to $200 per day
k. NCSA: up to $200 per day
l. Arena Pro Series: up to $200 per day
m. Zones/Open Water Zones: Flat rate per athlete, as determined by the HoD or BoD, based on the location of the Zones/Open Water Zones meet.
n. Open Water Festival: Flat rate per athlete, as determined by the HoD or BoD, based on the location of the meet. (BoD, 2/9/16) The 2016 flat rate is $350 per athlete.

3. Other requirements for all members:

a. Financial assistance for events conducted within a 50-mile radius of the member's permanent residence is limited to entry fees for individual events.

b. Events conducted within a 50-mile radius of the member's permanent residence do not count as one of the two eligible meets in any one calendar year.

c. All requests for financial assistance for members must be signed by the member (or the member's parent or guardian if the member is under 18 years of age). All requests for athletes must also be signed by the athlete's coach of record as of the event date.

d. Reimbursement checks for athletes and coaches will be issued to the athlete's or coach's club. If the athlete or coach is unattached, reimbursement checks will be issued directly to the member.

e. Reimbursement checks for officials will be issued directly to the official.

f. Members must make their own travel arrangements.

g. If athletes, coaches, and officials are receiving funds from any sources (USA Swimming, Phillips 66 or other sponsors, the member's club, etc.) other than family contributions for the same meet for which they are requesting financial assistance, they must declare the reimbursement or expected reimbursement. Under no circumstances will reimbursement from other sources combined with financial assistance from STSI exceed the total cost to the athlete, coach, or official.

h. (BoD, 3/8/16) For the meets/events covered by a daily rate and listed in Section XVII, A, 2, eligible travel expenses for athletes, coaches, and officials include airfare (including taxes, ticket upgrades, change fees, baggage fees, and other customary airline charges), rental car fees (including airport charges, taxes, fuel charges, damage/insurance waiver fees, and other customary rental car charges), parking fees and tolls, cab/shuttle/Uber/other local transport charges (including taxes and gratuity), mileage at the current IRS business rate (applies when using a personal vehicle; fuel charges are excluded), meet entry fees (for athletes), meet credential fees (for coaches and officials), and hotel/lodging expenses (including wireless fees, taxes, laundry service, parking fees, and other customary hotel charges). Expenses that are specifically excluded from reimbursement are souvenirs (such as meet t-shirts and heat sheets), team gear and other clothing purchases (such as warm-ups or other uniforms), entertainment expenses, personal expenses not related to travel/purpose of trip, ticket fees for spectators, fees to replace lost credentials, and expenses for a spouse/guest. When loyalty awards are used for travel (such as airline frequent flier miles, hotel free stay programs, credit card loyalty rebates, or similar reward programs), they will have no cash value for reimbursement by STSI. Only actual monetary expenses paid for by the member will be eligible for reimbursement; travel using points or other awards will have no reimbursement value.

Any expenses submitted that are not specifically included or excluded by this policy will be referred to the Board of Directors for consideration.

i. Receipts are required for all travel expenses, with the exception of expenses for meals and incidental expenses (M&IE). M&IE will be calculated using the federal M&IE per diem rate for the travel destination, multiplied by the number of eligible travel days as defined by this section. For example, for Olympic Trials, a member who is eligible for three days of travel is eligible for up to $900 in financial assistance ($300 per day, for three days). The member will receive $64 per day for M&IE based on the federal rate for Omaha, NE, without providing any receipts. This means that the member is automatically reimbursed $192 ($64 per day, for three days), without any receipts. If the member provides receipts for at least $708 in additional eligible travel expenses, the member could receive up to $900 in financial assistance.

B. Specific Eligibility Guidelines for Athletes

1. In addition to the criteria in this section, the athlete member must meet the general eligibility requirements as stated in Section XVII A.

2. The athlete must compete in at least one individual event during the meet. If the athlete scratches from that event (with a SCR, DFS, or NS in prelims), it does not count as an event for purposes of this policy.

3. Relay-only swimmers are not eligible for financial assistance.

4. Time trial events are not considered to be individual events for the purposes of determining the number of approved days at the meet. Entry fees for time trial events are not covered under this policy.

5. The athlete member must declare funding from any other sources (excluding family contributions) as part of the financial assistance request.

6. Athletes who are high school seniors or younger, and holding an annual USA-S/STSI registration, are eligible for the maximum assistance as follows:

a. 25% of adjusted, eligible expenses for eligible meet(s) after 365 days of registration in STSI.

b. 50% of adjusted, eligible expenses for eligible meet(s) after their second full year of registration in STSI.

c. 75% of adjusted, eligible expenses for eligible meet(s) after their third full year of registration in STSI.

d. 100% of adjusted, eligible expenses for eligible meet(s) after their fourth or more full years of registration in STSI.

7. Financial assistance eligibility for athletes participating in NCAA, NJCAA, or NAIA programs (defined as "collegiate athletes") or athletes not participating in a collegiate program (defined as "non-collegiate athletes") is determined as follows:

a. Collegiate or non-collegiate athletes who were never a member of STSI prior to September 1 following the date of their high school graduation are ineligible for financial assistance, even if they are currently a member of a South Texas Swimming club or were previously eligible for reimbursement as of October 11, 2015.

b. Collegiate or non-collegiate athletes are ineligible for financial assistance for events occurring from September 1 to May 31 of any calendar year.

c. Collegiate or non-collegiate athletes may be considered eligible for financial assistance during the period June 1 through August 31 of each calendar year, provided they are a member of, training with, and representing a South Texas Swimming member club at the time of the event or the collegiate or non-collegiate athlete is an Unattached member of South Texas Swimming. Verification of the athlete's training status with a STS member club may be requested from the club.

d. Collegiate or non-collegiate athletes who were members of STSI as of September 1 following the date of their high school graduation are funded based on the athlete's eligibility as of September 1 of the year the athlete graduated from an accredited high school (or accredited home school) that is located within the geographic boundaries of South Texas Swimming. The assistance percentage as determined on September 1 following the date of high school graduation will be locked in and used throughout the athlete's collegiate eligibility period, as follows:

1. Collegiate or non-collegiate athletes who were registered with STSI for any four full years as of September 1 following the date of high school graduation are eligible for the maximum assistance as determined by the HoD.

2. Collegiate or non-collegiate athletes who were registered with STSI for any three full years as of September 1 following the date of high school graduation are eligible for 75% of the maximum assistance as determined by the HoD.

3. Collegiate athletes or non-collegiate who were registered with STSI for any two full years as of September 1 following the date of high school graduation are eligible for 50% of the maximum assistance as determined by the HoD.

4. Collegiate athletes or non-collegiate who were registered with STSI for any one full year as of September 1 following the date of high school graduation are eligible for 25% of the maximum assistance as determined by the HoD.

e. The financial assistance eligibility period for collegiate and non-collegiate athletes will end on September 1 of the last year of their college eligibility or on September 1 following the fourth year after the high school graduation date, whichever comes last.

8. Athletes who are age 19 years or older are not eligible for any financial assistance from South Texas Swimming, unless they are eligible for assistance as a high school (or younger) athlete (see Section XVII , B, 6) or a collegiate or non-collegiate athlete (see Section XVII B 7).

C. Specific Eligibility Requirements for Coaches

1. In addition to the criteria in this section, the coach member must meet the general eligibility requirements as stated in Section XVII A.

2. STSI will provide coach assistance as stated in Section XVII A 2. The coach must be coaching at least one athlete who is registered with STSI and who is competing in the specific meet for which financial assistance is requested. If a club has more than 15 swimmers total who competed in one of the listed eligible meets during a single season, STSI will provide financial assistance for up to two coaches during

that season. Each club can receive assistance for up to the maximum coverage as stated in Section XVII A 2. The HoD will allot a separate budget item for financial assistance for coaches. For the purposes of this section, a "club" is defined as a "club code" and separate club locations are not considered as separate clubs. Coaches holding an annual USA-S and STSI registration are eligible for the maximum assistance as follows:

a. 25% of adjusted, eligible expenses for eligible meet(s) after 365 days of coach registration in USA-S.

b. 50% of adjusted, eligible expenses for eligible meet(s) after their second full year of coach registration in USA-S.

c. 75% of adjusted, eligible expenses for eligible meet(s) after their third full year of coach registration in USA-S.

d. 100% of adjusted, eligible expenses for eligible meet(s) after their fourth or more full years of coach registration in USA-S.

3. The coach must be registered with STSI and USA Swimming and be a coach member in good standing as of the date of the meet to receive financial assistance.

D. Specific Eligibility Requirements for Officials

1. In addition to the criteria in this section, the official member must meet the general eligibility requirements as stated in Section XVII A.

2. For the purposes of reimbursement, the official may count the first day of officiating at the meet to the last day of officiating at the meet, plus one day. Working time trials sessions at a meet will count as one of the officiating days.

3. The official must work a minimum of five sessions at an STSI Sanctioned or Approved meet during the season reimbursement is requested to be eligible for financial assistance during that season.

4. The HoD will allot a separate budget item for financial assistance for STS officials. Request for assistance must be approved in writing and in advance by the Officials Chair. Officials holding an annual USA-S and STSI registration are eligible for the maximum assistance as follows:

a. 25% of adjusted, eligible expenses for eligible meet(s) after 365 days of registration in STSI.

b. 50% of adjusted, eligible expenses for eligible meet(s) after their second full year of registration in STSI.

c. 75% of adjusted, eligible expenses for eligible meet(s) after their third full year of registration in STSI.

d. 100% of adjusted, eligible expenses for eligible meet(s) after their fourth or more full years of registration in STSI.

E. Entry Fee Reimbursement Program for Outreach Athletes (HoD 10/07/12, HoD 10/8/16, BoD 12/13/16)

1. The goal of the Outreach Program is to encourage participation by outreach athletes in meets sanctioned by STSI, which are open to the general membership.

a. STSI will reimburse an outreach athlete for up to six (6) events per quarter and up to five (5) events each at up to two championship meets per year for meet entry fees paid by swimmers classified as outreach athletes.

b. Under this program, STSI will not reimburse:

- Entry fees for events where a "no swim" is recorded.
- Non-entry "meet fees" or "per swimmer" fees.
- Travel, meals, or other meet expenses.
- Fees for USA Swimming sanctioned meets held outside of the LSC.

2. Reimbursement Procedure

a. STSI offers an "Outreach Member" registration classification for athletes based on financial need.

- In general, an athlete who qualifies for the school "free lunch" program qualifies financially.
- Students who are not enrolled in this program may provide documentation that establishes that their family's financial circumstances would qualify them for the program (even if they do not participate in the free lunch program).
- The athlete's club gives a reduced monthly club fee to the outreach athlete.

b. Clubs must register "Outreach Members" as part of the annual registration process, according to guidelines established by the STSI Registration Chair.

c. The Registration Chair will advise the Treasurer of the names and club affiliation of all registered outreach athletes.

d. Teams are required to register and pay for all entries in accordance with the procedures as posted in the meet notice.

e. Following the meet, the athlete or parent must submit the following documentation to the STSI Treasurer:

1) The Meet Entry Fee report, with outreach athletes highlighted or circled.

2) A copy of the results, with the corresponding results for each athlete showing that the athlete was present and completed the event. (Entries that result in a "no swim" will not be reimbursed.)

3) The "Outreach Entry Fee Reimbursement" form provided by the LSC.

4) For reimbursement to be paid, the application must include (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.

f. Athletes may file for reimbursement on a quarterly, semi-annual, or annual basis however all requests for reimbursement must be received by January 15th of the following year.

g. The Outreach Entry Fee Reimbursement Request form is posted on the STSI website.

h. The STSI Treasurer will confirm the entry information from the published meet results.

i. Reimbursement checks will be made payable to the club and forwarded to the address provided on the Reimbursement Request form.

F. USA-S Conventions, USA-S Travel and Other STSI Official Travel

1. In addition to the criteria in this section, the member must meet the general eligibility requirements as stated in Section XVII A, except for Section XVII A 1(d). In addition, the number of events covered each calendar year as described in Section XVII A 2 does not apply to travel reimbursements made under Section XVII F.

2. Reasonable travel, lodging, and other relevant expenses will be provided for STSI representatives at meetings, workshops, seminars, conventions, and other relevant activities, when approved by the appropriate STSI Officer or Committee Chair and funds for such travel have been allocated in the STSI budget. This includes travel to the USA Swimming conferences sponsored by USA-S, and travel by the Zone Age Group Chair to attend the Southern Zones meet, when the Chair is an eligible member to receive travel under this policy and not already covered as a Zones coach.

3. STSI utilizes Publication 1542 in determining the maximum dollar amount allowed for all requests for assistance. Publication 1542 specifies the maximum per-diem rate allowed without treating any assistance as wages for income tax purposes. The publication specifies variable M & I rates that are location-dependent and accounts for cost-of-living differences in various area of the country.

4. STSI utilizes the following in determining a maximum dollar amount for assistance requests:

a. Travelers are responsible for making their own travel arrangements. Travel expense will be covered, based on the lesser cost of the three-week advanced purchased airline tickets, or the standard mileage rate (as determined by the federal government) multiplied by the number of miles driven if a personal operated vehicle (POV) is utilized. If traveling by POV, a MapQuest mileage calculation shall be provided with the assistance request.

b. Any fee for a change and/or cancellation to an issued airline ticket is the responsibility of the traveler, unless such change is at the request of STSI. One piece of baggage will be covered under this policy when accompanied by a receipt.

c. Rental cars contracted at the site of the event will not be covered unless approved in writing by the STSI Treasurer and General Chair.

d. Rental cars contracted at the traveler's home site to travel to the event and gasoline cost (receipts required) will be covered as long as the cost does not exceed the three-week advanced airline ticket cost. All receipts must be provided for consideration of travel assistance.

e. Parking costs will not be covered unless the rental car and associated parking was approved in advance by the STSI Treasurer and General Chair.

f. Lodging expenses are calculated using the federal per-diem rates. For the USA-S convention, lodging expenses are calculated using the convention room rate, double occupancy.

g. In lieu of meal costs, a per diem will be paid as follows: 75% of the federal per diem will be paid on travel days and 100% of federal per diem will be paid for full days in which travel is not involved. The per-diem rates are taken directly from Publication 1542, which specifies the maximum per-diem rate allowed without treating any reimbursement or assistance as wages for income tax purposes. The publication specifies variable meals and incidental (M&I) rates that are location-dependent and account for cost-of living differences in various area of the country. Receipts for meals should not be submitted. If meals are provided by the host, the associated per diem will be subtracted from the reimbursement.

h. Airport parking will be covered at the lowest economy rate at the respective airport. Relevant tolls shall be covered when appropriate. Receipts are required.

5. STSI will cover the costs of the convention registration.

6. All requests for reimbursement are due within 60 days of the last day of travel.

G. Coach's Travel for Camps, Zones, and Other Applicable Meets

1. In addition to the criteria in this section, the coach member must meet the general eligibility requirements as stated in Section XVII A except for Section XVII A 1(d). In addition, the number of events covered each calendar year as described in Section XVII A 2 does not apply to travel reimbursements made under Section XVII G.

2. Coaches selected to coach at camps, Zones, or other applicable meets will be provided with a stipend to cover their coaching services. Travel assistance will be provided to STSI coaches that travel greater than 100 miles round trip to the site of the competition or site of the transportation provided by the LSC. Assistance will be provided in accordance with Section XVII C and the applicable subparagraphs.

3. All requests for reimbursement are due within 60 days of the last day of travel.

H. Official's USA-S Registration and Criminal Background Checks (BGC)

1. In addition to the criteria in this section, the official member must meet the general eligibility requirements as stated in Section XVII A and be eligible for reimbursement in accordance with the most current release of the Policies & Procedures Governing Officials.

2. STSI will reimburse most certified deck and administrative officials for the annual cost of their USA-S Registration and BGCs. Several restrictions exist and the Policies & Procedures Governing Officials document should be consulted for details. Please see the STSI Officials page on the STSI Web site along with any forms required.

I. Athlete's Travel for Camps

1. In addition to the criteria in this section, the athlete member must meet the general eligibility requirements as stated in Section XVII A except for Section XVII A 1(d). In addition, the number of events covered each calendar year as described in Section XVII A 2 does not apply to travel reimbursements made under Section XVII F.

2. Athletes selected to participate at camps will be provided with a stipend for one of the following, not to exceed:

   - Zone Select Camp ($250 maximum stipend)
   - Zones and USA Swimming Diversity Camp ($250 maximum stipend)
   - National Select Camp ($250 maximum stipend)
   - Other camps as approved in advance by the Board of Directors and subject to a maximum stipend as approved by the Board of Directors

3. Requests for camps included in Section XVII I are due within 60 days after the last day of attendance.

J. Official's Travel to Zones

1. In addition to the criteria in this section, the official member must meet the general eligibility requirements as stated in Section XVII A except for Section XVII A 1(d).

2. A specified number of officials will be required to attend Zones. The number of officials approved for travel will be approved by the Age Group Chair in conjunction with the Treasurer. Because the officials will also be acting in support of the team, their financial assistance will be the same as the Zones Team Manager.

XVIII. Financial

STSI is required to operate properly in order to efficiently protect STSI and its staff and volunteers from the risks of malfeasance and other fiduciary improprieties. These policies and procedures must be rigorously followed if STSI is to effectively serve its primary mission in support of the growth and development of the swimming community.

A. Deposits and Records

1. The Office of the STSI Executive Secretary shall have the following duties and responsibilities regarding the finances of STSI.

   a. Prepare for and deposit all cash and checks received by stamping each check received with the approved bank stamp and recording each item on a bank deposit slip or similar listing.

   b. All deposits shall be made into the STSI general accounts.

   c. Deposits shall be made on a regular and timely basis, but no less frequently than once per month.

   d. Receipted deposit slips will be maintained as a permanent record of all transactions.

   e. All incoming funds (checks, cash, etc.) shall be promptly recorded into the current accounting software system of STSI.

   f. A copy of all deposits, in electronic format, shall be provided by the receiving financial institution to the Treasurer after each deposit is made.

   g. Documents that may accompany monies for deposit will be sorted and appropriately managed for filing or archiving as necessary.

h. STSI will impose a service charge of $100 for any check deposited, which is later returned for insufficient funds or a closed account.

1) Clubs or individuals who fail to make good on returned checks and pay the service charge will be referred to the STSI Board of Review for action.

B. Disbursements

1. Physical control of all checks executed by STSI will be exercised by the Treasurer.

2. Personnel associated with the Office of the STSI Executive Secretary do not have signature authority for STSI checks.

3. All invoices and reimbursement requests will be properly entered and otherwise managed within the current STSI accounting system.

4. Original receipts, invoices, or similar documentation must accompany each reimbursement request and no payments will be processed without the documentation specified.

5. Approvals for payment will be deemed granted if the requested amount is within the current year approved STSI budget and not yet spent or obligated. The STSI BoD must approve any request for payment in excess of the remaining unspent budgeted amount.

6. The Treasurer is responsible for preparing checks based on received invoices and reimbursement requests, and the documentation for such payment will be documented on the check stub and filed appropriately.

7. Unless the STSI BoD determines otherwise, the Treasurer and the General Chair are authorized to sign checks for STSI under the following constraints:

a. Checks for amounts of $5,000 or less shall require one authorized signature; checks for more than $5,000 shall require two authorized signatures.

b. In lieu of two signatures, email documentation may be utilized if it specifically states the amount and purpose of the check.

8. Reimbursements to coaches for service with LSC-sponsored teams WILL NOT be provided until complete, accurate, and proper tax and receipt documentation have been submitted to the STSI Treasurer.

a. The specified documentation is a mandatory requirement and must be in the hands of the STSI Treasurer not later than 60 calendar days after the completion of the competition for which reimbursement is sought.

9. The general bank accounts of STSI shall be reconciled by the Treasurer on a monthly basis.

a. The monthly reconciliation (statement) will be reviewed and signed by the General Chair, or his or her designee, and sent to the Board of Directors for review.

b. The monthly bank statements will be sent directly from the bank to both the STSI Treasurer and General Chair.

10. (HoD 10/11/15) In accordance with best financial practices, members with signing privileges on STSI accounts should not write checks directly to themselves and sign the checks on behalf of STSI.

11. (HoD 10/11/15) The practice of paying for budgeted items on behalf of STSI and seeking reimbursement should be strongly discouraged in favor of STSI making payments for budgeted expenses directly from the STSI financial accounts. This practice should include, but not be limited to, Zones, Open Water Zones and other open water events, HoD expenses, USA Swimming convention expenses, Swimposium expenses, and other expenses that are budgeted in advance.

C. Reports

1. The STSI Treasurer will prepare a monthly income, profit and loss statement of the LSC's general accounts.

a. This statement will be presented to the BoD or the HoD at the next regularly scheduled meeting.

b. At the close of each fiscal year, the STSI Treasurer will prepare an annual income statement and balance sheet for presentation to the BoD.

2. An internal Audit Committee shall be appointed by the General Chair with the advice and consent of the BoD to review the STSI financial records at least semi-annually.

3. Audits by outside agencies will only be conducted if the BoD determines a need.

4. The STSI Treasurer, with the assistance of an outside financial advisor if necessary, will prepare and file the annual tax return(s) for STSI, based on the approved financial statements. The annual tax return must be reviewed and signed by the General Chair.

5. The STSI Treasurer will submit a copy of all pertinent financial reports and records to USA Swimming within five (5) months after the close of the STSI fiscal year, as provided in Article 509 of the USA Swimming Rules and Regulations.

D. Expenses

1. Payments to vendors:

a. Vendors must submit an itemized invoice for payment.

b. All payments will be issued only by the STSI Treasurer.

2. Purchases:

a. When purchasing STSI equipment, services, or supplies estimated to cost more than $500, STSI will obtain no less than three (3) bids or price quotations.

1) Whenever possible, at least two (2) of these bids will be solicited from vendors located within the boundaries of the LSC.

b. Bids for equipment, services, or supplies totaling over $5,000 will be submitted by sealed bid.

c. Award should be approved for the most appropriate bid.

d. Purchases of equipment, services, or supplies totaling less than $500 may be made by the appropriate STSI representative when such purchase has been provided for in the STSI budget. Requirements may not be separated in order to stay under the $500 limit. For example, if 50 t-shirts are ordered in each of three colors, the requirement is for 150 t-shirts and competitive bids must be sought.

e. When the equipment, services, or supplies are delivered, they must be signed for on the original receipt by personnel OTHER than those who placed the order. The signature certifies all of the equipment, services, or supplies purchased by STSI were received in good order.

f. For any unused items purchased for a particular event, the purchaser must submit a statement that details how the unused items were dispersed or where they are being stored.

E. Zone Team and Red/White Meet Expenses

1. STSI will provide financial support to the Southern Zone age-group teams as provided by current policies.

2. Prior to each Zone age-group and Red/White meet, the Age Group Chair shall prepare a budget for the meet, including estimated cost for all travel, hotel, food, equipment, and expenses of the coaching staff.

a. This budget must be reviewed and approved by the STSI BoD.

b. All contracts for travel, lodging, food, and equipment must be solicited for bid following the STSI Purchase Policy.

1) If no acceptable bids are received under these policies, the Age Group Chair, with the concurrence of the Treasurer, may then negotiate contracts for said services or equipment.

3. Coaches who seek expense reimbursement and/or other payments for Zone or Red/White meets must conform to the provisions of Section B.8. a. and b. above.

F. Conflict of Interest

1. Awards should be made to be cognizant of any appearance of conflict of interest.

XIX. Southern Zone Championships

A. USA-S has divided all of the LSCs into four geographical Zones. STSI is assigned to the Southern Zone, which includes the LSCs from the states of NC, SC, FL, GA, KY, VA, TN, WV, MS, AL, LA and TX. When STSI participates in the Zone Championships, the following procedures will apply:

1. Meet staffing

a. The Zone Team's Head Coach will be the STSI Age Group Chair or designee.

b. A Zone Meet Coordinator (ZMC) may be named by the Head Coach within 15 days of her/his selection whose name will appear in the minutes of the HoD should the Head Coach request assistance with the organization and logistics of the Zone trip.

c. The ZMC and/or the Head Coach is responsible for all arrangements for team selection, travel, meals, lodging, equipment, uniforms chaperones, recreational opportunities, etc.

1) The responsible parties may form a task committee of volunteer coaches and/or parents to assist these efforts.

2) A comprehensive report as to the status of these responsibilities, including staffing, itinerary and estimated costs will be presented to the HoD.

d. The Zone Head Coach will select the assistant coaches.

1) The coaching staff will consist of no more than six (6) assistants and the Head Coach. The Head Coach may choose to include fewer assistants as team size may dictate.

2) Each assistant will be assigned responsibility for an age group, 11-12, 13-14, 15-18, women and men. The assistant coaches are responsible for assisting in the selection swimmers for their particular age group, internal communication, and selection of events.

3) The coaches are required to travel with the Zone Team and, in addition to their coaching duties, serve as chaperones.

4) Each coach is responsible for preparation of entries for their age group utilizing data obtained from athlete applications and results of previous competitions.

5) Entry times must be updated to reflect TAGS and/or Sectional performances.

6) All entries must be submitted to the Head Coach or designee for formal entry into the Zone Meet.

e. One (1) volunteer chaperone will be solicited at the time of final Zone Team selection.

1) Duties and responsibilities of the chaperone most likely will vary, depending on the location of the meet and will be developed jointly by the Head Coach and, if utilized, the ZMC. They will be specified in detail when the solicitation process begins.

2. Zone Team Selection

a. The selected team will number no more than 54 athletes: Eight each 11-12, 13-14, and 15-18 men and women and six disability athletes (three men and three women).

1) (HoD, 9/29/13) The top six disability athletes will be selected to compete in Zones. A swimmer's disability must satisfy the definition of a disability as outlined by USA Swimming rules and regulations. These swimmers with disabilities are in addition to the permitted 48 swimmers and are not required to meet the time standards for their age groups/events. However, they must provide a time for each event they enter. Swimmers with disabilities may compete in finals, earn awards, and score points for their team in the same manner as the able-bodied swimmers.

b. Final selection will be made by the Zone Team coaching staff.

c. (HoD, 10/11/15) Swimmers must apply for inclusion and pay a required application fee. The fee is a flat rate per athlete, as determined by the HoD or BoD, based on the location of the Zones meet.

d. Applicants may use only long course times from the previous season up to the Zones meet start date. Only long course times will be considered!

e. The best eight applicants in each age group will be selected, taking into account times achieved, demonstrated versatility, behavior, and likely contribution to the team's efforts. The Head Coach may choose to utilize a point system to aid in the selection process if deemed necessary.

f. All applicants MUST be currently registered with USA-S/STSI. If any applicant has not represented STSI in Sanctioned or Approved competition during at least the past year, they will be required to pay for the total amount of their trip if selected.

g. In addition to completion of a Zone Team Application utilizing only long course times, swimmers must also 1) complete a medical release form, 2) have it signed by a parent or guardian and 3) notarized, and 4) sign the Code of Conduct.

h. A roster of the STSI Zone Team will be posted on the STSI website at the earliest possible time following the application deadline and completion of the selection process.

i. The application fee is fully refundable for any swimmer not selected.

j. Application fees from swimmers who are selected and later elect, for <u>any</u> reason, not to participate WILL NOT be refunded.

3. Zones Team Uniform

a. The Zones Team Uniform will be established by the Age Group Chair for the athletes and coaches. At a maximum, the athletes will be outfitted with no more than one shirt per each day of full competition; a backpack, a swim suit, a towel, and swim caps. At a maximum, the coaching staff will be outfitted with no more than one collared shirt or t-shirt for each full day of competition.

b. Athletes and coaches are expected to wear the designated "uniform of the day" in order to present the team as a unified entity.

c. All uniform items shall be purchased in accordance with the STSI purchase policy. Competitive bids shall be obtained when the appropriate cost ceilings are expected to be exceeded. Requirements may not be separated in order to avoid the cost ceilings.

d. Any purchases for athletes or coaches not documented in this paragraph require approval from the BoD prior to being ordered.

XX. STSI Open Water Team (HoD 9/29/13, 10/11/15)

A. STSI will sponsor an Open Water Team with up to 18 STSI athletes to attend the Open Water Festival. The cost for athletes will be a flat rate per athlete, as determined by the HoD or BoD, based on the location of the meet. The top three athletes in the distance events for each age group and gender will be selected.

XXI. Approved for Observation Meets in South Texas Swimming, Inc. (STSI) (HoD 10/07/12)

The following applies to High School, Collegiate, Masters, and YMCA/YWCA competition conducted within the jurisdiction of the South Texas Swimming, Inc. (STSI) Local Swim Committee (LSC).

A. High School Dual meets may not, under any circumstances, be Approved for Observation. Dual meets in the other categories may be Approved for Observation.

1. An NCAA Dual Meet schedule for a specific team may be Approved for Observation in its entirety, but the Observed Meet criteria, as noted below, must be assured.

B. STSI maintains the authority to determine if observation can be facilitated, based on manpower resources.

C. The following requirements must be met by the respective Meet Host(s):

1. An NTV Form "A" or "B," as appropriate must be submitted to the STSI NTV Chair in conformance with the time constraints specified on the respective Form.

a. NTV Form A must be utilized and submitted to the STSI NTV Chair when Observation Approval is sought for meets that are not season ending championships, i.e., meets that are generally conducted well before a season's end.

1) Submissions for meets of this type require, in addition to a NTV Form A, a final draft of the Meet Information and a letter explaining or justifying why the meet deserves to be Approved for Observation.

2) The USA-S/LSC Officials who will be "observing" the competition must be specified along with their phone numbers.

3) Once approved by the STSI NTV Chair, the submission must then be sent forward to USA-S Program Operation for approval at that level.

b. NTV Form B must be utilized and submitted to the STSI NTV Chair for meets that are season ending or culminating championships.

1) The USA-S/LSC Officials who will be "observing" the competition and the Meet Director OR Referee must be specified by the Meet Host along with their phone numbers.

2) A signature of either the Meet Director or Referee, whichever is specified, is also required.

c. Once the necessary approvals have been acquired, the STSI NTV Chair will return the signed approved and documents to the submitter, who is then responsible for ensuring they are provided to the Meet Host as needed.

2. Completely functional, automatic primary timing systems, with appropriate secondary and tertiary backup systems, all operated by competent and experienced personnel.

3. In order for times achieved to be entered into the SWIMS database, swimmers at Observed meets must be current members of USA-S and be entered completely and accurately into the Meet Manager

database. Times will not be accepted by SWIMS if the swimmer's USA-S data in Meet Manager is incorrect, incomplete, or invalid in any way.

4. Officiating of meets Approved for Observation may be managed in any one of three possible manners, but the number of Observing Officials must always meet the minimum requirements as provided in Article 102.10.3 of the USA-S Rules. Officials may note compliance with USA Swimming Technical Rules only for those swimmers requesting observation, or an entire meet may be observed.

    a. A meet may be observed in its entirety, exclusively by USA-S/LSC officials according to staffing guidelines specified in USA-S Rules.

    b. A meet may be officiated exclusively by USA-S/LSC officials, but due to the limited number of verification requests expected, only swims specifically requested in advance will be observed for compliance with USA-S Rules.

    c. A meet may be officiated by the proper number of USA-S/LSC officials and also observed by a minimum of two assigned USA-S/LSC Stroke & Turn certified officials, one at each end of the competition course, in compliance with USA-S Rules.

5. The Meet Referee is responsible for advising the coaches how observations will be managed and what responsibilities they may have, if any.

6. The Meet Referee is responsible for establishing the mechanics as regards how the meet will be officiated to ensure compliance with USA-S Rules where applicable and will instruct deck officials as needed.

    a. In addition, a designated USA-S/LSC official (NTV Deck Observer) must verify compliance with applicable rules and procedures, and record violations of USA-S backstroke technical rules, and it is recommended this individual be someone other than the Meet Referee.

7. Any meet for which Observation Approval is sought must appear on a previously published calendar maintained on the Observed Meets page on the STSI website.

8. Time Trials held in conjunction with a season-ending Championship Meet may also be observed, but they must be officiated to the same standard as the Championship Meet. Time Trials at other observed meets (non-championship) may not be Approved for Observation.

D. Once an Observed Meet has been concluded, the NTV Deck Observer (¶D.6.a. above) is responsible for ensuring an appropriately *modified* copy of the Meet Manager SwmmBkup file is provided to the Regional SWIMS User within 72 hours.

1. The SwmmBkup file requires modification to disqualify any swimmers who violated the USA-S backstroke or breaststroke technical rules in those events involving the stroke.

2. (HoD 9/29/13) Within 72 hours of the completion of an Observed Meet, the Admin Referee, Meet Director, or Meet Referee will submit the Meet Manager file via email to the Regional SWIMS User in order for the results to be loaded into SWIMS. The email accompanying the file will also list the USA-certified officials who worked the meet. The Meet Manager file will not be loaded into SWIMS without the names of the USA Swimming certified officials who worked the meet.

E. Times from collegiate meets are forwarded directly to USA-S and do not require the involvement of a local SWIMS User. However, as a matter of courtesy, it is appropriate to forward a modified SwmmBkup to the appropriate local User.

F. NTV Forms A and B both require the listing of at least four (4) properly registered and certified USA-S/LSC officials with telephone numbers who will be doing the actual observations. In the case of Form B, the Meet Director or Meet Referee must also be listed.

1. With the exception of the Meet Director when listed on a Form B, each of these individuals must be a currently registered member of USA-S, verifiable via SWIMS, and properly certified by an LSC.

2. If these requirements are not met, no Approval for Observation will be allowed.

G. When coaches and/or administrators determine it is necessary and/or desirable to have a time or times uploaded to SWIMS subsequent to an Observed meet already concluded, such an action should be initiated with the appropriate SWIMS User within 14 calendar days of the meet's conclusion.

Appendix A

Checklist for Non-championship Meets in STSI

Inclusion of most of these elements is mandatory. Please refer to Appendix B for the recommended wording of some elements.

- Name of the meet
- Name of the Meet Host
- Date or dates of the meet
- Sanction or Approval number
- Venue or facility
    - Exact location, phone number, directions, map, etc.
    - Spectator seating
    - Parking availability
    - Dressing rooms, locker, concessions
    - Detailed description of timing/starting systems
    - Liability disclaimer
    - Course certification status
    - Start and turn end depths
    - Cell phone restrictions
    - Swimmer photographer/videographer restrictions
    - Deck changing notice
    - Standards of behavior
- Unaccompanied swimmers statement
- The statement “Held under the sanction of USA Swimming.”
- Swimmer eligibility
- Age group restrictions to include age-up date
- USA Swimming registration requirements/STSI does not permit on-deck USA Swimming registrations
- Qualifying times, if any
- Entry fees to include splash fees
- Entry deadline
- Entry email address
- Late or deck entries policy
- Scratch rules or policies
- Meet management: Meet Referee, Administrative Official, entry chair (include name, phone number, and email addresses)
- Swimmers with disabilities statement
- Scoring, if any
- Awards, if any, to whom
- Daily schedule
- Officials notice
- STSI Warm-up and Safety Procedures

Appendix B
STSI Non-championship Meet Information Boilerplate
(10/11/15)

Held under the sanction of USA Swimming.

Cell Phone Restrictions: Use of audio or visual recording devices, including a cell phone, is not permitted in changing areas, rest rooms or locker rooms. There are no exceptions to this policy. Violators are subject to disqualification from the meet, disbarment from the facility, and arrest.

Swimmer Photographs and Videos: There may be one or more photographers and/or videographers on deck at this meet. In the event such personnel are present, parents or guardians of swimmers under the age of 18 who do not wish to have photos or videos of their athletes made are required to contact the Meet Director prior to the beginning of warm-ups. Photographers and videographers are strongly encouraged to stay out of the area immediately behind the starting blocks, but if present are specifically prohibited from making shots during the start phase of any race.

Unaccompanied Swimmers: Any swimmer entered in the meet must be certified by a USA swimming member-coach as being proficient in performing a racing start or must start each race from within the water. When unaccompanied by a member-coach, it is the responsibility of the swimmer or the swimmer's legal guardian to ensure compliance with this requirement.

Deck Changing: Deck changes are prohibited.

Special Needs: Please notify *(insert name of contact and phone number)* in advance of this event with the name and age of any member on your team who needs assistance to enter the building. The facility staff will make reasonable accommodations for swimmers coaches, or spectators who wish to enter and use our facility. In any meet sanctioned or approved by South Texas Swimming, Inc., which may include one or more swimmers with visual, hearing, mental, or physical disabilities; the judging of such competitors shall be in strict accordance with the current USA Swimming Rules and Regulations, i.e., Article 105. A disability is defined as a PERMANENT physical or mental impairment that substantially limits one or more major life activities. Coaches and/or athletes must notify the Meet Referee before the event begins if they are to be considered to be judged under Article 105.

Water Depth: The minimum water depth, measured in accordance with Article 103.2.3, is ## feet ## inches at the start end and the turn end is ## feet ## inches measured for a distance of 1.0 meter to 5.0 meters from both end walls.

Course Certification: *(Required. Include the appropriate statement and delete the other statement.)* The competition course has been certified in accordance with 104.2.2C(4). The copy of such certification is on file with USA Swimming. OR The competition course has not been certified in accordance with 104.2.2C(4).

Sanction: This meet has been sanctioned by South Texas Swimming and current USA Swimming rules and any relevant sections of the South Texas Policies & Procedures Manual will apply. All swimmers must be registered as athletes for 201# with USA Swimming by the meet start date. Athletes who register with USA Swimming after the meet entry deadline may deck enter the meet only if they can present their 201# USA Swimming registration card (or a coach may present the club's official, watermarked roster from the USA Swimming club portal). Conduct of the sanctioned event shall conform in every respect to all technical and administrative rules of USA Swimming.

Liability: In granting this sanction it is understood and agreed that USA Swimming, Inc., South Texas Swimming, Inc. (STSI), the *(insert your team or club)*, the *(insert the host, venue, facility, etc.)*, and all meet officials shall be free from any liabilities or claims for damages arising by reason of injuries to anyone during the conduct of the event. Damage

to the facility, when proved, will cause the offending swimmer, if unattached, or the offending swimmer's club, if attached, to be held accountable for repairs.

USA Swimming Registration: All swimmers, coaches, and officials participating in this competition must be currently (201#) registered with USA Swimming. No swimmer will be permitted to compete unless the swimmer is a member as provided in Article 302. All should also be prepared to present their USA Swimming ID Card as proof of their registration to the Meet Director or designee at any time. Swimmers who 1) late enter when possible; 2) need to be late-entered because of clerical errors by the entering team or the Meet Host; or 3) are not entered in this meet and choose to enter time trials, if offered, will be required to present their USA Swimming ID card or proof of membership using the USA Swimming Deck Pass app (or a coach may present the club's official, watermarked roster from the USA Swimming club portal). Current national and LSC regulations do not allow for exceptions to these policies. South Texas Swimming does not allow on-deck USA Swimming registrations.

Officials: *(Required, but you can modify this content for your meet. Ask your Meet Referee to confirm the information in this paragraph and provide any desired changes, and for any additional details, such as the uniform for officials, where to meet, hospitality details, etc. if applicable. For meets that are selected as national qualifying meets for officials, the Meet Referee should provide you with the details about evaluations and this information should be included here.)* All currently certified and in-training USA Swimming officials are cordially invited to participate. All deck officials must be registered with USA Swimming for 201# and have a current Background Check and Athlete Protection Course acknowledged by USA Swimming. Deck officials are required by rule to prominently display both their USA Swimming ID card and LSC credentials while on deck as an official. Please email the Meet Referee prior to the meet with your availability and current certifications. Please report to the Meet Referee at least one hour prior to the scheduled start time of any session to receive your assignments. The wearing of name tags is strongly encouraged.

Appendix C

2017-2020 National Motivational Time Standards						
Short Course Yards						
10 and under Girls			Event	10 and under Boys		
B Min	BB Min	A Min		A Min	BB Min	B Min
38.89	35.19	31.39	50 Free	30.99	34.49	38.09
1:29.59	1:19.99	1:10.49	100 Free	1:09.69	1:18.79	1:27.79
3:19.19	2:57.39	2:35.59	200 Free	2:29.39	2:47.99	3:06.69
8:26.09	7:35.49	6:44.89	500 Free	6:37.39	7:26.99	8:16.69
46.99	41.89	36.69	50 Back	37.09	42.39	47.69
1:41.99	1:30.69	1:19.29	100 Back	1:19.19	1:29.69	1:40.19
53.29	47.49	41.79	50 Breast	40.99	46.59	52.09
1:58.09	1:44.99	1:31.89	100 Breast	1:30.19	1:41.89	1:53.59
47.39	41.79	36.19	50 Fly	35.39	40.49	45.69
1:53.99	1:39.09	1:24.09	100 Fly	1:23.49	1:37.99	1:52.39
1:42.59	1:31.69	1:20.79	100 IM	1:19.49	1:29.39	1:39.39
3:38.49	3:15.59	2:52.69	200 IM	2:50.99	3:13.19	3:35.49
11 and 12 Girls			Event	11 and 12 Boys		
B Min	BB Min	A Min		A Min	BB Min	B Min
33.79	31.49	29.09	50 Free	27.89	30.29	32.59
1:13.59	1:08.29	1:03.09	100 Free	1:00.89	1:05.89	1:10.99
2:41.19	2:29.69	2:18.19	200 Free	2:13.49	2:24.59	2:35.69
7:09.09	6:38.39	6:07.79	500 Free	5:57.69	6:27.49	6:57.29
24:53.99	23:07.29	21:20.59	1650 Free	20:52.99	22:37.49	24:21.89
38.29	35.59	32.89	50 Back	32.29	35.29	38.19
1:25.19	1:18.49	1:11.79	100 Back	1:09.29	1:15.79	1:22.19
2:56.59	2:43.99	2:31.39	200 Back	2:27.99	2:40.29	2:52.69
43.09	39.99	36.89	50 Breast	36.19	39.59	42.89
1:34.39	1:27.39	1:20.39	100 Breast	1:18.39	1:25.49	1:32.49
3:23.09	3:08.59	2:54.09	200 Breast	2:47.09	3:00.99	3:14.89
36.69	34.09	31.49	50 Fly	31.19	34.19	37.09
1:25.09	1:18.29	1:11.49	100 Fly	1:09.59	1:16.49	1:23.29
3:00.89	2:47.89	2:34.99	200 Fly	2:31.39	2:43.99	2:56.59
1:24.39	1:18.39	1:12.29	100 IM	1:09.09	1:14.99	1:20.89
3:00.69	2:47.79	2:34.89	200 IM	2:30.89	2:44.19	2:57.59
6:05.79*	**5:39.69***	**5:13.59***	400 IM	**4:52.99***	**5:17.39***	**5:41.79***

Revised 10/21/16

Time standards current from USA Swimming website document dated 9/30/16

* The 12-year-old time standard for the 400 IM for **championship meets** is the 13-14 time standard.

2017-2020 National Motivational Time Standards						
Short Course Yards						
13 and 14 Girls			Event	13 and 14 Boys		
B Min	BB Min	A Min		A Min	BB Min	B Min
32.69	30.29	27.99	50 Free	25.69	27.89	29.99
1:10.79	1:05.79	1:00.69	100 Free	56.29	1:00.89	1:05.59
2:33.19	2:22.19	2:11.29	200 Free	2:02.59	2:12.79	2:22.99
6:49.39	6:20.09	5:50.89	500 Free	5:31.39	5:58.99	6:26.59
23:23.49	21:43.19	20:02.99	1650 Free	19:07.59	20:43.19	22:18.89
1:17.19	1:11.69	1:06.19	100 Back	1:01.79	1:06.89	1:12.09
2:47.29	2:35.39	2:23.39	200 Back	2:14.69	2:25.89	2:37.09
1:28.69	1:22.39	1:15.99	100 Breast	1:09.79	1:15.59	1:21.39
3:11.99	2:58.29	2:44.59	200 Breast	2:32.89	2:45.59	2:58.39
1:16.89	1:11.39	1:05.99	100 Fly	1:01.29	1:06.39	1:11.49
2:50.09	2:37.89	2:25.79	200 Fly	2:15.69	2:26.99	2:38.29
2:51.49	2:39.19	2:26.99	200 IM	2:17.19	2:28.59	2:39.99
6:05.79	5:39.69	5:13.59	400 IM	4:52.99	5:17.39	5:41.79
15 - 18 Girls			Event	15 - 18 Boys		
B Min	BB Min	A Min		A Min	BB Min	B Min
32.09	29.79	27.49	50 Free	24.79	26.79	28.89
1:09.59	1:04.59	59.59	100 Free	53.89	58.39	1:02.89
2:29.89	2:19.19	2:08.49	200 Free	1:57.69	2:07.49	2:17.29
6:40.69	6:12.09	5:43.49	500 Free	5:19.39	5:45.99	6:12.59
23:05.19	21:26.19	19:47.29	1650 Free	18:30.39	20:02.89	21:35.39
1:15.39	1:10.09	1:04.69	100 Back	58.59	1:03.49	1:08.39
2:44.09	2:32.39	2:20.69	200 Back	2:08.49	2:19.19	2:29.89
1:26.89	1:20.69	1:14.49	100 Breast	1:06.49	1:12.09	1:17.59
3:08.19	2:54.69	2:41.29	200 Breast	2:24.59	2:36.59	2:48.69
1:15.39	1:09.99	1:04.59	100 Fly	58.59	1:03.39	1:08.29
2:46.79	2:34.89	2:22.89	200 Fly	2:09.79	2:20.59	2:31.39
2:48.19	2:36.19	2:24.19	200 IM	2:10.89	2:21.79	2:32.69
5:57.59	5:31.99	5:06.49	400 IM	4:42.09	5:05.59	5:29.09

Revised 10/21/16

Time standards current from USA Swimming website document dated 9/30/16

2017-2020 National Motivational Time Standards						
Short Course Meters						
10 and under Girls			Event	10 and under Boys		
B Min	BB Min	A Min		A Min	BB Min	B Min
42.99	38.89	34.69	50 Free	34.19	38.09	41.99
1:38.99	1:28.39	1:17.89	100 Free	1:16.99	1:26.99	1:36.99
3:40.09	3:15.99	2:51.89	200 Free	2:44.99	3:05.69	3:26.29
7:22.89	6:38.59	5:54.29	400 Free	5:47.79	6:31.19	7:14.69
51.99	46.29	40.59	50 Back	40.99	46.79	52.69
1:52.69	1:40.19	1:27.69	100 Back	1:27.49	1:39.09	1:50.69
58.89	52.49	46.19	50 Breast	45.29	51.39	57.59
2:10.49	1:55.99	1:41.49	100 Breast	1:39.59	1:52.59	2:05.59
52.39	46.19	39.99	50 Fly	39.09	44.79	50.49
2:05.99	1:49.49	1:32.99	100 Fly	1:32.29	1:48.29	2:04.19
1:53.39	1:41.29	1:29.19	100 IM	1:27.89	1:38.79	1:49.79
4:01.49	3:36.19	3:10.79	200 IM	3:08.89	3:33.49	3:58.09
11 and 12 Girls			Event	11 and 12 Boys		
B Min	BB Min	A Min		A Min	BB Min	B Min
37.29	34.69	32.19	50 Free	30.89	33.39	35.99
1:21.29	1:15.49	1:09.69	100 Free	1:07.29	1:12.89	1:18.49
2:58.09	2:45.39	2:32.69	200 Free	2:27.49	2:39.79	2:52.09
6:15.49	5:48.69	5:21.89	400 Free	5:12.99	5:39.09	6:05.19
24:45.29	22:59.19	21:13.09	1500 Free	20:45.69	22:29.59	24:13.39
42.39	39.29	36.29	50 Back	35.69	38.99	42.19
1:34.19	1:26.69	1:19.29	100 Back	1:16.59	1:23.69	1:30.89
3:15.19	3:01.29	2:47.29	200 Back	2:43.49	2:57.19	3:10.79
47.59	44.19	40.79	50 Breast	39.99	43.69	47.39
1:44.29	1:36.59	1:28.89	100 Breast	1:26.59	1:34.39	1:42.29
3:44.49	3:28.39	3:12.39	200 Breast	3:04.59	3:19.99	3:35.39
40.59	37.69	34.79	50 Fly	34.49	37.79	40.99
1:33.99	1:26.49	1:18.99	100 Fly	1:16.89	1:24.49	1:32.09
3:19.79	3:05.59	2:51.29	200 Fly	2:47.29	3:01.19	3:15.19
1:33.19	1:26.59	1:19.89	100 IM	1:16.39	1:22.89	1:29.39
3:19.69	3:05.39	2:51.19	200 IM	2:46.69	3:01.49	3:16.19
6:44.19*	**6:15.39***	**5:46.49***	400 IM	**5:23.79***	**5:50.69***	**6:17.69***

Revised 10/21/16

Time standards current from USA Swimming website document dated 9/30/16

* The 12-year-old time standard for the 400 IM for **championship meets** is the 13-14 time standard.

2017-2020 National Motivational Time Standards						
Short Course Meters						
13 and 14 Girls			Event	13 and 14 Boys		
B Min	BB Min	A Min		A Min	BB Min	B Min
36.09	33.49	30.89	50 Free	28.39	30.79	33.19
1:18.29	1:12.69	1:07.09	100 Free	1:02.19	1:07.29	1:12.49
2:49.29	2:37.19	2:25.09	200 Free	2:15.39	2:26.69	2:37.99
5:58.29	5:32.69	5:07.09	400 Free	4:49.99	5:14.19	5:38.29
23:15.29	21:35.69	19:55.99	1500 Free	19:00.89	20:35.99	22:11.09
1:25.29	1:19.19	1:13.09	100 Back	1:08.19	1:13.89	1:19.59
3:04.89	2:51.69	2:38.49	200 Back	2:28.79	2:41.19	2:53.59
1:37.99	1:30.99	1:23.99	100 Breast	1:17.09	1:23.49	1:29.89
3:32.19	3:16.99	3:01.89	200 Breast	2:48.89	3:02.99	3:17.09
1:24.99	1:18.89	1:12.89	100 Fly	1:07.69	1:13.29	1:18.89
3:07.89	2:54.49	2:41.09	200 Fly	2:29.99	2:42.49	2:54.99
3:09.49	2:55.89	2:42.39	200 IM	2:31.59	2:44.19	2:56.79
6:44.19	6:15.39	5:46.49	400 IM	5:23.79	5:50.69	6:17.69
15 - 18 Girls			Event	15 - 18 Boys		
B Min	BB Min	A Min		A Min	BB Min	B Min
35.39	32.89	30.39	50 Free	27.39	29.59	31.89
1:16.89	1:11.39	1:05.89	100 Free	59.59	1:04.49	1:09.49
2:45.59	2:33.79	2:21.99	200 Free	2:10.09	2:20.89	2:31.79
5:50.69	5:25.59	5:00.59	400 Free	4:39.49	5:02.79	5:26.09
22:57.09	21:18.69	19:40.39	1500 Free	18:23.89	19:55.89	21:27.89
1:23.39	1:17.39	1:11.49	100 Back	1:04.79	1:10.19	1:15.59
3:01.39	2:48.39	2:35.49	200 Back	2:21.99	2:33.79	2:45.59
1:36.09	1:29.19	1:22.39	100 Breast	1:13.49	1:19.59	1:25.79
3:27.89	3:13.09	2:58.19	200 Breast	2:39.79	2:53.09	3:06.39
1:23.29	1:17.29	1:11.39	100 Fly	1:04.69	1:10.09	1:15.49
3:04.29	2:51.09	2:37.99	200 Fly	2:23.39	2:35.39	2:47.29
3:05.79	2:52.59	2:39.29	200 IM	2:24.69	2:36.69	2:48.79
6:35.09	6:06.89	5:38.69	400 IM	5:11.69	5:37.69	6:03.59

Revised 10/21/16

Time standards current from USA Swimming website document dated 9/30/16

2017-2020 National Motivational Time Standards						
Long Course Meters						
10 and under Girls			Event	10 and under Boys		
B Min	BB Min	A Min		A Min	BB Min	B Min
44.09	39.89	35.59	**50 Free**	35.49	39.49	43.59
1:42.39	1:31.49	1:20.59	**100 Free**	1:19.89	1:30.29	1:40.69
3:45.79	3:20.99	2:56.29	**200 Free**	2:50.79	3:12.09	3:33.49
7:36.79	6:51.09	6:05.39	**400 Free**	5:59.59	6:44.59	7:29.49
54.89	48.89	42.89	**50 Back**	42.99	49.19	55.29
1:59.19	1:45.99	1:32.69	**100 Back**	1:31.49	1:43.59	1:55.69
1:00.49	53.99	47.49	**50 Breast**	46.99	53.29	59.69
2:16.69	2:01.49	1:46.29	**100 Breast**	1:44.19	1:57.69	2:11.29
53.59	47.29	40.99	**50 Fly**	40.19	45.99	51.79
2:09.99	1:52.99	1:35.99	**100 Fly**	1:34.99	1:51.39	2:07.79
4:09.39	3:43.19	3:17.09	**200 IM**	3:15.39	3:40.79	4:06.19
11 and 12 Girls			Event	11 and 12 Boys		
B Min	BB Min	A Min		A Min	BB Min	B Min
38.49	35.79	33.19	**50 Free**	32.09	34.69	37.39
1:24.49	1:18.49	1:12.49	**100 Free**	1:09.89	1:15.69	1:21.49
3:03.49	2:50.39	2:37.29	**200 Free**	2:32.49	2:45.19	2:57.89
6:23.89	5:56.49	5:29.09	**400 Free**	5:21.89	5:48.69	6:15.49
25:45.79	23:55.39	22:04.99	**1500 Free**	21:37.39	23:25.49	25:13.59
44.29	41.19	37.99	**50 Back**	37.49	40.89	44.19
1:38.89	1:31.09	1:23.29	**100 Back**	1:21.49	1:29.09	1:36.79
3:24.79	3:10.19	2:55.59	**200 Back**	2:52.19	3:06.49	3:20.79
48.99	45.49	41.99	**50 Breast**	41.59	45.39	49.29
1:49.49	1:41.39	1:33.39	**100 Breast**	1:30.39	1:38.49	1:46.69
3:52.69	3:36.09	3:19.49	**200 Breast**	3:12.59	3:28.69	3:44.69
41.29	38.29	35.39	**50 Fly**	35.29	38.69	41.99
1:36.19	1:28.49	1:20.79	**100 Fly**	1:18.59	1:26.29	1:33.99
3:24.89	3:10.19	2:55.59	**200 Fly**	2:53.19	3:07.69	3:22.09
3:26.29	3:11.49	2:56.79	**200 IM**	2:53.89	3:09.29	3:24.69
6:57.39*	**6:27.59***	**5:57.79***	**400 IM**	**5:36.59***	**6:04.69***	**6:32.69***

Revised 10/21/16

Time standards current from USA Swimming website document dated 9/30/16

* The 12-year-old time standard for the 400 IM for **championship meets** is the 13-14 time standard.

2017-2020 National Motivational Time Standards						
Long Course Meters						
13 and 14 Girls			Event	13 and 14 Boys		
B Min	BB Min	A Min		A Min	BB Min	B Min
37.29	34.59	31.99	50 Free	29.49	31.99	34.39
1:21.19	1:15.39	1:09.59	100 Free	1:04.59	1:09.99	1:15.39
2:55.09	2:42.59	2:30.09	200 Free	2:20.59	2:32.29	2:44.09
6:07.19	5:40.89	5:14.69	400 Free	4:59.19	5:24.09	5:49.09
24:06.39	22:23.09	20:39.79	1500 Free	19:48.39	21:27.39	23:06.49
1:29.99	1:23.59	1:17.09	100 Back	1:12.29	1:18.29	1:24.39
3:13.19	2:59.39	2:45.59	200 Back	2:36.59	2:49.69	3:02.69
1:42.29	1:34.99	1:27.69	100 Breast	1:21.29	1:28.09	1:34.89
3:41.39	3:25.59	3:09.79	200 Breast	2:56.79	3:11.59	3:26.29
1:27.29	1:21.09	1:14.79	100 Fly	1:09.69	1:15.49	1:21.29
3:13.29	2:59.49	2:45.69	200 Fly	2:36.19	2:49.19	3:02.19
3:17.39	3:03.39	2:49.19	200 IM	2:38.79	2:51.99	3:05.29
6:57.39	6:27.59	5:57.79	400 IM	5:36.59	6:04.69	6:32.69
15 - 18 Girls			Event	15 - 18 Boys		
B Min	BB Min	A Min		A Min	BB Min	B Min
36.39	33.79	31.19	50 Free	27.89	30.19	32.59
1:19.29	1:13.59	1:07.99	100 Free	1:01.89	1:07.09	1:12.29
2:50.89	2:38.69	2:26.49	200 Free	2:14.89	2:26.09	2:37.39
5:58.49	5:32.89	5:07.29	400 Free	4:46.09	5:09.89	5:33.69
23:43.89	22:02.19	20:20.49	1500 Free	18:59.09	20:33.99	22:08.99
1:28.29	1:21.99	1:15.69	100 Back	1:08.89	1:14.69	1:20.39
3:09.09	2:55.59	2:42.09	200 Back	2:28.89	2:41.39	2:53.79
1:39.59	1:32.49	1:25.39	100 Breast	1:16.99	1:23.49	1:29.89
3:36.29	3:20.79	3:05.39	200 Breast	2:48.39	3:02.49	3:16.49
1:25.59	1:19.49	1:13.39	100 Fly	1:06.29	1:11.79	1:17.39
3:08.19	2:54.79	2:41.39	200 Fly	2:27.99	2:40.39	2:52.69
3:13.49	2:59.69	2:45.89	200 IM	2:31.39	2:43.99	2:56.59
6:47.89	6:18.79	5:49.69	400 IM	5:20.59	5:47.29	6:14.09

Revised 10/21/16

Time standards current from USA Swimming website document dated 9/30/16

Appendix D

STSI Contacts

Office	Phone	Email	FAX
Mindy Donofrio, Executive Secretary South Texas Swimming, Inc. P. O. Box 592793 San Antonio, TX 78259	210-479-0881	admin@stswim.org	210-479-1157
Valley and Coastal SWIMS User (Didi Byerly)	361-994-9179	didibyerly@aol.com	N/A
San Antonio Metro SWIMS User (Angella Woodard)	210-408-7946	waveswim@sbcglobal.net	N/A
Austin/North SWIMS User (Jessica Evans)	512-771-0439	jessicaevans@utexas.edu	N/A
STSI Officials Chair (Trey Prinz)	512 633-4851	t.prinz.a@gmail.com	N/A
STSI Sanctions Chair 6807 North First Lane McAllen, TX 78504 (Lorna Anaya)	870-814-2890	stasanctions@anayamedical.com	N/A

Appendix E
South Texas Swimming, Inc.
ATHLETE OUTREACH VERIFICATION

The South Texas Swimming, Inc./USA Swimming Athlete "Outreach" Registration is a scholarship program for athletes whose families are currently in need of financial aid from their swimming club to participate. The South Texas Swimming "Outreach" Registration policy provides an annual reduced registration fee for USA Swimming membership, provided the athlete's club also grants a reduced monthly club fee. The Outreach Fee is currently $7.00 per year.

In order for a swimmer to be properly registered as an "Outreach Athlete," this form must be completed and submitted along with the proper verification documents to the South Texas Swimming, Inc. Office.

Club: _____ **Club Code:** _____

Athlete's FULL Name: _____

Street Address: _____

City: _____ **State:** _____ **Zip + 4:** _____

School Attending: _____ **Private?** ☐ **Public?** ☐

Parent or Guardian's Legal FULL Printed Name _____

Home Phone:_____ **Work Phone:** _____ **Cell Phone:** _____

Describe the verification documents attached: _____

_____

_____

Note any alternative documentation attached: _____

_____

_____

Parent or Guardian's Signature: _____ **Date:** _____

Club Coach's Signature: _____ **Date:** _____

Annual Outreach fee: **$7.00**

Appendix F
Crisis Management Plan
(HoD 10/07/12)

- South Texas Swimming shall respond to all crisis emergencies as expeditiously as possible.
- All information shall be disseminated by the Information Officer.
- The General Chair shall be the Information Officer, or shall delegate that responsibility to the Administrative Vice-Chair, as necessary.
- Should the General Chair be unable to perform the role of the Information Officer, the following Board of Director Officers shall be responsible for assuming the role of Information Officer, in this order of hierarchy:

    1. General Chair
    2. Administrative Vice-Chair
    3. Senior Vice-Chair
    4. Age Group Vice-Chair
    5. Treasurer
    6. Executive Secretary
    7. South Texas Swimming Officer, as designated by the South Texas Swimming Executive Committee

- All media requests shall be directed to the Information Officer.
- All official South Texas Swimming communications shall be distributed ONLY by the Information Officer.
- The Crisis Communications Team shall be the South Texas Swimming Executive Committee, plus any legal counsel that is currently a member of the South Texas Swimming BoD.
- South Texas Swimming has no pre-determined Crisis Control Center.
- However, in the event of a crisis, the Crisis Communications Team shall immediately designate a Crisis Control Center and staff that center appropriately as the crisis warrants.

- The Crisis Communications Team shall be responsible for contacting the entire South Texas Swimming BoD in order to keep the Board apprised of all information pertaining to the crisis.
- The Information Officer will be responsible for assembling the Crisis Communications Team.
- The Information Officer shall maintain a list of mobile phone numbers of each of the members of the Crisis Communications Team, in order that the Crisis Communications Team may be assembled at any time of the day or night.
- Information shall be disseminated as appropriate for the crisis at hand.
- Information may be released via the South Texas Swimming website (www.stswim.org), email, electronic text messages, and/or recorded telephone messages, as available.
- As is to be expected, Crisis Management Plans are constantly changing and evolving. South Texas Swimming shall re-evaluate this Crisis Plan on an annual basis, and make updates, as necessary.

Appendix G
Document Retention Policy
(HoD 10/07/12, 9/29/13)

South Texas Swimming, Inc. shall retain records in an orderly fashion for time periods that comply with legal and government requirements.

Type of Document Minimum

To be archived:	**Archive Location**
Accounts payable ledgers and schedules: seven years	Treasurer
Audit reports	Treasurer
Bank reconciliations: seven years	Treasurer
Bank statements: seven years	Treasurer
Checks (for important payments and purchases)	Treasurer
Expired contracts, mortgages, notes, and leases: seven years	Secretary
Contracts (still in effect)	Secretary
Correspondence (general): two years	Secretary
Correspondence (legal and important matters)	Secretary
Correspondence (with customers and vendors): two years	Secretary
Deeds, mortgages, and bills of sale	Secretary
Depreciation schedules	Treasurer
Duplicate deposit slips: two years	Secretary
Expense analyses/expense distribution schedules: seven years	Treasurer
Year-end financial statements	Treasurer
Insurance policies (expired): three years	Secretary
Insurance records, current accident reports, claims, policies, etc. (permanent)	Secretary
Internal audit reports	Treasurer
Inventories of products, materials, and supplies: seven years	Secretary
Invoices (to customers, from vendors): seven years	Treasurer
Minute books, bylaws, and charter	Secretary
Payroll records and summaries: seven years	Treasurer
Registration documents: five years	Secretary
Tax returns and worksheets:	Treasurer
Timesheets seven years:	Treasurer
Trademark registrations and copyrights	Secretary
Withholding tax statements: seven years	Treasurer
Legal documents and all supporting documentation	Secretary

All official documents (including, but not limited to, the STSI Bylaws, STSI Policies and Procedures Manual, the Policies and Procedures Governing Officials, and the Sanctioning Policies and Procedures) and all other items (including, but not limited to, all STSI forms, excluding treasurer documents) prepared on behalf of South Texas Swimming by any member (as defined in Article 602.1.2, “Individual Members”) or nonmember working on behalf of South Texas Swimming shall be submitted to the STSI Executive Secretary and the Technical Chair in the document’s native electronic file format after any revision has been made. All documents will be retained and archived by the STSI Executive Secretary and the Technical Chair.

Appendix H
Standards and Practices for South Texas Swimming Records
(HoD 10/07/12)

STSI records will be compiled and maintained in order to recognize the best performances achieved by STSI athletes in Sanction or Approved short and long course events. The official South Texas Swimming Record is the best time recorded in an approved event and recognized age group, by a swimmer who is a registered member of South Texas Swimming at the time of the record. The time must be made in a USA Swimming Sanctioned, Approved, or Observed meet or in a recognized National or International swimming competition meet. South Texas records appear on the South Texas Records page of the STSI website.

1. In order for a time to be considered, it must be loaded into SWIMS.

2. All USA and FINA Swimming meets will be evaluated for record purposes.

3. Times made in High School and YMCA Meets that have been pre-approved by South Texas Swimming, Inc. (e.g., District, Regional, and State meets) and are staffed by USA Swimming officials and/or observed by a USA Swimming official(s) may be considered for South Texas records.

4. Records will be kept in short course yards, short course meters, and long course meters.

5. Times made in the Senior or Open Division may apply to the appropriate age group record for a competitor. Meet results must indicate the age of all swimmers competing in the Senior or Open Division in order to receive proper age group consideration.

6. Records are updated monthly with an announcement posted on the STSI website of new record holders.

7. Anyone with credible evidence indicating a record is incorrect should forward that evidence to the Records Coordinator for evaluation.

Appendix I
Emergency Policies and Procedures During Electrical Storms
(HoD 10/07/12)

At any swimming competition, the Meet Referee, in cooperation with the Meet Director, must plan for inclement weather, but especially for storms that may involve lightning.

The following information as it relates to facility management during storms is provided as a guide.

Clearing the Facility

There are no set guidelines for determining exactly when pool(s) should be cleared of swimmers due to an impending storm. Since sound travels much more slowly than light, a safe practice is to clear all persons from the water at the first sound of thunder or sight of lightning. However, South Texas Swimming delegates this responsibility for clearing the facility to the Meet Referee who, after considering all the factors at hand; should use her/his judgment to determine when it is appropriate and/or necessary to clear the facility. Some other suggestions are:

- If the venue is out-of-doors, get all swimmers, parents, spectators, coaches, and officials inside the nearest sturdy, protected building(s).
- Keep everyone away from windows. People can be injured by flying debris or glass, if the window breaks.
- Avoid using land-line telephones, except in an emergency.
- Do not stay in structures such as open-sided picnic shelters.
- Keep away from tall, isolated trees, or any object that projects above the landscape.
- Keep away from water and grounded objects, such as metal fences, tanks, rails and pipes.
- Vacate lifeguard chairs as soon as possible.
- Do not let anyone use any shower during a thunderstorm. Water and metal may both conduct electrical energy.

Return to the Facility

As a general rule, a thunderstorm is considered “have ended” when there has been no sound of thunder within the last 15 minutes. However, an additional factor to consider is whether or not the sky is dark and threatening. Unless there are obvious signs of clearing, the storm should not be considered to have “ended.” An additional 5 - 15 minute margin of safety before allowing the swimmers to return to the swimming facility might be considered. In STSI, return to a facility is a responsibility of the Meet Referee.

Recommendations for Lightning Safety

- Establish a chain of command that clearly identifies who is to make the call to remove individuals from the field.
- Appoint a designated weather watcher (a person who actively looks for the signs of threatening weather and notifies the chain of command if severe weather becomes dangerous) by name.
- Have an effective means of monitoring local weather forecasts and warnings.
- Designate a safe shelter for each venue. See examples below.
- Use the flash-to-bang count to determine when to go to safety. By the time the flash-to-bang count approaches thirty seconds all individuals should be already inside a safe structure. See method of determining flash-to-bang count as noted below.
- Once activities have been suspended, wait at least thirty minutes following the last sound of thunder or lightning flash prior to resuming an activity or returning outdoors.

- Avoid being near the highest point in an open field, in contact with, or proximity to the highest point, as well as being on the open water. Do not take shelter under or near trees, flagpoles or light poles.
- Assume that lightning safe position (crouched on the ground, weight on the balls of the feet, feet together, head lowered and ears covered) for individuals who feel their hair stand on end, skin tingle or hear "crackling" noises. Do not lie flat on the ground.
- Observe the following basic first aid procedures in managing victims of a lightning strike:
    - Activate local EMS (call 911).
    - Lightning victims do not "carry a charge" and are safe to touch.
    - If necessary, move the victim with care to a safer location.
    - Evaluate airway, breathing, and circulation, and begin CPR if necessary.
    - Evaluate and treat for hypothermia, shock, fractures, and/or burns.
- All individuals have the right to leave an athletic site in order to seek a safe structure if the person feels in danger of impending lightning activity, without fear of repercussions or penalty from anyone.

Definitions:

Safe Shelter:

- A safe location is any substantial, well grounded, frequently inhabited building. The building should have four solid walls (not a dug out), electrical and telephone wiring, as well as plumbing; all of which aid in grounding a structure.
- The secondary choice for a safer location from the lightning hazard is a fully enclosed vehicle with a metal roof and the windows completely closed. It is important to not touch any part of the metal frame- work of the vehicle while inside it during ongoing electrical storms.
- It is not safe to shower, bathe or talk on landline phones (cell phones are OK) while inside of a safe shelter during electrical storms.

Flash-to-Bang:

To use the flash-to-bang method, begin counting when sighting a lightning flash. Counting is stopped when the associated bang (thunder) is heard. Divide this count by five to determine the approximate distance to the lightning strike (in miles). For example, a flash-to-bang count of thirty seconds equates to a distance of six miles. Lightning can strike from as far away as ten miles from a storm's center.

Appendix J
Member Protection (Whistleblower) Policy
(HoD 10/07/12)

If any member of STSI reasonably believes that some policy, practice, or other activity of the LSC is in violation of law, a written complaint must be filed by that member with the General Chair of South Texas Swimming. If the General Chair is the subject of the violation, then the written complaint may be filed with any member of the STSI BoD.

It is the intent of STSI to adhere to all laws and regulations that apply to the organization and the underlying purpose of this policy is to support the organization's goal of legal compliance. The support of all members is necessary to achieving compliance with various laws and regulations. A member is protected from retaliation only if the member brings the alleged unlawful activity, policy, or practice to the attention of STSI and provides the LSC with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to members that comply with this requirement.

STSI, its Board Members, Officers, or Staff (if any), will not retaliate against any member who in good faith, has made a protest or raised a complaint against some practice of South Texas Swimming, or of another individual or entity with whom South Texas Swimming has a business relationship, on the basis of a reasonable belief that the practice is in violation of law, or a clear mandate of public policy.

STSI, its Board Members, Officers, or Staff (if any), will not retaliate against members who disclose or threaten to disclose to USA Swimming or a public body, any activity, policy, or practice of South Texas Swimming that the member reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate of public policy concerning the health, safety, welfare, or protection of the environment.

Appendix K
Investment Policy Statement
(HoD 10/7/12)

A. Scope. This policy applies to the investment of all operating funds of South Texas Swimming, Inc, hereinafter called "the corporation."

1. Responsibility for Management of Funds. All funds of the corporation shall be managed by the BoD based on this policy, which shall be approved and amended as necessary by the STSI HoD at the annual convention of the LSC. At the discretion of the Board, an external agent or agencies may be engaged to manage funds of the corporation; in which case, the external manager(s) shall be responsible directly to the BoD.

2. External Management of Funds. Investment through external programs, facilities, and professionals operating in a manner consistent with this policy will constitute compliance.

3. Pooling of Funds. Except for cash in certain restricted and special funds, the corporation will consolidate cash balances from all funds to maximize investment earnings. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

B. General Objective. The primary objectives, in priority order, of investment activities shall be safety, liquidity, and yield.

1. Safety. Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest-rate risk.

a. Credit Risk. The corporation will minimize credit risk, the risk of loss due to the failure of the security issuer or backer, by pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisors with which the corporation will do business; and diversifying the portfolio so that potential losses on individual securities will be minimized.

b. Interest-Rate Risk. The corporation will minimize the risk that the market value of securities in the portfolio will fall due to changes in general interest rates, by: structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity; and investing operating funds primarily in shorter-term securities.

2. Liquidity. The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands. Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets. A portion of the portfolio also may be placed in bank deposits or repurchase agreements that offer same-day liquidity for short-term funds.

3. Yield. The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core of investments is limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall not be sold prior to maturity with the following exceptions:

a. A security with declining credit may be sold early to minimize loss of principal;

b. A security swap would improve the quality, yield, or target duration in the portfolio; and

c. Liquidity needs of the portfolio require that the security be sold.

C. Standards of Care

1. Prudence. The standard of care to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. The BoD, acting in accordance with written procedures and this investment policy, and exercising due diligence shall be relieved of personal liability for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this policy.

a. The 1 Prudent Person Rule is a standard that requires that a fiduciary with funds for investment may invest such funds only in securities that any reasonable individual interested in receiving a good return of income while preserving his or her capital would purchase. Historically known as the prudent or reasonable man rule, this standard does not mandate an individual to possess exceptional or uncanny investment skill. It requires only that a fiduciary exercise discretion and average intelligence in making investments that would be generally acceptable as sound. (*West's Encyclopedia of American Law*. Copyright © 1998 by The Gale Group, Inc. All rights reserved.)

2. Delegation of Authority.

a. Responsibility for the operation of the investment program is hereby delegated to the corporation, which shall act in accordance with the established written procedures and internal controls for the operation of the investment program consistent with this investment policy.

b. Procedures should include references to: safekeeping, delivery vs. payment, investment accounting, repurchase agreements, wire transfer agreements, and collateral/depository agreements. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the corporation.

c. The corporation shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

3. Ethics and Conflicts of Interest.

a. Directors and agents involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions.

b. Directors and agents shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Directors and agents shall refrain from undertaking personal investment transactions with the same individual with which business is conducted on behalf of the corporation.

4. Audits.

a. The investment account will be audited on a semi-annual basis by the South Texas Swimming Audit Committee in conjunction with the audit of the remainder of the financial records of the LSC and in a manner consistent with the Bylaws of the LSC.

D. Suitable and Authorized Investments

1. Investment Types. In accordance with and subject to restrictions imposed by current statutes, the following list represents the current range of investments that the corporation will consider and which shall be authorized for the investments of funds by the corporation:

- Exchange Traded Funds
- Oil and Gas Master Limited Partnerships and Direct Investments
- Mutual Funds (SEC-registered mutual funds in good standing)
- Real Estate/ Real Estate Trusts
- Certificates of Deposit
- Money Market Accounts

2. Investment Restrictions and Prohibited Transactions. To provide for the safety and liquidity of the corporation's funds, the investment portfolio will be subject to the following restrictions:

a. Borrowing for investment purposes ("leverage") is prohibited.

b. Instruments known as Structured Notes (e.g. inverse floaters, leveraged floaters, and equity-linked securities) are not permitted. Investment in any instrument that is commonly considered a "derivative" instrument; e.g. options, futures, swaps, caps, floors, and collars, is prohibited.

c. Contracting to sell securities not yet acquired in order to purchase other securities for purposes of speculating on developments or trends in the market is prohibited.

3. Investment Fund Assets

a. The targeted financial resources of the investment account shall be One Million Dollars ($1,000,000). This amount does not include funds that shall be available in short term instruments such as the corporate checking account or money market account that are available for daily operation of the LSC.

E. Investment Parameters

1. Diversification.

a. The investments shall be diversified to minimize the risk of loss resulting from over concentration of assets in specific maturity, specific issuer, or specific class of securities. Diversification strategies shall be established and periodically reviewed. At a minimum, diversification standards by security type and issuer shall be:

- Stocks/ Mutual Funds: 25% - 30%
- All Cap Value
- All Cap Growth
- ETFs
- Oil and Gas: 10% - 15%

- Liquid MLPs
- Direct Investments
- Bonds/Cash: 55% - 100%
- Intermediate/Short Term
- Cash

b. The Treasurer or their designee shall prepare report for the STSI HoD as a part of the annual financial review and quarterly investment reports to the BoD, including a management summary that provides an analysis of the status of the investment portfolio and transactions made over the last quarter. This management summary will be prepared in a manner that will allow the corporation to ascertain whether investment activities during the reporting period have conformed to the investment policy.

F. Use of Funds. Funds and proceeds of the investment account may be used for the following purposes:

1. All or part of the dividends and investment gains from the previous year may be used to reimburse athletes for costs associated with travel to national level meets as defined by the South Texas Swimming, Inc Policy and Procedures Manual or to meets at which the athlete represents the LSC.

2. Principle funds may be used to defray emergency expenses as needed with a 75% vote of the full BoD (not just those present and voting) or a 2/3rds vote of the HoD at the STSI Annual Meeting.

Appendix L
TEAM REGISTRATION AND MANAGEMENT
Revised 12/1/15

STSI will now process registrations (club, non-athlete, or athlete) **and invoice fees to the indicated South Texas Swimming account for the club or club location through Team Unify**. If you send registrations using USPS, UPS, FedEx, etc, **please waive the signature.** Requiring a signature only delays the retrieval of your package and negates the extra expenses incurred.

All registrations can be submitted electronically. Simply email all registration documentation and zip file to registration@stswim.org. Your account will be invoiced for all fees. Invoices will be generated on the 1st of every month and payment is due by the 10th or the next business day if the 10th falls on a weekend or banking holiday.

Athlete Registrations

Athlete Registrations are accepted via electronic registration prepared in Team Manager or Team Unify.

New Athletes – joining USA Swimming for the very first time. The registration zip file and associated reports including financial summary should be sent to – registration@stswim.org. Proof of legal name and age may be submitted electronically for faster processing. Please reference the batch number with every email. Documentation may also be sent by sharing a link to a shared drop box or drive. If mailing documentation please send to PO Box 592793, San Antonio, TX 78259.

New Swimmers:
Proof of legal name and age is required as we swim age group competitions in STSI. If the individual has had a name change, that document should be submitted in addition to the birth certificate or passport.

New Outreach Swimmers:
Proof of legal age name and age along with the South Texas Athlete Outreach Verification form are required. The South Texas Swimming / USA Swimming Athlete "Outreach" Registration is a Scholarship program for athletes whose family are currently in need of financial aid from their swimming Club to participate. The South Texas Swimming "Outreach" Registration policy provides an annual reduced registration fee for USA Swimming membership, provided the athlete's club gives a reduced monthly club fee. The Outreach Fee is currently $7.00 per year.

For a swimmer to be registered as an "Outreach Swimmer", the South Texas Athlete Outreach Verification Form, located on the Forms page of the STSI website must be completed and submitted along with associated required documentation with the registration batch. Outreach swimmers are marked in Team Manager or Team Unify as Outreach. The Outreach Status is marked in SWIMS based upon the submitted outreach form.

Returning and Transfer Athletes – all previously registered athletes. The registration zip file and associated reports including financial summary should be sent to – registration@stswim.org. Transfer forms may be submitted electronically for faster processing. Please reference the batch number with every email. Documentation may also be sent by sharing a link to a shared drop box or drive. If mailing documentation please send to PO Box 592793, San Antonio, TX 78259.

Transfer Swimmers:
1. Always ask swimmers joining your team if they have EVER been a member of a swim team. Do not qualify your question with "USA Swim Team." You want to know about all summer league as well as year round teams. Some summer leagues register their swimmers with USA Swimming.
2. Check with your coaches to see if any of the "new" swimmers seem a little more advanced than a true "new" swimmer.

3. Go to the Times Search page on the USA Swimming website. For "Unknown Transfers," to determine if a swimmer may have been previously registered:
   a. Type in last and first name. Select a "Date Range" using the starting date as 01/01 of the year they would have been six years old and the end date as today's date.
   b. Send e-mail to the STSI office with the swimmer's full legal name and date of birth.

   For "Known Transfers", use this same link to verify date of last competition.
4. The most current version of the Transfer Form located on the Forms page of the STSI website should always be completed for transfer swimmers. Confirm that the former team, the former LSC, and the last date of competition are correctly entered on the Transfer form. If not entered or unknown, please look up the swimmer on the Times Search page on the USA Swimming website This link will also give you the date of their last competition representing their former club.
   If they have never completed in a meet, please so note.
5. Transfer swimmers, from out of the ST LSC, will need to complete a transfer form and provide a birth certificate, passport, etc. proving age, and a $15.00 out of LSC fee will be added to the South Texas Swimming account for the club or club location registering the swimmer. The out-of-LSC transfer fee is charged *only* to non-renewing athletes. If the athlete is renewing his or her USA Swimming membership with STS, there is no out-of-LSC transfer fee. (HoD, 10/8/16).
6. Transfer swimmers from another ST LSC team only will need to complete a transfer form.

Renewal Outreach Swimmers:

The South Texas Swimming / USA Swimming Athlete "Outreach" Registration is a Scholarship program for athletes whose family are currently in need of financial aid from their swimming Club to participate. The South Texas Swimming "Outreach" Registration policy provides an annual reduced registration fee for USA Swimming membership, provided the athlete's club gives a reduced monthly club fee. The Outreach Fee is currently $7.00 per year.

For a swimmer to be registered as an "Outreach Swimmer," the South Texas Athlete Outreach Verification Form, located on the Forms page of the STSI website, must be completed and submitted along with associated required documentation with the registration batch. Outreach swimmers are marked in Team Manager or Team Unify as Outreach. The Outreach Status is marked in SWIMS based upon the submitted outreach form.

Important Notes for ALL Athlete Registrations

1. Beginning in 2017, athlete cards will no longer be mailed from USA Swimming Athletes can print their own USA Swimming membership card using the USA Swimming Deck Pass app.
2. All USA Swimming teams are required to keep Athlete Registration information on file in their records for three years. Do not mail or email the Athlete Registration Forms to the STSI Office.
3. USA Swimming strongly encourages clubs to properly record the ethnicity of each athlete. Please make sure to check one of the ethnicity boxes in your database.
4. USA Swimming requires that Disability Athletes be properly recorded in your team database so that the information correctly exports and uploads to the SWIMS database. If you have disability athletes, please correctly mark the specific disability in your database.
5. USA Swimming requires that an entry be made in your database reflecting the citizenship of the athlete. Do not automatically assume that all of your athletes are USA citizens. If you receive a foreign passport or visa as proof of name and age, chances are quite good that the athlete is not a USA citizen. Foreign birth certificates require checking the box on the application form to determine a proper citizenship designation.
6. For high school age athletes, USA Swimming requires a high school graduation date to be entered into your team database, so that information correctly exports and uploads to the SWIMS database.

Step-by-step instructions for entering registration data and creating registration export batch files are contained at the end of this document.

Registrations Submitted by Hard Copy Only if application will not be billed through a team.

All Non-Athlete or Athlete Registrations and associated documentation should be submitted to: Mindy Donofrio, South Texas Swimming, PO Box 592793, San Antonio, TX 78259. E-mail: admin@stswim.org Phone: 210-479-0881 if payment is included and it is not being billed through a specific team.

Non-Athlete Registrations

Registrations Submitted by Hard Copy Only if application will not be billed through a team.
All Non-Athlete Registrations and associated documentation should be submitted to: Mindy Donofrio, South Texas Swimming, PO Box 592793, San Antonio, TX 78259. E-mail: registration@stswim.org Phone: 210-479-0881 if payment is included.

Registrations Submitted and billed through Team Unify.
Simply email all registration documentation to registration@stswim.org and specify team name and site. Your account will be invoiced for all fees. Invoices will be generated on the 1st of every month and payment is due by the 10th (or the next business day if the 10th falls on a weekend or banking holiday).

The new Athlete Protection legislation adopted at the 2010 meeting of the USA Swimming House of Delegates (new Article 305.4) specifies that effective January 1, 2011 "employees and volunteers of USA Swimming, LSCs and member clubs who interact directly and frequently with athletes as a regular part of their duties and individuals with any ownership interest in a member club must be non-athlete members of USA Swimming and satisfactorily complete criminal background checks as required by USA Swimming. This does not apply to volunteers such as timers, marshals, computer operators, etc. who only have limited contact with athletes during a meet.

Hard copies of Non-Athlete Registrations should be mailed with payment and any associated paperwork. These are not handled via electronic registration.

Following is a checklist of items necessary to complete the various classes of Non-Athlete Registrations. **All items**, unless noted as automatic notification, must be submitted with the Non-Athlete Registration Form on an annual basis.

COACHES

☐ Sterling Level 2 Criminal Background Check (www.usaswimming.org/backgroundcheck)

☐ USA Swimming approved Adult and Pediatric/Child CPR and AED certification (must maintain a current certification at all times – see list of approved courses)

☐ Safety Training for Swim Coaches Blended Learning Course (must maintain a current certification at all times – consists of two components: (A) an online course and test, and (B) an in-water skills session.)

☐ Non-Athlete Application form (check membership status at any time through Deck Pass Account.)

☐ Athlete Protection Training course (www.usaswimming.org/protect) *Current and previous members can access the course at any time. New non-athlete members must register through South Texas Swimming before getting access to this online course, which takes approximately 60 minutes to complete and is offered at no charge. New members cannot initiate the course until South Texas Swimming has processed their membership application. Once their membership application*

has been processed, the log in procedure can be completed. (An error message will appear during the log in if the new member's application hasn't been processed yet.) Renewal must be completed using new Athlete Protection Training Renewal Course every 2-3 years.

☐ Foundations of Coaching 101 exam (this requirement must be met prior to registering as a first year coach.) The course and test takes approximately 90 minutes. (Cost: $15) You do not need to purchase the DVD for this course.

☐ Foundations 201 must be completed prior to registering for second year of coach membership. The course and test takes approximately 5 hours. (Cost: $25.00).

☐ Rules and Regulations is a separate 30 question test completed on the USA Swimming website. Completing this test is the 2nd required component to fulfill the Foundations 201 requirement. (No Cost) Current Rulebook is the required resource.

Please go to Coach Membership Requirements for test links.

Requirements for coaches must be kept current at all times. There is no grace period; coach's membership is not valid if any of the requirements lapse or expires. Coaches **do not have** USA Swimming insurance coverage if their membership is not valid.

To help coaches and clubs manage membership requirements, the date that each requirement expires is printed on their USA Swimming coach membership card, as well as being available on the USA Swimming Deck Pass app and through the online Club Portal.

A list of acceptable CPR and STSC courses is published on the USA Swimming website, under the Coaches' Link. ***Taking courses that are not on this list will not be acceptable for coach membership.*** Every course must be taught in a classroom; online courses are not acceptable. Every course must cover specific topics that are on the committee's requirements list. Every course must end with both a written test and cognitive skills demonstration. These tests must be passed with a minimum grade of 80% in order to pass the course and receive the certification.

*All Coaches' Non-Athlete Applications **should include** a copy of any **updated** CPR and Safety Training for Swim Coaches certifications. South Texas Swimming will be notified automatically when coaches have passed the background check, online athlete protection training, and the Foundations of Coaching or Rules and Regulation exams. Membership cards are no longer mailed to coaches. Coaches may print their USA Swimming membership card using the USA Swimming Deck Pass app.*

VOLUNTEERS/TEAM OWNERS/COMMITTEE & BOARD MEMBERS/OTHERS

All employees and volunteers of clubs, who interact directly and frequently with athletes as a regular part of their duties and individuals with any ownership interest in a member club, **must be** non-athlete members. Trainers, team managers and chaperones **must be** non-athlete members of USA Swimming. Additionally, USA Swimming recommends that all members of a club's board of directors be registered as non-athlete members. The background screening and Athlete Protection Course are required to become a registered non-athlete member of USA Swimming.

Volunteers such as timers, marshals, computer operators, etc. who only have limited contact with athletes during a meet are not required to be members of USA Swimming.

Personal assistants are individuals who provide help to swimmers, who have a disability. The new legislation requires membership/background check for any personal assistant, who interacts directly and frequently with athletes as a regular part of their duties. Acting as a personal assistant only at meets would not rise to the frequency standard necessary to require membership; however, a personal assistant who routinely comes on deck or into locker rooms at practices would rise to the level that would mandate a membership.

☐ Sterling Level 2 Criminal Background Check (www.usaswimming.org/backgroundcheck)

☐ Athlete Protection Training course (www.usaswimming.org/protect) *Current and previous members can access the course at any time. New non-athlete members must register through South Texas Swimming before getting access to this online course, which takes approximately 60 minutes to complete and is offered at no charge. New members cannot initiate the course until South Texas Swimming has processed their membership application. Once their membership application has been processed, the log in procedure can be completed. (An error message will appear during the log in if the new member's application hasn't been processed yet.) Renewal must be completed using new Athlete Protection Training Renewal Course every 2-3 years.*

South Texas Swimming will be notified automatically when the background check and online athlete protection training have been completed. Membership cards are no longer mailed to members. Members may print their USA Swimming membership card using the USA Swimming Deck Pass app.

OFFICIALS

Registrations Submitted by Hard Copy Only if application payment is included.
All Non-Athlete Registrations should be submitted to: Mindy Donofrio, South Texas Swimming, PO Box 592793, San Antonio, TX 78259. E-mail: registration@stswim.org Phone: 210-479-0881 if payment is included.

Registrations Submitted electronically if qualify for non-payment.
Simply email non-athlete application and a copy of your OTS showing the number of sessions worked in previous season to registration@stswim.org.

☐ Sterling Level 2 Criminal Background Check (www.usaswimming.org/backgroundcheck)

☐ Athlete Protection Training course (www.usaswimming.org/protect) *Current and previous members can access the course at any time. New non-athlete members must register through South Texas Swimming before getting access to this online course, which takes approximately 60 minutes to complete and is offered at no charge. New members cannot initiate the course until South Texas Swimming has processed their membership application. Once their membership application has been processed, the log in procedure can be completed. (An error message will appear during the log in if the new member's application hasn't been processed yet.) Renewal must be completed using new Athlete Protection Training Renewal Course every 2-3 years.*

☐ South Texas Officials' Registration Form – **new officials only** –The registration form may be found under the STSI Officials page.

South Texas Swimming will be notified automatically when Officials have passed the background check and online athlete protection training. Membership cards are no longer mailed to officials. Officials may print their USA Swimming membership card using the USA Swimming Deck Pass app.

REQUIRED REGISTRATION ITEMS

1. Completed STSI Financial Registration Summary (form is on the STSI website under the General Forms Link – *please use the most current version*)
2. Enter the club code, site (if billing is separated by site), and date.
3. On the top of the form, be sure to include the batch number, which corresponds to the zip file you e-mailed to the STSI Office.
4. All documentation can be emailed to registration@stswim.org. Hard copies are not necessary if all documentation is sent electronically. Any hard copy can be sent to South Texas Swimming, PO Box 592793, San Antonio, TX 78259. Phone 210-479-0081.

New Athlete Registrations -

→Proper documentation for all swimmers you have marked as "New". (Proof of age - Birth Certificates, Passports, etc.)
→Proper documentation for all swimmers to be registered as Outreach Athletes including Outreach Forms and Proof of age documentation.
→During seasonal registration, proper documentation for all "New" seasonal athletes.

*Note: The team is responsible for maintaining the copy of the USA Swimming Athlete Registration form in the team's files for a period of three years. DO NOT send the form to the STSI Office.

Renewal and Transfer Athlete Registrations -
→Transfer forms and proof of age - birth certificates, passports, etc. for all "Out of LSC" transfers.

Non-Athlete Coaches and Other Registrations - send to Mindy Donofrio – registration@stswim.org. Hard copies and payments (for only those individuals who do not have South Texas Swimming accounts) should be mailed to: Mindy Donofrio, South Texas Swimming, PO Box 592793, San Antonio, TX 78259. Phone: 210-479-0881.

Non-Athlete Officials Registrations - send to Mindy Donofrio – registration@stswim.org. Hard copies and payments (for only those individuals who do not have South Texas Swimming accounts) should be mailed to: Mindy Donofrio, South Texas Swimming Registrations, PO Box 592793, San Antonio, TX 78259. Phone: 210-479-0881.

Coaches: Non-Athlete Registration Form and copies of Front and Back Sides of the required safety certifications if updating information.
Officials: Non-Athlete Registration Form.
Other Non-Athletes: Non-Athlete Registration Form

5. Financial Totals: Please calculate all totals. All charges will be billed to the South Texas Swimming account for the designed club or club location.
6. Submitter Information
7. Print out of the Registration Batch.
8. If paying by check, make checks payable to South Texas Swimming.

When you are preparing the Registration Financial Summary Form, if you should discover you are missing information on someone, **STOP**! Go back and make the necessary corrections BEFORE you export and e-mail your batches.

Once your Registration Report, supported by all of the necessary documentation, is in agreement with your Financial Registration Summary Form, you are now ready to:

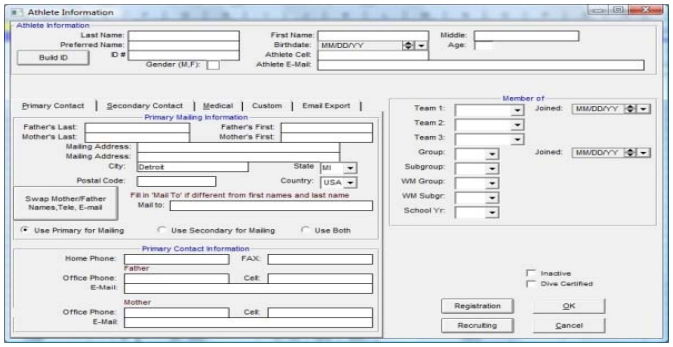
1. Export and e-mail the file
2. Write a check payable to South Texas Swimming (for only those individuals who do not have South Texas Swimming accounts)
3. Email all appropriate documentation to registration@stswim.org.
4. File all of the Athlete USA Registration Forms in YOUR office files.

RECOMMENDED REGISTRATION PROCEDURES

1. Alphabetize your USA Registration Forms, Birth Certificates/Passport Copies, Transfer Forms.
2. Check "New" athletes to see if they hold a previous membership with USA Swimming by going to Times Search page on the USA Swimming website and entering the swimmer's name.
3. **ONLY** register athletes for which you have all necessary documentation.
4. Double-check all name spellings and dates of birth for new athletes against the submitted legal document. If a swimmer's name contains Jr, II, III, etc., enter the suffix after the last name. Do not separate the last name and the suffix with a comma. Ex. Thomas Jr
5. Double check all addresses to insure that the street number and the zip code are correct. Be sure that the street name is correctly spelled. Be sure a state has been entered.
6. Double check that all telephone numbers are ten digits and entered using dashes only.
   Ex. 210-479-0881
7. Create the registration report.
8. Match all names on the registration report with the associated documentation.
9. Remove any swimmers from the batch for whom all necessary documentation has not been collected.
10. Complete the Registration Financial Summary Form. Verify the numbers with the numbers shown on the registration report.
11. Create the Registration Export File. Prior to exporting the zip batch file, Team Manager users will need to create the Report of Swimmers to be Exported, save it as a PDF or RTF document, and email a copy.
12. Include the Batch Number on the Registration Financial Summary Form.
13. E-mail the Batch Zip File and a copy of the Registration Report
14. If paying by check, make payable to South Texas Swimming. Be sure to include the Batch Number on the memo line of the check. If using a South Texas Swimming account, please indicate the club code and/or club site to bill the charges to.
15. E-mail the Financial Registration Form, a copy of the Registration Report, and any required proof of age - birth certificates/passports, Transfer Forms, Outreach Forms, Non-Athlete Forms, Coaching Certifications, Club Application Forms to the appropriate STSI Office staff.
16. If sending by express type mail, **do not require a signature**.

REGISTRATIONS IN TEAM DATABASE

TEAM MANAGER



ATHLETE'S NAME: Always use the **LEGAL first, middle, and last names** as shown on the submitted proof of age document for registration purposes. *Do not enter this data from the USA Swimming Athlete Registration form for new swimmers*. If a swimmer has a preferred name, enter it in the appropriate space. Double check the spelling of all names.

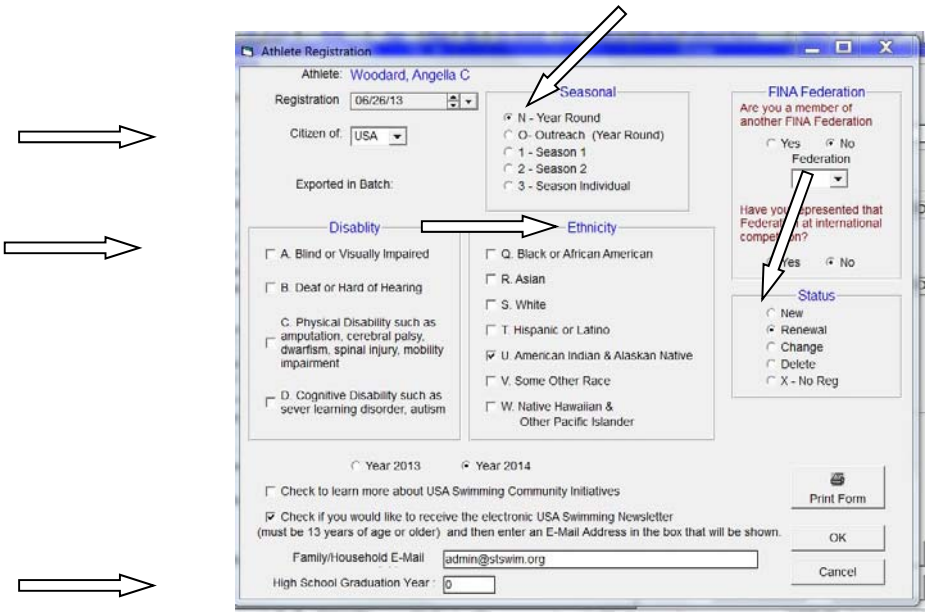
BIRTH DATE: Fill in the birth date as shown on the submitted document proving age. *Do not enter this data from the USA Swimming Registration form for new swimmers.*

MAILING ADDRESS: Fill in the proper mailing address for the athlete. Be sure that City, State and Zip code are complete. Beginning in 2014, all athlete cards will be mailed from USA Swimming nationals, directly to the athlete. Cards will only be mailed one time. Misdirected or lost cards will not be replaced. Club registrars need to ensure that a correct mailing address is recorded in the team's database.

HOME phone number: Complete or type in unlisted. The program will not allow you to export without something in this field. *It is imperative that you include an area code when entering the phone number. Do not enclose the area code with any brackets or parentheses. Enter the phone number with dashes only, i.e. 210-479-0881.*

E-MAIL ADDRESS: Enter a valid e-mail address.

Click on **"REGISTRATION"**. This pop-up will confirm many items shown below.



Registration Date: This is the date that you submit the batch.

Citizenship: The default should be USA. For swimmers, checking "non-citizen" on the USA Swimming Registration form and submitting proof of legal name and age that shows country of citizenship, please select the appropriate country from the drop down screen.

Seasonal: Click on N – Year Round if your swimmer is swimming year round.
Click on 1- Season 1 for STSI's only offered seasonal membership. Valid dates - April 1- August 28

FINA Federation: This is in reference to international swimming affiliation.

USA Swimming affiliation, disability, and ethnicity: The answers for this section should be transferred from the USA Swimming registration form signed by the parent or legal guardian. USA Swimming receives grants that are diversity and/or ethnically based. It is important that this information be completed.

STATUS: This area tells the database the current status of the athlete.

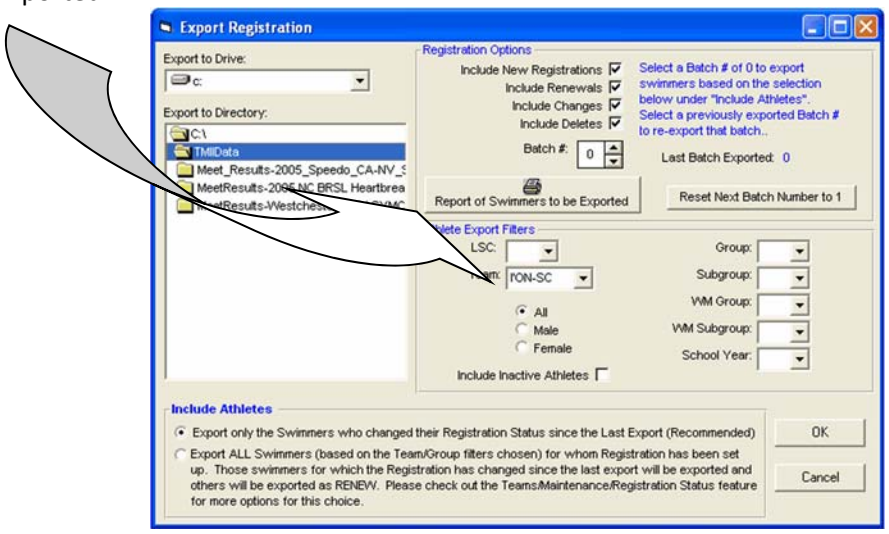
New: Click this if athlete is first time member of your team.
Renewal: Click this if the athlete already exists, is active in your database, and is renewing for the current registration year.
Change: Click this if you are changing an athlete's information, such as address or phone, correcting a birth date or correcting a name spelling.
Delete: Click this and it permanently removes the athlete from your database.
X-No Reg: Click this to remove a swimmer from a created yet to be exported batch

Upon completion of this screen, click "OK" and you will be returned to the Athlete Spreadsheet.

Clubs using Hy-Tek software may print application forms directly from Team Manager for all of their returning members and ask parents to verify all the information, sign the form and submit with their annual registration dues.

Advantages: the forms are pre-populated so you don't have to read sloppy handwriting and if all data is correct all that you will need is a signature on the form. Team Manager and Business Manager allow the club to enter the LSC fee and print it on the form. The national fee prints automatically. Clubs can also format the forms to indicate where to send the payment and how to make out the check.

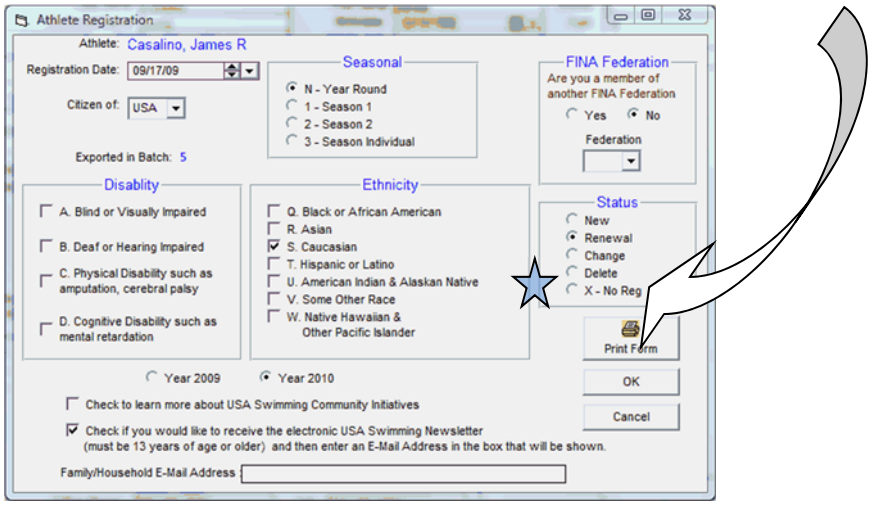
To preview the export file you will send to South Texas Swimming via e-mail:
From the top bar of the Main Browser, Click on File – Click on Export – Click on Registrations – Click on Report of Swimmers to be Exported.



Review this report to make sure that you have the necessary documentation for all swimmers included in the batch prior to exporting the batch.

If you are missing information or have accidentally included a swimmer in the batch, click “Cancel”.

To “unregister” a swimmer, who should not be included in the batch, go back to the Athlete Browser. Click X-No Reg. This will remove the swimmer from the batch.



After you are absolutely sure that you have all the required information for all swimmers contained in the batch, return to the Registration Export screen.

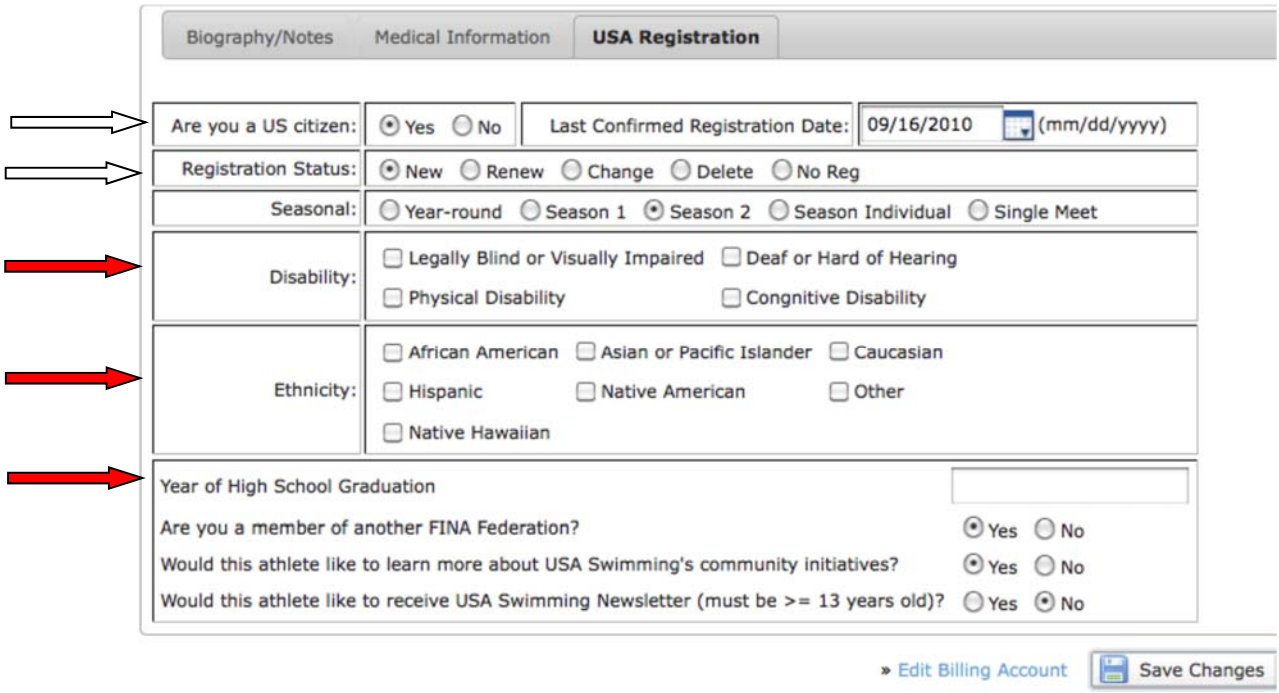
On the left side of the screen, select the location where you will save the file. Click “OK” Record the information on the pop-up screen. E-mail this file to the STSI Office.

TEAM UNIFY

1. Guardian 1 should always be the Father
2. Guardian 2 should always be the Mother

1. Add all pertinent information into each field. First, Last, Middle and birthday will be the fields that create the USA ID card #.

2. *It is imperative that you include an area code when entering the phone number. Do not enclose the area code with any brackets or parentheses. Enter the phone number with dashes only, i.e. 210-479-0881.*
3. **ID Card# Build –** Select the Build button to create the USA ID number automatically. Each USA ID# is critical for attaching times to each athlete.



Citizenship: For swimmers, checking "non-citizen" on the USA Swimming Registration form and submitting proof of legal name and age that shows country of citizenship be sure to click "No".

Registration Date: This is the date that you submit the batch.

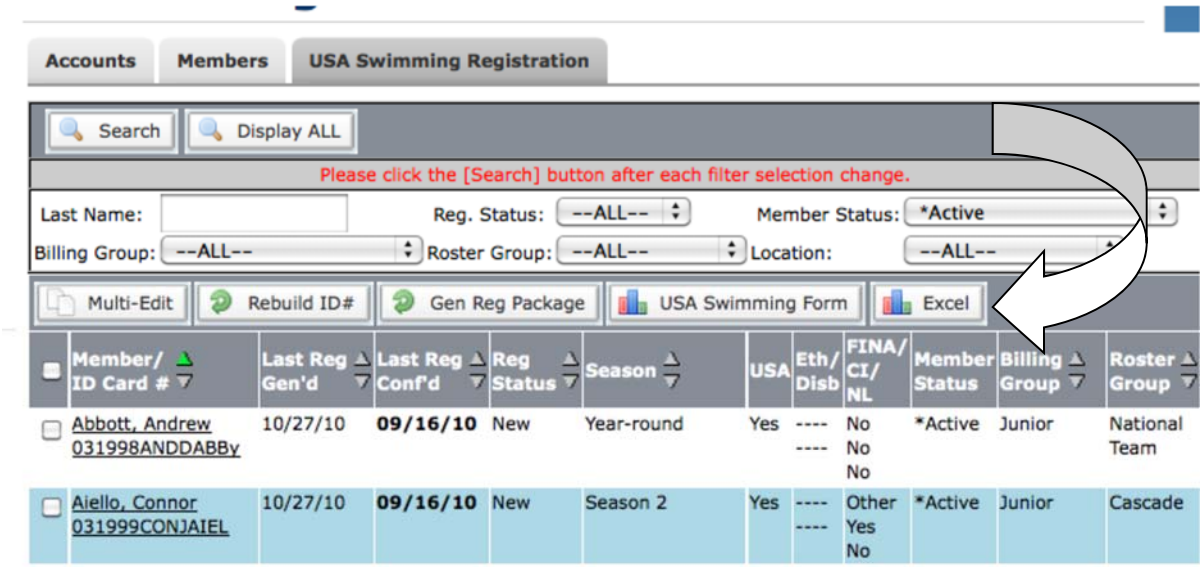
Registration Status:

New: Click this if athlete is first time member of your team.
Renewal: Click this if the athlete already exists, is active in your database, and is renewing for the current registration year.
Change: Click this if you are changing an athlete's information, such as address or phone, correcting a birth date or correcting a name spelling.
Delete: Click this and it permanently removes the athlete from your database.
No Registration: Remove from registration batch.

Season: Click on Year Round if your swimmer is swimming year round.
Click on Season 1 for STSI's only offered seasonal membership. Valid dates are April 1- August 28

USA Swimming affiliation, disability, and ethnicity: The answers for this section should be transferred from the USA Swimming registration form signed by the parent or legal guardian. USA Swimming receives grants that are diversity and/or ethnically based. It is important that this information be completed.

FINA Federation: This is in reference to international swimming affiliation.



The USA Swimming Registration function can be used to register or re-register your athletes with USA Swimming.

Use the Excel Report to confirm your athlete's information **before** you generate the package. Stop here and make sure you have all of the necessary documentation BEFORE you print and export the file. If you are missing information or have accidentally included a swimmer in the batch go back and make the necessary adjustments prior to exporting the registration.

Please rename your export file from the title automatically generated in Team Unify so that it is formatted as: Team Code – Batch XX

Make sure that the Batch number used corresponds on both the pdf file and the zip file.

LEGISLATION IMPACTING REGISTRATION

302.1 Registration *– All swimmers practicing with a member club or competing in events sanctioned by USA Swimming must be registered as athlete members of USA Swimming. Athlete members must meet the rules of eligibility contained in Article 303.*

502.4.2 Privileges and Responsibilities of Membership *– All clubs, including seasonal clubs, shall ensure that all athletes and coaches participating in practices and USA Swimming sanctioned competition are members of USA Swimming.*

Guidelines for the National Registration Committee:

The club **MUST** collect the USA Athlete Registration form, a dated registration payment check, and any other necessary paperwork (transfer forms / proof of legal name and age) **before** the swimmer gets in for the tryout period. Clubs can sell this procedure by saying it is a safety consideration. (If we allow a swimmer in the water without any information and something happens . . . how would we know who to call???) The benefit for the club is that if the member joins it saves you time later, tracking down the parent to get the information.

The USA Swimming Insurance Program provides **General Liability** coverage for the club, coaches and USA Swimming members when a non USA Swimming member is swimming with a club during a "tryout period". The "tryout period" is limited to a documented 30 consecutive days within a twelve month period for any one individual. The **non member is**

not provided any coverage under the USA Swimming program. If said individual is injured or causes an injury, he/she will have to look to his/her family medical and/or family liability insurance.

The club should hold onto all registration information until the prospective member decides to join, **however** the National Registration Committee strongly recommends **that tryout periods be limited to a period of one week and certainly no more than two weeks**. Once that time period expires, all required registration information and payment should immediately be processed and mailed to the STIS office allowing ample time for the athlete to be registered within 30 days of the initial paperwork being completed. If the prospective athlete is not registered at the end of the documented 30 consecutive days, the club, coaches, and all USA athletes swimming with the team jeopardize losing the USA Swimming General Liability coverage.

Background Screens:

The background checking program has been expanded in two ways. All non-athlete members (volunteers, officials, etc.) must satisfactorily pass a criminal background check as a condition of membership. Employees and volunteers of USA Swimming, Local Swimming Committees and clubs who interact directly and frequently with athletes, are required to become members of USA Swimming, and therefore be subject to the background check requirement. This will also apply to anyone having an ownership interest in a club. This does not apply to meet volunteers such as timers, meet marshals, or computer operators. The checks, which have been required every two years for coaches, will now be updated on a continual basis, to avoid any gap in information.

The background checking criteria is being expanded. Along with the database check, non-athlete members (coaches, officials) will now be required to undergo a county court search (all counties of residence in the last 7 years) prior to becoming a member of USA Swimming.

All non-athlete members of USA Swimming are required to complete an "Athlete Protection Education" requirement as a condition of membership. The education must be updated annually. All members must be in compliance with this rule.

Coaches Under Age 18 Years of Age:

STSI **CANNOT** register any coaches who are under 18. New legislation, which took effect January 1, 2011, states "A coach member of USA Swimming must be at least 18 years of age."

NEW LEGISLATION IMPACTING CLUB EMPLOYEES

Pre-Employment Screening

Under Article 502.6.8, USA Swimming Clubs **are required** to conduct specific pre-employment screenings prior to hiring all new employees, who are required to be USA Swimming Members under Article 305.4 and 502.6.3. Clubs are responsible for hiring and supervising their own coaches and staff, and managing their own volunteers. USA Swimming does not hire, supervise, or manage a club's employment relationship with its coaches, staff, or volunteers, as that is an independent responsibility of the club. The pre-employment screening program requires clubs to certify to USA Swimming that they have conducted certain pre-employments screenings for covered individuals. The required USA Non-Athlete Background Screen process is a criminal record search and **is not a substitute** for a club conducting appropriate pre-employment inquiries of applicants. Clubs should carefully check references and previous employers and verify information provided by the applicant using available screening resources.

To assist clubs in fulfilling this requirement, USA Swimming recently completed a 20+ company RFP process to identify approved third-party providers.

Required Pre-Employment Screening Procedures

As a condition of membership in USA Swimming, member clubs are required to conduct the following pre-employment screens on their new employees who are required to be USA Swimming members by USA Swimming rules.

1) Past Employment Reference Checks or Verifications. Where there have been multiple employers, minimum of the three most recent employers.
2) Education Verification (highest held)
3) State Motor Vehicle Report Examination

The club should carefully review and evaluate the information gathered as part of making a final decision to offer employment to a candidate. The screening process should be completed before the employee is officially hired and begins employment.

Additional Recommended Pre-Employment Screening Procedures

USA Swimming also recommends that local member clubs conduct the following internal research into new employees who are required to be members by USA Swimming rules:

4) Social Network Search;
5) Google Media Search

If the cub chooses to complete the recommended screens listed above, it should carefully review and evaluate the information gathered as a part of making a final decision to offer employment to a candidate.

IMPORTANT LEGAL ISSUES FOR USA SWIMMING CLUBS

The following bulletin is published for all USA Swimming member clubs.

Clubs have certain legal obligations and duties when joining USA Swimming to protect themselves, their members and USA Swimming from financial losses. Listed below are a number of items the Club must be aware of:

1. Facility Contracts. All member Clubs that enter into contracts for the use of facilities owned by others must be careful with regard to the indemnity and hold harmless language that is used. In the insurance packet, there is a section on facility's contracts. The highlighted language is the important language to review.
2. Club Organization. Each Club is an autonomous body organized and operated under the laws of its state. The officers should be sure that they are in total compliance with the laws of their state for their operation. This review would be valuable for protection of the officers and board members as well as the employees of the Club.
3. Compliance with USA Swimming Rules. Each Club has a legal obligation that, if it desires to remain in good standing within USA Swimming, it must comply with the rules and regulations of USA Swimming. These rules relate to sanction of meets, proper registration of coaches, implementation of safety programs, compliance with membership requirements and other obligations as set forth in the rules and regulations of USA Swimming. In particular, note that all athletes and all coaches must be USA Swimming members.

LIABILITY PROVISIONS IN CLUB CONTRACTS

Almost every USA Swimming member club is a party to a contract with an owner of a swimming pool, public or private. Almost all USA Swimming members, including LSCs and the national organization itself, will, at one time or another, enter into contracts for the use of a swimming venue for a meet or other authorized aquatic activity.

Such contracts will also contain language with regard to the tort liability of both parties during the use of the facility. The owner will usually include indemnification and hold-harmless clauses on liability for bodily injury and property damage resulting from the negligence of the USA Swimming member, its officers, agents and employees.

It will be impossible to avoid such releases or waivers couched in general language. The owners, or their attorneys, will insist on this. However, it is extremely important that the USA Swimming member does not sign a contract containing language which indemnifies or exculpates (clears from alleged fault or guilt), the owner from liability for damages resulting from the negligence of the owner or its agents and employees. Such language may or may not be valid in your particular state. If it is, it is usually subject to strict construction. If you are in doubt on this, consult an attorney in your own state and at the same time refer him/her to USA Swimming's General Counsel.

If you see the following language or anything similar to it, consult legal counsel at once before signing the agreement:
Club (LSC) agrees to indemnify Owner against all liability loss, or other damage claims or obligations because of or arising out of personal injury or property damage, related to Club's use and occupancy of the premises, including that caused by the negligence of the Owner or its agents or employees.