

# **Michigan Swimming, Inc.**

## **Rules and Procedures**

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# Preamble

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All rules and procedures contained herein are designed to supplement and not contradict, either directly or indirectly, USA Swimming Rules and Regulations which are published annually by USA Swimming, the National Governing Body for competitive swimming in the United States. Copies of the Official Rulebook are available from USA Swimming, One Olympic Plaza, Colorado Springs, Co., 80909-5770. If any rule or procedure contained herein is found to be in conflict, either directly or indirectly, the below stated rule or procedure is null and void.

## Changes to these Rules:

Changes to the Rules and Procedures proposed by committees or divisions of Michigan Swimming, Inc. must be approved by the Board of Directors and published in the meeting minutes of the Michigan Swimming Board of Directors.

## Effective Date of Changes to these Rules:

Changes to the Rules and Procedures approved by the Board of Directors or House of Delegates will have an effective date of September 1 following the completion of the competitive year in which they were approved. For example, a change made during the 2002-2003 short course/long course competitive year would become effective September 1, 2003.

## Emergency Changes to these Rules:

The Executive Committee, Board of Directors or the House of Delegates may enact emergency changes to these Rules and Procedures during the competitive year if mandated by USA Swimming or in order to comply with laws or regulations promulgated by State or Federal authorities and such changes are effective immediately.

# Rules

## I. Types of Meets

The following types of meets are available for competitive swimming purposes within the State of Michigan through the Michigan Swimming (hereinafter “MS”) sanctioning process of the Program Operations Division: (a) Age Group (b) Senior (c) A/B/C Festival (d) District Championships (e) Junior Olympics (f) State Championships (g) Postal (h) The Michigan Mile (i) Open Water/Long Distance/Marathon and (j) Specialty/Non-Typical.

### A. Age Group

Age group swimming is the program through which USA Swimming provides fair and open competition for its registered swimmers. The swimmers are grouped by age, gender and, sometimes with the use of time standards, swimming ability. Within MS the grouping of swimmers by particular age groups has varied throughout the years. The age groups for the State Championship Meets are designated by specific rule. (See Rule E 7.) However, for regular season meets the age groups offered in a meet are determined by the meet host with approval through the sanctioning process of the Program Operations Vice Chair. These age groupings should be designed by the meet host and the program operations vice chairman to promote fair competition within the designated age group(s). Examples of some of the age groups usually used in Michigan include 8 and Under, 9 & 10, 10 and Under, 11 & 12, 13 & 14, 15-18 and Open, although variations may occur. “Open” events include swimmers of any age who compete in the event so long as the swimmer has achieved a qualifying time standard for the event (if any) unless a minimum age for entry in the event has been established by the meet host. Other possible groupings may include (1) “own age” where swimmers compete in single year age groups or (2) “mini meets” wherein the ages of swimmers and types of events are limited (usually designed to accommodate beginning level swimmers). Age Group meets may also be delineated by time standards in addition to the swimmers age. The time standards used in Michigan are AA, A, B, and C (See rule B). MS encourages a variety in age group meet formats to take place throughout the year including multi level time standard meets and meets with unique time standards. (e.g., a B-C meet offers both B and C level events accommodating swimmers who have B times in some events and C times in other events. Age Groups meets may also be designated as Group I or Group II Meets which are required to offer, if so designated, the following events:

Group I Events			
8 & Under	10 & Under	11-12	13 & Older
			& Open
25 free	50 free	50 free	50 free
50 free	100 free	100 free	100 free
25 back	200 free	500 free	500 free
50 back	50 back	50 back	100 back
25 breast	50 breast	50 breast	100 breast
25 fly	50 fly	50 fly	100 fly
50 fly	100 fly	100 fly	200 fly
100 IM	100 IM	100 IM	200 IM



Group II Events			
8 & Under	10 & Under	11-12	13 & Older & Open
25 free	50 free	50 free	50 free
50 free	100 free	200 free	200 free
100 free	50 back	50 back	100 back
25 back	100 back	100 back	200 back
25 breast	50 breast	200 back	100 breast
50 breast	100 breast	50 breast	200 breast
25 fly	50 fly	100 breast	100 fly
100 IM	200 IM	200 Breast	200 fly
		50 Fly	200 IM
		200 Fly	400 IM
		200 IM	
		400 IM	

## B. Senior

Senior swimming is the program through which USA Swimming provides fair and open competition for its registered swimmers who are striving for participation in USA Swimming National Swimming Championships. All registered USA swimmers regardless of age are eligible for these meets. All events are designated as “Open” events and any all swimmers are eligible to compete so long as they have met or bettered the qualifying times as stated in the meet announcement. Senior swimming events are those listed in USA Swimming Rule 102.1.1.

## C. A/B/C Festival

These meets are a subsection of the above referenced age group meets, however, merit specific reference. Swimmers with State Championship qualifying times (“AA”) in an event are not allowed to enter the ABC Festival meets in that particular event. However, swimmers with A, B and C times are eligible to enter those events in the Festival meets. Swimmers with AA times in some events and not others may enter those events in which they do not have AA times. Festival meet(s) may be conducted shortly before the State Championships and only in the short course season. Festival meets and the Short Course State Championship meets are held on different weekends so that swimmers who have State Meet qualifying times in some events but not in others may compete in both meets if they desire to. These meets may or may not be offered during the short course season depending on the availability of District or Junior Olympic Championships.

## D. District Championships:

MS may conduct two or three District Championships where teams are assigned to a particular region within the State. It is a meet designed to allow swimmers an opportunity to qualify for the next higher level of meets, i.e. the “Junior Olympics” and/or the “State Championship” meets. As such, a swimmer cannot enter individual events that they already have achieved Junior Olympic or State Championship qualifying times. In essence, Districts Championships are meets designed to be “steppingstones” to the next level of meets. Each District Meet is a two and one half day timed finals meet. For further rules on the District Championships, see section 6.

### **E. Junior Olympics:**

MS may conduct a single “Junior Olympic” (JO) meet for the entire State. It is a meet designed to allow all swimmers who have achieved Q2 time standards the opportunity to achieve Q1 State Championship standards. Thus, a swimmer cannot compete in events that they have currently achieved State Championship “Q1” standards. Also, a swimmer must also have minimally met the Q2 time standards in an event in order to be eligible to swim the event. This is a two and one half day timed finals meet. For further rules on the JO’s see section 7.

### **F. State Championship:**

Short Course Season: MS conducts two separate State Championship meets; a 12 and Under Meet and a 13 and Over Meet at the conclusion of the short course season (typically in March) Long Course Season: MS conducts a single State Championship Meet for all ages at the conclusion of the long course season (typically in late July/early August). The qualifying times for the Short Course and Long Course State Championships in all age groups and all events are published annually by the Office of Michigan Swimming, Inc at the beginning of the short course season and are referred to as “AA”. They may also be found on the Michigan Swimming website.

### **G. Postal:**

A postal meet is a long distance swimming competition conducted in multiple locations and which the results are transmitted to and compiled in a central location. Generally, swimmers complete in these events in their home pool or training facility during practice times or other specified times and then mail the results to the meet director or designee for tabulation (hence the term “postal”). The MS Postal Meet is conducted pursuant to Article 711 of the USA Swimming Rules sometime between October 15 and April 15 of the short course season on dates compatible with the National Postal Meet. Events include- 8 and Under-500 yard Freestyle; 9/10-1000 yard Freestyle; 11/12- 2000 yard Freestyle; 13-18- 3000 yard Freestyle and Open (any age) 5000 yard Freestyle. The purpose of the meet is to encourage swimmers to participate in distance freestyle events. Awards are presented within each single year age group.

### **H. The Michigan Mile:**

The Michigan Mile is a meet designed to encourage swimmers to participate in distance freestyle events. Although referred to as the “mile” there are two short course distances that may be offered (1000 yards and 1650 yards) and two long course distances (800 meters and 1500 meters).

### **I. Open Water Swimming (OWS), Long Distance and Marathon Swimming:**

These meets are conducted in a natural body of water such as lakes and rivers and offer non standard swimming events. MS encourages clubs to host open water/long distance and marathon swimming events pursuant to Article 701 of the USA Swimming Rules in Michigan lakes and rivers. Guidelines for planning and conducting swimming events in lakes and rivers are available from the Programs Operations Vice Chair of MS.

### **J. Specialty/ Non-Typical:**

These meets are meets that do not clearly fall within the above referenced types of meets. Examples of these meets include relay only meets, “Day After” the MHSAA State Championship Meets, etc.

## II. Time Standards

### A. A/B/C Classification for general age group meets:

(1) In order to facilitate the management of general age group swim meets that take place during the season ( i.e. not including championship meets such as the Districts, JO's or the State Meets) MS classifies swimmers into three ability levels by the use of time standards labeled A, B, and C. "A" the fastest, "B" is the next fastest and "C" includes everything slower than "B". The A and B standards are "faster than or equal to" standards and the C standard is a "slower than" standard. Examples: In a "B" meet, all of the swimmers in a given event will have achieved times equal to or better than the B time standard, but slower than the A time standard. In an "A" meet, all swimmers must have achieved the "A" standard or better. In an "A, B" meet all of the swimmers must have achieved the B standard or better (that is, "A" swimmers may also attend). An "A, B, C" meet is open to all swimmers.

(2) The A, B, C time standards used in MS meets are unique to Michigan. These time standards may be adjusted from year-to-year to reflect the anticipated number of swimmers in each ability level. The time standards are determined by the Technical Planning Committee (See MS Bylaw 7.4.5) Time standards are available on the MS website at the beginning of the short course season (September).

### B. Achieved Time Standard:

Once a swimmer has achieved or claimed a best time at a certain level, the swimmer may not compete in that specific event at a lower level. For example, a swimmer who has achieved an A level time may not enter that event in a B level meet. If a swimmer achieves a faster time standard after having entered an event in a lower level, the swimmer must withdraw from the lower level event. For example, a swimmer who achieves an A time in a specific event after entering the B event must withdraw from the B event. In A, B, C meets the host club must refund the entry fee if so requested or, when possible allow the swimmer to enter another event for which he or she is qualified.

### C. Use of the A, B, C Time Standards:

In general age group meets the Meet Host shall use the stated A, B, C time standards to establish qualifying times for the event(s). This establishes consistency in time standards from meet to meet throughout the entire State. However, MS encourages a variety in meet formats. As part of the meet sanctioning process through the Programs Operations Division a meet host may request deviations in time standards from the published times upon good cause shown, i.e. not to exceed the four hour rule, specific facility limitations, balancing morning and afternoon sessions, etc. Meet hosts for Senior Meets may also request unique nationally based time standards to establish qualifying times for the Senior events. See the procedures outlined in the Program Operations Division section of this manual.

### D. Time Standards for Season Ending Championship Meets (Q1/Q2/Q3):

(1) In order to facilitate the management of the Championship meets that take place at the end of the short and long course seasons ( i.e. including the Districts, JO's and the State Meets) MS classifies swimmers into three ability levels by the use of time standards labeled Q1, Q2 and Q3. "Q1" the fastest, "Q2" is the next fastest and "Q3" includes everything slower than "Q2". The Q1 and Q2 standards are "faster than or equal to" standards and the Q3 standard is a "slower than" standard.

(2) The Q1, Q2 and Q3 time standards used in MS championship meets are unique to Michigan. These time standards may be adjusted from year-to-year to reflect the anticipated number of swimmers in each ability level. The time standards are determined by the Technical Planning Committee (See MS Bylaw 7.4.5) Time standards are available on the MS website at the beginning of the short course season (September).

- |  |   |
|--|---|
| (3) State Championship(s) Qualifying Standard: | Equal to or Faster than Q1                    |
| Junior Olympic Qualifying Standard:            | Equal to or faster than Q2 but slower than Q1 |
| District Meet(s) Qualifying Standard:          | Slower than Q3                                |

**E. Amendment of Time Standards:**

Any changes to existing Q1, Q2, Q3, A, B, or C time standards shall be made by the Technical Planning Committee ( See Bylaw 7.4.5) no later than the annual House of Delegates meeting and such changes if approved will take effect the following September 1 (approximately the beginning of the next short course season).

### III. Meet Announcements

#### A. General Information:

The Meet Announcement is the document that announces the date, time, location, format and all relevant information surrounding the meet. It is originally submitted to the Program Operations Vice Chair by the Meet Host as part of the sanctioning process. If a meet announcement procedure is in direct or indirect conflict with the official USA Swimming Rules and Regulations, the stated meet announcement procedure is null and void. All other stated procedures in the meet announcement shall govern the meet. Further procedures surrounding the submitting and transmittals of the Meet Announcement are detailed in the Program Operations Section of this manual.

#### B. Mandatory Use of Templates:

##### *1. Non State Championship Meets*

In drafting the original meet announcement submitted to the Program Operations Vice Chair during the sanctioning process, the Meet Host must use the standardized template attached as Appendix 1.

##### *2. State Championship Meets*

In drafting the original meet announcements for the 12 and Under Short Course State Championship Meet, the 13/14 and Open Short Course State Championship Meet and the Long Course State Championship Meet, the Meet Host must use standardized templates which are available from the Program Operations Vice Chair.

##### *3. Modifications or additions to the template language*

(1) allowed to supplement issues not covered by the template and (2) not allowed unless specifically approved by the Program Operations Vice-Chair during the sanctioning process. After the language contained in the meet announcement is approved and the meet is sanctioned by the Program Operations Vice Chair, the meet announcement language cannot be changed without approval from the Program Operations Vice Chair.

## IV. General Rules

### **A. Determination of Age:**

As a general rule, the swimmers age on the first day of the meet shall determine the swimmers age for the entire meet. For extremely limited exceptions see USA Swimming Rule 205.2.2 (a) and (b).

### **B. Determination of Age Group:**

Eligibility to compete in a particular age group shall be determined by the swimmers date (not hour) of birth. See USA Rule 205.2.1

### **C. Swim Your Age Group:**

When age groupings are specified in the meet announcement, a swimmer must compete in their own age group events corresponding to the swimmers age except when competing in consolidated events (USA Rule 102.1.3), mixed classification meets (USA Rule 102.2.7), in events combined by the meet referee (USA Rule 102.8.2) or open events where the swimmer must make the time standard (if any) to enter. It is also permissible for the meet host to state in the meet announcement a minimum age for a swimmer to compete in an Open event regardless of whether the swimmer has made the stated time standard.

### **D. Entry Limitation/ Prelim-Final Meet:**

In a preliminary and finals meet a swimmer may compete in not more than three (3) individual events per day or fewer as stated in the meet announcement. See USA Rule 102.2.2

### **E. Entry Limitation/Timed Finals:**

In a timed finals meet a swimmer may not compete in more than five (5) individual events per day or fewer as stated in the meet announcement. See USA Rule 102.2.3

### **F. Entry Limitation/Combined Format:**

In a meet where a combination of preliminary and finals events and timed finals events are scheduled, a swimmer may compete in not more than three (3) individual events per day unless entered exclusively in timed final events or fewer as stated in the meet announcement. See USA Rule 102.2.5

### **G. Inclusion of Adapted Swimmers/Swimmers with a Disability:**

Adapted swimmers/ swimmers with a disability are welcome to enter any MS sanctioned or approved meet. The swimmers coach or entry person must alert the meet director, meet referee or meet entry chair and the MS LSC Adapted Chair for any special requested accommodations or seeding arrangements at the time the entry is submitted to the meet host (i.e. prior to the meet with the entry). The meet referee and meet director, with input from the Adapted Chair if possible, shall determine appropriate methods of seeding athletes into appropriate events that will not have an unreasonable impact upon the session timeline. Examples of appropriate methods include but are not limited to (1) swimming a shorter distance of a longer race in the same age group (2) competing in different/younger age groups where swimmers are achieving comparable times and (3) swimming in time trials. For Supplementary State Championship Rules see 5 T.

## **H. Four Hour Rule:**

All Michigan Swimming meets shall be conducted using the following rules for all swimmers regardless of age and all types of meets (except for the State Championship Meets, ABC Festivals, District Championships and Junior Olympics). Entries are to be accepted on a first come first serve basis until the maximum session time limits as stated below are met. Entries will be accepted by email date code or mail date code and processed only when the hard copies are received with payment. No entries are to be accepted after the maximum time limits are met. Guidelines commonly referred to as “Numbers of splashes” are not to be used in accepting entries.

1. All Timed Finals meets shall be no more than four hours per session, excluding warm-ups.
2. All Prelim-Finals meets shall be no more than eight hours per day, excluding warm-ups. These meets may have any combination of session lengths so long as the eight hours per day limit is not exceeded. This means that a preliminary session might last 5 hours but the finals session must then be completed within 3 hours (for a maximum total of 8 hours per day).
3. In the event that the meet format is a combination of a Prelim/Final meet and a Timed Final Meet, both A and B above apply. This means that the Prelim- Finals portion of the meet needs to be completed within 8 combined hours for the two sessions. The timed final session must complete within the 4 hours per session. In this meet format the total sessions, excluding warm-ups, shall be no longer than 12 hours and shall not go past 10 PM.
4. These guidelines do not apply to State Championships where all qualified swimmers shall be allowed to swim regardless of the length of the sessions. These guidelines also do not apply to the ABC Festivals, District Championships and Junior Olympics where all sessions in excess of 4 hours must be approved by the Program Operations Vice Chair, or in the Vice Chairs absence, the General Chair.
5. Grace Periods will be granted as follows:
  - a. Facility Issues/Weather/Unforeseen: Any session will be given a 15 minute grace period for unforeseen problems that occur as it is recognized that still water or down time causing a session to run over the 4 hours may be out of the control of the Meet Director and Meet Referee. This allows a session to run 4 hours and 15 minutes maximum. However, the Meet Director and Meet Referee must keep a record of time line by session noting periods of still water and the reasons for down time. Such valid reasons include but are not limited to, power failures, equipment failures, weather, and pool/facility repairs. No sanctions will apply under this subsection.
  - b. Sessions where all athletes are 13 and Over: One session per meet where all athletes are 13 and Over (does not include any swimmers 12 years and younger) will be given a 30 minute grace period as it is recognized that the number of entries received for a single session may be grossly disproportionate to other sessions. This allows a single session per meet to run 4 hours and 30 minutes maximum. No sanctions will apply under this subsection.

## 6. Reporting violations of the Four Hour Rule

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a. Report by the Meet Referee to the Officials Chair and Program Ops: The Meet Referee of all MS Sanctioned swimming meets is under a mandatory duty to keep a written record of the length of all sessions at every swim meet, all grace period issues referred to in paragraph (6) (a) and (b) above and any other circumstances that affect a session's length during the entire meet. If any session at a swim meet exceeds four hours in length, the Meet Referee must report this fact along with the reasons therefore (i.e. any grace period issues, weather delays, etc.) to the Officials Chair and the Program Operations Vice-Chair within 10 days following the conclusion of the meet by filing a written report (a copy of which is available from the Officials Chair).

b. Report to the MS Board of Directors: The Officials Chair and the Program Operations Vice-Chair must then immediately refer any alleged violation of the four hour rule to the General Chair. The General Chair shall notify the affected Meet Host/Director of the pending complaint and shall advise affected Host/Director they may choose to have the complaint heard by the MS Board of Directors or MS's Board of Review. If choosing the complaint be heard by the MS Board of Directors, the General Chair shall place the matter on the agenda for the next regularly scheduled Board meeting and give notice to the affected Meet Host/Director that they should appear at this Board meeting if they desire to offer explanation. The affected Meet Host/Director may choose to offer written explanation and argument regarding the alleged violation of the four hour rule rather than appear in person. If the affected Meet Host/Director chooses to have this matter heard by the MS Board of Review, the General Chair shall file a complaint with the MS Board of Review per rules/procedures contained in Article 10 of the MS bylaws and no other reporting is required.

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c. Report to the MS Board by Others: Notwithstanding paragraphs 7 (a) and (b) above, any party (athlete, coach, spectator, etc) may bring any alleged four hour rule violation to the Board of Directors attention for their consideration and review by contacting the General. The General Chair shall then notify the affected Meet Host/Director of the pending complaint and shall advise affected Host/Director they may choose to have the complaint heard by the MS Board of Directors or MS's Board of Review. If choosing the complaint be heard by the MS Board of Directors, the General Chair shall place the issue on the Board agenda and give notice to the parties involved to appear if they wish to. The affected Meet Host/Director may choose to offer written explanation and argument regarding the alleged violation of the four hour rule rather than appear in person. If the affected Meet Host/Director chooses to have this matter heard by the MS Board of Review, the General Chair shall file a complaint with the MS Board of Review per rules/procedures contained in Article 10 of the MS bylaws and no other reporting is required.

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## 7. Sanctions/Penalties:

(1) **FIRST OFFENSE:** The Club is fined a minimum \$250 to a maximum of \$1,000 per session. **SECOND OFFENSE:** a) The Club is fined a minimum of \$500 to a maximum of \$1,500 per session and b) the Club may be barred from hosting a meet or meets for the rest of the season (includes either Short or Long Course or both). **THIRD OFFENSE:** The Club is fined a minimum of \$1,000 to a maximum of \$2,000 per session and the Club may be barred from hosting a meet or meets for up to two full seasons (includes either Short or Long Course or both). All fines are due when the meet sanction/athlete surcharge fees are paid or, if the meet fees have already been paid, within 30 days after the Board of Directors decision. If the fines are not paid timely, a \$20 per day penalty applies [in addition to the principal fine] beginning on the first day after the due date of the fine.

(2) In determining whether or not a violation is a First, Second or Third offense (a) in meets where more than one session at the meet violated the four hour rule it will be considered a single violation (rather than multiple violations) and (b) An offense occurring more than five years in the past will not be considered.



## **I. Ten PM Rule:**

Evening sessions at a swim meet must be concluded by 10 pm. If a session extends beyond 10 PM the meet host and the meet referee must immediately inform the General Chair of MS, the Program Operations Vice Chair and the Officials Chair of the violation.

## **J. Mandatory Check In Procedure:**

For proper seeding, fair competition and to insure that a swimming meet is administered as efficiently as possible, all Michigan Swimming sanctioned meets (excluding State Championship Meets which may or may not require positive check in for specific events) shall require that all swimmers check in for their events prior to the time stated in the meet announcements for each session. Check In sheets for meet hosts to produce are available using the Hy-Tek Meet Manager software and instructions for producing the required documents are available from the Program Operations Vice Chair. Meet Hosts are required to use the Positive Check-In Procedure as outlined herein. It is the responsibility of all teams attending a swim meet to make their swimmers and parents aware of the mandatory check in requirement.

1. For a positive check-in for a session the Swimmer shall circle or highlight their name. This will check in the swimmer for all events in that session. A swimmer must check in for every session.
2. If a swimmer desires to scratch a particular event after s/he has already checked in (i.e. circled or highlighted their name) but prior to the close of check-in, the swimmer should see the Clerk of Course, or his/her designee to scratch from an individual event. If a swimmer desires to scratch an event after the close of check-in, the swimmer must see the Meet Referee.
3. Only the particular swimmer checking in, their parents or their coach may check in a swimmer. No swimmer may check in another swimmer.
4. A Coach is prohibited from checking in a swimmer if the Coach does not know that the swimmer is at the meet at the time of check-in. If a Coach violates this rule the swimmer will be disqualified from their next event.
5. Coaches and Parents should educate their swimmers to arrive in time to be checked-in based on the check in times for each particular meet session. All swimmers not checked in by the time stated in the meet announcement will be scratched from all their events, unless at the sole discretion of the Meet Referee there were circumstances that justify the failure of the swimmer from checking in on time. In this event, heats will not be reseeded but the athletes will be placed in similar events, in any open lane regardless of gender to allow the swimmers to compete.
6. Swimmers who check in for an event(s) and fail to properly scratch an event as stated in J 2 above will be scratched from their next scheduled event.

### **K. Proof of Individual Times:**

To enter most meets a swimmer does not need to prove they have achieved the relevant time standards. The entry time is left to the integrity of the swimmer and the coach. However, once a swimmer swims a meet with a claimed time, the swimmer may not enter future meets with a slower entry time for the specific event in the age group. (See MS Rule 2 B above generally and USA Rule 207.11.8 for a limited exception.) However, particular age group, senior and other meets may require a proof of time to be submitted to the Meet Host in order to enter the event. This generally occurs in distance events where session timelines are a factor and swimmers must prove their entry time in order so as not to create too many time consuming heats. Proof of Time requirements, if any, must be clearly stated in the meet announcement indicating which events require them, when they must be presented (e.g. with the entry or at the meet) and the type of proof accepted (e.g. official meet results, time cards signed by the referee, etc). The State Championship Meets Proof of Times rules are different. See Rule 5 I.

### **L. Scratch Rules/\$50 Fine Rule:**

All meet announcements shall specify check in and scratch procedures for individual and relay events and penalties for violation of those procedures. See USA Rule 102.3. MS check in, scratch procedures and penalties are stated in Rule 4 J above. In addition, if so stated in the meet announcement of a prelim/final meet, if a swimmer fails to compete in his/her last scheduled individual event of the meet without having properly scratched that event, he/she shall be fined \$50 payable immediately to MS. The swimmer is not allowed to compete in any subsequent MS sanctioned events until the fine is paid.

### **M. Warm Up Guidelines: Host Club to post in visible area on deck:**

1. A designated supervisor shall be on deck during the entire warm up period.
2. Swimmers shall enter the water feet first except for starts which are limited to specified lanes.
3. Specify Lanes 2 and 5 (six lane pool) or Lanes 2 and 7 (eight lane pool) as one way sprint lanes with racing starts permitted at the starting end of the pool.
4. Place a cone marker or similar sign on starting platforms in lanes not specified as one way sprint lanes.
5. Specify all lanes for circle swimming (two lengths of the pool beginning at the starting end of the pool until such time as one way sprints begin).
6. If pace lanes are used, specify outside lanes as pace lanes (swimmers swim one or two lengths from an in water push-off position from the starting end of the pool).
7. May specify lanes for relay practice during the last 15 minutes of the warm up.
8. Coaches should stand at the starting end of the pool and verbally start swimmers for sprint or pace work.
9. Swimmers should not be allowed on a starting platform when a backstroker is executing a start in the same sprint lane.
10. Swimmers shall not swim in the area where the diving warm up (if any) is occurring.
11. In facilities that have a warm up and/or warm up area different from the competition pool, meet management shall provide supervision pursuant to these rules at all times.
12. The Meet Referee may remove a swimmer, a coach and/or the entire team from the deck, events or the entire meet for violations of these guidelines.

### **N. Automatic/Semi Automatic and Manual Timing Systems:**

USA Swimming Rule 102.16 shall govern the use of timing systems at all MS swim meets. However, in all meets that involve MS time standard "A" or faster swimmers, including Senior, District, Junior Olympic and State Championship Meets, automatic timing systems (i.e. electronic starting devices and touch pads) are required to be used.

## **O. Swimmer Entry Fees-Electronic/Refunds:**

It is preferred that all entries be submitted to the entry chair of the Meet Host on Hy-Tek disk. Entry fees if submitted electronically cannot exceed the fees stated in the below schedule. All Meet announcements must clearly state the fees paid to enter the event. Once a team or individual entry has been received and processed by the Entry Chair there are no refunds in full or in part except under the achieved time standard rule.

<u>Tier One</u>	Includes "Mini BC"	Not greater than \$4.00 per event
<u>Tier Two</u>	Includes AB and ABC	Not greater than \$4.00 per event
<u>Tier Three</u>	Includes A and Above, State Championship, ABC Festivals, Prelim/ Final Meets ( <u>prelim/final sessions only</u> ), Districts And JO's	Not greater than \$5.00 per event
<u>Tier Four</u>	Senior Meets	Not greater than \$5.00 per event
<u>Tier Five</u>	Not included in Tiers 1-4	Not greater than \$10 (requires Program Operations Approval)
<u>Relays</u> All Meets		Not greater than \$12.00 per relay
<u>Time Trials</u> All Meets		Not greater than \$7.50 per individual and \$15.00 per relay
<u>Deck Entries</u> All Meets		Not greater than \$7.50 per individual and \$15.00 per relay
<u>MS Surcharge</u>		Non State Meets \$1.00 per swimmer State Meets \$3.00 per swimmer

## **P. Non Electronic (Paper) Swimmer Entry Fees/Refunds:**

If the entry must be submitted non-electronically (paper) an additional \$1.00 per swimmer per individual event entered must be paid to the meet host. Also, non electronic (paper) relay entries are required to pay the meet host an additional \$1.00 per relay entry. Once a team or individual entry has been received and processed by the Entry Chair there are no refunds in full or in part except under the achieved time standard rule.

## **Q. Uncommon Practices:**

Uncommon practices such as, but not limited to, "Dive Over Starts", "Chase Racing" and "Two Per Lane Swimming" are not allowed at MS sanctioned meets without prior approval from the Program Operations Vice Chair or, in the Programs Operations absence, the General Chairman of MS.

## **R. Spectator Admission Fees to Swim Meets:**

Timed Final Meets: Not greater than \$4.00 per day. Prelim/Final Meets: Not greater than \$5.00 per day. Meets with both Formats: Not greater than \$5.00 per day. (For example, a meet that has a prelim/final format beginning in the morning with a timed finals session in the afternoon may charge the prelim/final spectators a maximum \$4 for the morning and afternoon and \$1 for evening finals). Meet hosts may request deviations from the maximum admission fees from the MS Board of Directors upon good cause shown.

## **S. Marshalling Procedures:**

It is the responsibility of the meet host to see that marshaling procedures insure that swimmers have been assigned to their heats and lanes far enough in advance so there is an uninterrupted flow of swimmers at the starting blocks ready to swim. The meet host determines the type of marshalling procedure which is appropriate for the particular session(s) of the meet. Inappropriate marshalling procedures selected by the host club which causes delay in the uninterrupted flow of swimmers to the blocks is chargeable to the Meet Host in determining 4 Hour Rule sanction penalties. The uninterrupted flow of swimmers can be accomplished in a variety of ways including the following (a combination of these procedures may be used in a single meet): 1. No marshaling - This is where the meet is pre-seeded, a heat sheet is printed, etc., and the swimmers are responsible for reporting to the blocks in time to swim. This method is typically used for State Championship meets, Senior meets, prelim/final meets and age group meets where the qualifying time standards for the age group indicate a level of swimmer experience which justifies the lack of supervised marshalling. 2. Supervised marshaling - The swimmers report to a designated area and remain there until they are escorted to the starting blocks. This method is typically selected for the 12 & under age groups.

## **T. Meet Programs:**

Meet programs are the responsibility of the meet host to produce for sale unless exempted from doing so by the Program Operations Vice Chair and shall be provided for sale to spectators' at all sanctioned meets. The cost to spectators at the meet is left to the discretion of the meet host; however, a copy must be posted in the spectator area.

## **U. Heat Sheets:**

Heat sheets need not necessarily be produced by the meet host. However, the Meet Host may choose to produce heat sheets and the cost of heat sheets to spectators is left to the discretion of the meet hosts, however, a copy must be posted in the spectator area.

## **V. Deck Personnel:**

Only Officials, swimmers, coaches and meet workers are allowed on deck without express authorization from the meet referee and/or meet director. The General Chairman of MS and the Program Operation Vice Chair of MS are authorized deck personnel at all MS sanctioned meets.

## **W. Coaching Credentials and Credential Display:**

This rule applies to all coaches and all types of meets including State Championships.

1. In order to be on deck and/or supervise any swimmers in any capacity, all coaches must be USA Swimming certified through the end of the meet and on file as such with the Office of Michigan Swimming or their LSC. Further, while on deck all coaches regardless of LSC affiliation must display their coaching credential cards to be readily visible.

2. If any questions arise whether a coach is currently certified, the meet referee, meet directors, safety marshals and/or their designees shall be responsible for verifying the current certification status of the coach and all coaches shall cooperate with this inquiry immediately upon request.

3. If a coach is in violation of the above certification rule and found not be current with his/her certification, he/she shall be fined \$250 for the first offense. If a second or subsequent offense occurs, sanctions will be determined by the Michigan Swimming Board of Review committee that may include additional monetary fines, suspensions and/or termination from Michigan Swimming.

4. If a currently certified coach is in violation of the above credential certification display rule, he/she shall be verbally warned to display the card while on deck. If after being verbally warned, a coach fails to display the card at any time until the conclusion of the meet, a fine of \$20 will be imposed on the coach. This fine shall be paid within 10 days of the violation. The coach is also ineligible to be on deck at a subsequent MS Meet until the \$20 fine is paid.

5. The Michigan Swimming Office shall maintain records pertaining to the above.

#### **X. Awards:**

The decision to have awards distributed at a swim meet (other than the State Championships) is left to the discretion of the meet host. However, the meet announcement as submitted to the Program Operations Vice Chair must include a statement as to whether awards will or will not be distributed to swimmers who earn them by virtue of a particular performance. If awards are to be distributed the meet announcement shall clearly state all relevant information concerning awards. For Senior meets, meet hosts and swimmers should be aware that high school and college eligibility may be affected by prize cost or value. USA Rule 204.6. For age group meets, the cost per award to an individual shall not exceed \$25.00(US). However, meet hosts and swimmers should be aware that high school or college eligibility may be affected by prize cost or value. See USA Rule 205.5.

#### **Y. Time Trial Rules (Other than State Meets):**

##### *1. Eligibility to Compete:*

A. All swimmers who participate in Time Trials must be properly registered with USA Swimming before competing in any time trial event.

B. All swimmers must identify themselves with their correct name as submitted to USA Swimming, correct USA Identification Number, correct Club Name and correct Club Code before being allowed to compete in any Time Trial event. It is preferred (and mandatory if stated in the meet announcement) that all swimmers intending to swim in Time Trial events present their USA Athlete membership card and other proper identification at the time of registering for Time Trials.

##### *2. Availability:*

A. The availability or non-availability of Time Trials must be stated in the meet announcement. Time Trials are available through a separate sanction number from the Program Operations Division of MS.

B. In meets where Time Trials are initially offered in the meet announcement, they are offered on a "time available" basis as decided by the Meet Referee and Meet Director(s). If, after entries are closed, in the opinion of the Meet Referee and Meet Director(s), the meet timeline indicates there is insufficient time available, Time Trials may be cancelled by the Meet Referee and Meet Director(s).

##### *3. Required Participation in Meet:*

Time Trials are available not only to swimmers who are already entered in the meet but also to swimmers that are not entered in the meet.

#### 4. Number of Time Trials allowed:

A. A swimmer is allowed a maximum of two time trials per day (or fewer if B applies).

B. Time Trials are counted against the total number of events a swimmer may enter per day as stated in the Meet Announcement. (Example: As stated in the meet announcement, a swimmer has entered the maximum 4 events per day. If the swimmer wants to swim two Time Trials events, the swimmer must scratch out of two regularly entered events.) The maximum number of events swum per day cannot be exceeded under any circumstances.

C. Time Trials are not counted against the maximum number of events a swimmer may enter per meet. (Example: A swimmer has entered the maximum 6 events for the entire meet and swims those six events on the first two days of the meet. The swimmer may attend the third day of the meet and swim a maximum of two time trial events.)

#### 5. Order of Time Trial events:

The order of time trial events may be stated in the meet announcement or, if not so stated, is left to the discretion of the Meet Referee. Time Trial events may be swum in the order of events listed in the days schedule of events or the Meet Referee, in his/her discretion, may combine events by age, gender, distance and/or stroke. If events are combined it is required to have lane separation unless the swimmer or coach confirms that lane separation is not necessary.

#### 6. Competing of Time Trial events:

A. Time Trial events when offered shall be conducted following the conclusion of the normally scheduled morning, afternoon or evening sessions.

B. Distance Freestyle Exception Only: In the Meet Referees discretion, Time Trials for the 800yard / 1000yard / 1500meter / 1650yard distance freestyle events may be swum in the open lanes of the slowest heats during the normally scheduled morning, afternoon or evening session where those events are offered. Additional heats during the normally scheduled sessions should not be created to accommodate the distance freestyle time trial swimmers. All other time trial events must be conducted following the conclusion of the normally scheduled sessions.

#### 7. Entry Fees:

Entries fees for Time Trial events must be stated in the meet announcement and comply with Rule 4 O.

### Z. Time Conversions:

1. Unless specifically stated otherwise in the meet announcement, swimmers may convert their actual times from short course yards to long course meters (or vice versa) pursuant to the below formula in order to enter an event if a qualifying time is specified to enter the event. However, regardless of the conversion pursuant to the below schedule, a swimmer must enter times which maintain the level of competition (e.g. A, B, C) for which they have qualified. For example, if a swimmer has an "A" time in the 50 yard freestyle (short course) he/she also has an "A" time in the 50 meter Freestyle (long Course).

Short-to-Long Course	Long-to-Short Course
50y x 1.127 = 50m	50m x 0.887 = 50y
100y x 1.143 = 100m	100m x 0.875 = 100y
200y x 1.136 = 200m	200m x 0.880 = 200y
500y x 0.892 = 400m	400m x 1.120 = 500y
1000y x 0.892 = 800m	800m x 1.120 = 1000y
1650y x 1.022 = 1500m	1500m x 0.978 = 1650y

2. Time Conversions are not permitted for the State Championship Meets. See Rule 5F.

#### **AA. Minimum Number of Officials at Meets /Compensation:**

1. Each meet host, excluding meet hosts for State Championship Meets, is responsible for contacting and hiring all officials needed at their particular meet including the Meet Referee, Deck Referee, Starter and Stroke and Turn Judges. (See the Officials Committee Section for more information about Officials).
2. The minimum number of Officials at general age group meets is described under the Officials Committee section of this manual.
3. The minimum number of Officials at the District, JO and State Championship meets is described under the Officials Committee section of this manual.
4. The compensation of officials at all meets is described under the Officials Committee section of this manual.

#### **BB. Deck Entries at Meets**

If deck entries are allowed at a MS Sanctioned or Approved swim meet as indicated in the meet announcement, a USA athlete may deck enter an event only after the meet host has verified the athlete is a currently registered USA athlete. This may be accomplished either by reviewing the athlete's current USA athlete membership card or by checking against MS's current athlete database. The Michigan Swimming Office will provide the MS athlete database to all meet hosts that accept deck entries no later than the day prior to the start of the meet.

#### **CC. Dive-Over Starts**

Dive over starts shall be used at all MS Sanctioned swim meets for timed finals or preliminary events unless the Meet Referee determines not to use dive over starts. If the Meet Referee determines that dive over starts should not be used at a particular swim meet, the Meet Referee should make reasonable attempts prior to or during the meet to contact the Officials Chair for his/her approval.





## V. State Championship Meet Rules (General Rules also apply)

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### A. Eligibility:

All swimmers registered with Michigan Swimming who have achieved a time equal to or faster than the "Q1" qualifying times for the event during the qualifying period are eligible to enter. A swimmer may not be entered in the meet without having actually achieved the qualifying time (conforming or non conforming) during the qualifying period.

### B. Qualifying Period:

1. 12 and Under and 13/14 & Open Short Course State Meets: The qualifying time must have been achieved at or since the beginning day of the prior years earliest short course State Championship Meet.
2. Long Course State Meet: The qualifying time must have been achieved at or since the beginning day of the prior years Long Course State Championship Meet.
3. The qualifying time can be achieved without regard to the swimmers age when the swimmer made the qualifying standard so long as the time is achieved during the qualifying period.

### C. Qualifying Time Standards/Seeding

#### 1. Calculation:

The Short and Long Course State Championship Q1 times will be determined by the Technical Committees review of all performances at the respective short and long course State Championship meets. In addition to establishing conforming times for each State Championship Meet, equivalent non conforming (SC Meters and LC Meters in the Spring SCY Meets and, secondly, SC Yards and SC Meters in the Summer LCM Meet) shall be established for each State Championship Meet.

#### 2. Seeding:

Seeding individual events when using non conforming times shall be as follows:

- a) All conforming times will first be arranged in time order.
- b) 12 and Under and 13/14 & Open Short Course State Meets: Following the conforming short course yards times, non conforming long course meters times shall will be arranged in time order followed by non conforming short course meter times arranged in time order.
- c) Long Course State Meet: Following the conforming long course times, non conforming short course meter times will be arranged in time order followed by non conforming yard times arranged in time order.
- d) After arranging the times as provided above, the event shall be seeded in normal fashion.

### D. Determination of Age Group:

Age of the swimmer on the first day of the meet shall determine his or her age for the entire meet. Eligibility to compete in a particular age group shall be determined by the swimmers date (not hour) of birth.

#### **E. Entry Limitations:**

Swimmers of any age may enter events designated as "Open" so long as the swimmer has achieved the qualifying time for the event and meet all other eligibility requirements. A swimmer may enter as many events as he/she desires, however, may swim no more than 3 individual events per day and a total of no more than 6 individual events for the entire meet. If a swimmer chooses to enter more events than the maximum number allowed, the swimmer must use the scratch procedure to avoid be penalized pursuant to the scratch rules.

#### **F. Entry Times:**

Entry times for individual and relay events shall (a) be achieved during the qualifying period (b) be submitted to the hundredths of a second and (c) be the fastest achieved time by the swimmer/relay during the qualifying period. Exception for individual Timed Finals Events: A swimmer, if entered in two or more events on (1) the day of the 500 Free or 400 IM at the 12 and Under State Short Course Championships or (2) the day of the 1000 Free or the 1650 Free at the 13/14 and Open Short Course State Championships or (3) the day of the 1500 meter Free at the Long Course State Championships, may enter at his/her fastest time or at the time standard, in his/her discretion.

#### **G. Time conversions:**

Time conversions are not permitted to establish an entry time. Actual times must be used except when entering as an automatic qualifier (which enter at the cut).

#### **H. Age Groups:**

The following age groups will be used in the respective State Championship Meets for both male and female swimmers:

- 1: 12 and Under Short Course: 10 & Under, 11 and 12
- 2: 13 and Over Short Course: 13 & 14, Open
- 3: Long Course: 10 & Under, 11 and 12, 13 & 14, Open

#### **I. Individual/Relay Events Offered:**

All Michigan LSC individual and relay events in the above specified age groups that have established time standards are offered.

#### **J. Proof of Individual Entry Times:**

1. Michigan Swimming has established a "State Meet Qualifying Times Database". It consists of results of all MS sanctioned meets as well as results from the US Open, Sectionals, USA National Meets and the MHSAA Division 1 and 2, Boys and Girls High School State Meets that occurred on or after March 1, 2002. All entries submitted for the Short Course State Championships will be pre-verified for qualifying time eligibility by the Michigan Swimming Office by comparing the submitted entry time against this database. If a qualifying time was made at a meet that is contained within the "State Meet Qualifying Times Database" there is no need to submit a proof of time with the entry.

2. However, an entry with a qualifying time that cannot be pre-verified with the database will be rejected and MS will notify the Clubs entry chair via the email address stated on the entry form of the rejected entry(s). Thus, it is highly suggested that all entry times be thoroughly checked for accuracy before submitting the entry.

3. If a qualifying time was achieved at a USA Swimming-sponsored meet which occurred outside the State of Michigan (e.g. Ohio Swimming, Indiana Swimming, etc), advise the MS office of the meet attended (include the name of the meet, date and location) and the Michigan Swimming Office will obtain the results directly from the meet host and the results will be entered into the State Meet Qualifying Times Database and no further proof of time will be necessary.
4. If the qualifying time was achieved at a meet which the results are not contained within the "State Meet Qualifying Times Database" you must submit a proof of time with your entry (see next paragraph).
5. If your event and qualifying time cannot be pre-verified through the above mentioned State Meet Qualifying Times Database, you are required to submit a proof of time to the Office of Michigan Swimming by the entry deadline. For example, if the time was achieved at a meet that is not contained in the State Meet Qualifying Times Database (e.g. a high school dual meet, a high school conference meet, a YMCA meet, etc) you must submit a proof of time to the Office of Michigan Swimming by the entry deadline or your entry will be rejected and the swimmer will not be entered in the meet. Acceptable proofs include printed meet results, computer printed award labels, or a swimmer's time card signed by the meet referee. Proofs of time must be dated.
6. Michigan Swimming reserves the right to independently verify all proofs of time.

#### **K. Relay Entry**

1. Each team may enter no more than two (2) relays in a relay event and the relays must be designated as "A" and "B" with the entry.
2. A and/or B relays must originally be entered with a seed time and the seed time must be at or faster than the qualifying standard for the relay event. A and/or B relays may be entered without pre-proving the entry time, however, all relays missing a qualifying time standard must then prove that the qualifying standard had been achieved during the qualifying period or pay a fine. Therefore, it is highly suggested that all relay seed times as submitted on the entry have a provable aggregate time.
3. Both swimmers that are participating in the meet in an individual event(s) and "Relay Only Swimmers" are eligible to compete on an A or B relay. However, "Relay Only Swimmers" who are not entered in any individual event(s) in the meet must be listed with all necessary information on the form attached to the meet announcement or they will not be allowed to participate on any relay. Coaches should list all swimmers who could possibly participate on a relay on the "Relay Only Swimmers" form.

#### **L. Relay Proof of Time:**

If the relay actually swims slower than the qualifying standard, proof of time is required. This is done by proving the aggregate time for the four individuals who actually swam on the particular relay within 30 days following the conclusion of the meet to the MS Office. The aggregate time to be proved need not be equivalent to the submitted entry time for the relay, however, the time must be at or faster than the qualifying standard for the relay event. Aggregate proof times must all be equivalent (i.e. all short yards or long course meters in the respective meet) and all must have occurred during the qualifying period. Failure to prove a qualifying aggregate time within the 30 days will result in a fine of \$100 payable immediately to the Office of Michigan Swimming. Failure to pay the \$100 fine will result in that team being barred from participating in any future events sanctioned or approved by Michigan Swimming until the fine is paid.

#### **M. Relay Only Swimmers:**

Relay only swimmers must be listed on the official entry form provided for that purpose or they will not be allowed to participate on any relay.

#### **N. Scratch Rules/ \$50 Fine Rule:**

1. Individual Events: All individual events are subject to the USA Swimming National Scratch Procedures as described in Rule 207.7.9 A-E. Scratch procedures are further explained in the respective meet announcements. In addition, if a swimmer fails to compete in his/her last scheduled individual event of the meet without having properly scratched that event, he/she shall be fined \$50 payable immediately to MS. The swimmer is not allowed to compete in any subsequent MS sanctioned events until the fine is paid.

2. Relay Events: All relays must check in or scratch pursuant to procedures in their respective meet announcement.

#### **O. Time Trial Rules**

##### *1. Eligibility to Compete:*

A. All swimmers who participate in Time Trials must be properly registered with USA Swimming before competing in any time trial event.

B. All swimmers must properly identify themselves with their correct name as submitted to USA Swimming, correct USA Identification Number, correct Club Name and correct Club Code before being allowed to compete in any Time Trial event. It is preferred (and mandatory if stated in the meet announcement) that all swimmers intending to swim in Time Trial events present their USA Athlete membership card and other proper identification at the time of registering for Time Trials.

##### *2. Availability:*

A. Time Trials are offered on a "time available" basis as decided by the Meet Referee and Meet Director(s) and are offered under a separate sanction number.

B. If, after entries are closed, in the opinion of the Meet Referee and Meet Director(s), the meet timeline indicates there is insufficient time available, Time Trials may be cancelled by the Meet Referee and Meet Director(s).

### *3. Required Participation in Meet:*

A. Time Trials are only available for swimmers who are already entered in the meet.

B. At the discretion of the Meet Referee, swimmers who are not already entered in the meet and are potential National, US Open, World Cup or Olympic Trial qualifiers may be allowed to compete in Time Trial events.

### *4. Number if Time Trials allowed:*

A. A swimmer is allowed a maximum of two time trials per day (or fewer if B applies).

B. Time Trials are counted against the total number of events a swimmer may enter per day as stated in the Meet Announcement. (Example: As stated in the meet announcement, a swimmer has entered the maximum 4 events per day. If the swimmer wants to swim two Time Trials events, the swimmer must scratch out of two regularly entered events.) The maximum number of events swum per day cannot be exceeded under any circumstances.

C. Time Trials are not counted against the maximum number of events a swimmer may enter per meet. (Example: A swimmer has entered the maximum 6 events for the entire meet and swims those six events on the first two days of the meet. The swimmer may attend the third day of the meet and swim a maximum of two time trial events.)

### *5. Order of Time Trial events:*

A. Only events contested in the respective meet (JO or State) are available for a Time Trial Event during that meet.

B. The Time Trial events shall be swum in the order listed in the schedule of events for the meet as follows:

1. First Day: First days events followed by the second day's events, third day's events, etc.
2. Second and subsequent days: That days events followed by the events on the remaining days, followed by the events of the previous days.

### *6. Competing of Time Trial events:*

A. Time Trial events when offered shall be conducted following the conclusion of the normally scheduled morning or afternoon sessions. No time trials shall be offered following the Finals sessions of the State Championship meets.

B. Distance Freestyle Exception Only: In the Meet Referees discretion, Time Trials for the 800yard / 1000yard / 1500meter / 1650yard distance freestyle events may be swum in the open lanes of the slowest heats during the normally scheduled morning, afternoon or evening session where those events are offered. Additional heats during the normally scheduled sessions shall not be created to accommodate distance freestyle time trial swimmers. All other time trial events must be conducted following the conclusion of the normally scheduled sessions.

### *7. Entry Fees:*

Entries fees for Time Trial events must be stated in the meet announcement and comply with Rule 4 O.

#### **P. Non-Application of Four Hour Rules:**

The four hour rules as stated in Rule IV, H above do not apply to State Championship Meets where all qualified swimmers shall be allowed to swim regardless of the length of the sessions. In cases where it appears, by review of the Hy-Tek meet timelines and all relevant entry data, that sessions may exceed four hours, the State Meet Referee shall make every attempt to balance the sessions of the meet and complete them in the most efficient manner possible while assuring the athlete the quality of the start and the swim. This might include swimming 10 lanes in prelims and the timed finals sessions only and over the water starts for prelims and timed finals sessions only. In either of these cases, the meet program should state these items as discretionary by the Meet Referee and must be approved prior to the meet by the Program Operations Vice Chair.

#### **Q. Protests:**

USA Rule 102.11.1 et seq will govern all protests in the State Championship Meets.

#### **R. Awards:**

Awards will be given for the top sixteen (16) individual finishers in individual events. Awards will be given for the top eight (8) finishers in relay events. Individual high point awards will be awarded for the top three (3) finishers in each age group-male and female. An overall (Combined Mens and Womens) Team State Champion and a runner up (Combined Mens and Womens) trophy will be given. ~~Awards for the State Championship Meets are secured through the Programs Operations Division of MS and paid for by MS.~~

**Deleted:** A separate Team Mens and Team Womens Championship Trophy will be given.

#### **S. Deck Entry:**

Deck entries are not allowed for the State Meets.

#### **T. Required Timers Participation by Host Club:**

1. All timers for MS Championship meets will be provided by the host club for all sessions including preliminary, finals and timed finals sessions.
2. The host club will provide two timers per each lane used for Finals sessions.

#### **U. Selection and Compensation of State Championship Meet Officials:**

The selection and compensation of State Meet Officials is contained in the Officials Committee section of this manual.

## **V. Inclusion of Adapted Swimmers/ Swimmers with a Disability:**

Adapted swimmers are welcome to enter the State Championships.

1. These swimmers will have qualifying times for the USA Swimming Disabled Championships for the same window of qualifying as stated in V B above. Times may be short course, short course meters, or long course to qualify for the event.
2. All qualifying 12 & under swimmers will compete at the 12 & under State meet. All swimmers age 13 & over will compete at the 13 & over State meet.
3. Swimmers event(s) entered will be the same event, distance, etc as qualified for Disabled Nationals.
4. Adapted swimmer(s) will have met Classification Standards or are to be classified by the approved IPC Classification system. If no classification exists, the Adapted Chair will make recommendations to what swimmers classification would be for qualifying times. Until a swimmer is formally classified at USA Swimming Disabled National Championships, the Adapted Chair would make the above classification.
5. There shall be no limit of Disabled swimmers allowed into the meet per above standards.
6. Proof of time will need to be given to the Adapted Chair before swimmer is entered into event. In this way the above standards can be met.
7. Method of seeding adapted swimmers will fall to the meet referee with input from the Adapted Chair and Meet Directors so as not to have an unreasonable impact on the timeline.
8. Questions on entering Adapted swimmer(s) to the State Meets should be forwarded to the MS LSC Adapted Chair.
9. The above requirements also apply to USA Sectional or Grand Prix meets sanctioned by MS.

## **X. On Line Meet Entry**

The meet hosts of the 12 and Under SCY State Meet, the 13/14 and Open SCY State Meet and the LCM State Meets shall use the USA Swimming On Line Meet entry system to accept entries for these meets. Note: Custom times will be accepted and this rule does not preclude a meet host from also accepting entries directly from a club or athlete.

## **VI. District Championship Rules (General Rules also apply)**

### **A. Assignment of Clubs to Venue:**

For the District Championships all teams registered with MS will initially be assigned by the Programs Operations vice chair to two or three district “venues”. These venues will be geographically located throughout the State of Michigan in an effort to equalize the size (total entries) of the meets as well as travel distance to the meets. The districts will typically be referred to as the “Red, White and Blue” Divisions. Each MS team will compete at and send their entries to the initial venue assigned by the Programs Operations vice chair (i.e. a MS team cannot choose which venue they will compete at). After the entries are received at each venue the Program Operations vice chair, in his/her discretion, has the

right to and may reassign clubs among the meet venues to balance the entries in an equitable manner between each venue.

## B. Format of Meet:

The format at each of the District Championships meets will be identical. All events (individual and relay) will be timed finals. There is a Friday afternoon/evening session in addition to an AM and PM session on Saturday and Sunday. The age groups are 10 and Under, 11/12, 13/14 and Open.

## C. Time Standards/Entry Eligibility:

The District Championships are a “slower than a stated time standard” swim meet. Thus, all swimmers must not have (yet) achieved the stated time standard to be eligible to enter the event. The time standards are listed as “Q3” times in the meet announcement and are available at the MS website. A swimmer may only compete in events in which they do not have a Q2 time or better. This includes any 8 & under swimmer who has achieved the 10 & Under Q2. A swimmer who achieves a Q2 time or faster after his/her entry has been sent to the entry chair and before the meet must withdraw from the event.

## D. Entry Limits:

Swimmers may enter one (1) event on Friday afternoon/evening and a maximum of ~~four~~ (4) individual events and one (1) relay event per day on Saturday and Sunday.

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## E. Additional Entry Option:

If a swimmer achieves a Q2 (JO qualifying time) or Q1 (State Meet) in a particular event after his/her entry has been sent to the District Entry Chair the swimmer must withdraw from the event unless the following “age up” exception applies.

### Additional Entry Option Allowed for Swimmers Who “Age Up”

All swimmers who “age up” after District’s and before JOs or their respective State Meet (either 12 and Under or 13/14 & Open) and who don’t have a Q2 (JO) or Q1 (State qualifying) time in their new JO or State Meet age group may enter a particular event in their current age group at Districts at a seed time at or faster than their current age groups Q2 (JO qualifying) or Q1 (State Meet) standard. This additional entry option is intended to allow all swimmers an opportunity to qualify for the JO Meets or State Meets in their actual JO or State Meet age group. Swimmers who enter an event at Districts under this section are not, however, eligible for awards at Districts in that event

## F. Relays:

Relays events are offered for 10&U and 11-12 age groups only. There are no relay-only swimmers at MS District Championship Meets. All relay participants must also swim at least one individual event.

## G. Entry Fees:

Electronic entry fees are \$ 5.00 per individual event and \$12.00 for relays. Add \$1.00 per individual and relay event for paper entry.

## H. Deck entries/Time Trials:

There are no deck entries or time trials at the MS District Championships.



## I. Number and Compensation of District Championship Meet Officials:

The selection and compensation of District Meet Officials is contained in the Officials Committee section of this manual.

## VII. Junior Olympic Rules (General Rules also apply)

### A. Venue:

The Junior Olympic Championship meet (JO) is a “statewide” meet unlike the District Championships. All MS clubs may enter this meet.

### B. Format of Meet:

All events (individual) are timed finals. There is a Friday afternoon/evening session in addition to an AM and PM session on Saturday and Sunday. The age groups are 10 and Under, 11-12 and 13-18.

### C. Time standards/Entry eligibility:

The JO’s are a “faster than/slower than” stated time standards swim meet. Thus, all swimmers must have achieved a minimum time standard (i.e. Q2) to enter an event yet must not have swum faster than a stated time standard (i.e. Q1/State Championship). This includes any 8 and under swimmer who has achieved the 10 and Under Q1 time standard in an event and any 13-18 swimmer who has made the appropriate Q1 time standard cuts in an event in their respective age group. The time standards are listed as “Q2 and Q1” times in the meet announcement and are available at the MS website.

### D. Entry Limits:

Swimmers may enter one (1) event on Friday afternoon/evening and a maximum of ~~four~~ (4) individual events per day on Saturday and Sunday.

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Deleted: and one (1) relay event

### E. Additional Entry Option:

If a swimmer achieves a Q1 (State qualifying time) in a particular event after his/her entry has been sent to the JO Entry Chair the swimmer must withdraw from the event unless the following “age up” exception applies.

#### Additional Entry Option Allowed for Swimmers Who “Age Up”

All swimmers who “age up” after JO’s and before their respective State Meet (either 12 and Under or 13/14 & Open) and who don’t have a Q1 (State qualifying) time in their new (State Meet) age group may enter a particular event in their current age group at JO’s at a seed time at or faster than their current age groups Q1 (State qualifying) standard. This additional entry option is intended to allow all swimmers an opportunity to qualify for the State Meets in their actual State Meet age group. Swimmers who enter an event at JO’s under this section are not, however, eligible for awards at JO’s in that event

### F. Q1 Qualification:

Q1 (State qualifying) times achieved at JO’s qualify for the State Meets as long as the entry is received by the State Meet hosts by the entry cut off dates as stated in the State Meet announcements.

### G. Relays:

There are no relays offered in any age group at the JO’s.

**H. Entry Fees:**

Electronic entry fees are \$ 5.00 per individual event. Add \$1.00 per individual event for paper entry.

**I. Deck Entries/ Time Trials:**

There are no deck entries at the JO's. Time trials are offered if time permits.

**J. Number and Compensation of JO Championship Meet Officials:**

The selection and compensation of JO Meet Officials is contained in the Officials Committee section of this manual.

The membership of the Board of Review is prescribed by the Bylaws of Michigan Swimming. The Board of Review is the “judicial branch” of MS, with responsibility for adjudicating claims that a member’s rights have been violated, that the rules and policies governing MS have not been followed appropriately, or that a member has brought disrepute upon MS, USA Swimming, or the sport of swimming.

## Code of Ethics

The following Code of Ethics, together with the MS Bylaws and the USA Swimming Code of Ethics, are intended to provide a clear statement of member responsibilities.

- All athletes, coaches, officials, parents, supporters, and spectators shall be treated with respect and dignity, in a fair and appropriate manner.
- All members shall have equal opportunity to participate and strive for success in a safe and healthy environment.
- All members shall share in the leadership and decision making.
- All members shall be dedicated to the proper physical, mental, and emotional development of the athletes.
- All members shall promote and encourage the importance of fun, fitness, and safety, as well as the competitive aspects of the sport of swimming.

## Codes of Conduct

### Code of Conduct for Athletes

Each athlete must sign and date a copy of this code of conduct before participating in events where he or she represents Michigan Swimming (for example the Central Zone Championships). If the athlete is under 18 years of age, the athlete's parent or guardian must also sign and date this code of conduct. The MS Board of Directors recommends that clubs adopt a similar code of conduct as a condition of athlete membership on the club.

- I. The following provisions pertain to practices, meets, camps, meetings, and clinics where athletes represent MS, in or outside the State of Michigan.
  - A. Athletes shall exhibit good sportsmanship, in and out of the pool.
  - B. Athletes shall follow rules; attend practices, competitions, and team events; and abide by the curfews and instructions as deemed appropriate by coaches, officials, and administrators.
  - C. Athletes shall show respect for all property.
  - D. Athletes shall behave in a responsible manner, and are prohibited from possessing or using alcohol, tobacco, illegal drugs, or banned substances. Fireworks are forbidden as well.
- II. Failure to comply with this Code will result in any or all of these disciplinary actions.
  - A. An athlete may not be allowed to participate in any or all practices, meets, camp activities, team events, or meetings.
  - B. An athlete may be sent home from the meet or camp.
  - C. An athlete and/or his or her family will be responsible for any damage caused by the athlete.
  - D. An athlete may be suspended from membership in USA Swimming.
- III. The MS Board of Review is responsible for reviewing a written summary of alleged violations of this Code of Conduct, as well as any disciplinary actions that have been and/or may be taken. Refer to the MS Bylaws for proper procedures.

## **Code of Conduct for Coaches**

Each coach must sign and date a copy of this code of conduct before participating in events where he or she represents Michigan Swimming (for example the Central Zone Championships). The MS Board of Directors recommends that clubs adopt a similar code of conduct as a condition of employment with the club.

- I.** The following Code pertains to practices, meets, camps, meetings, and clinics where coaches represent MS, in or outside the State of Michigan.
  - A.** Coaches shall follow sound principles of teaching, coaching, training, nutrition, rest, and prevention of injuries when planning practices, camps, and while coaching at meets.
  - B.** Coaches shall provide and exhibit appropriate communication and motivation to encourage optimal performances and participation by the athletes.
  - C.** Coaches shall display responsible actions and attitudes, follow rules, and encourage the same actions and attitudes in their athletes.
  - D.** Coaches shall treat all athletes and officials fairly and with respect.
- II.** Failure to comply with this Code will result in any or all of these disciplinary actions.
  - A.** A coach may not be allowed to participate in any or all practices, meets, camp activities, team events, or meetings.
  - B.** A coach may be requested to leave the aquatic facility and/or lodging for the duration of the event.
  - C.** A coach will be responsible for any damage caused by him or her.
  - D.** A coach may be suspended from USA SWIMMING.
- III.** The Board of Review is responsible for reviewing a written summary of alleged violations of this Code of Conduct, as well as any disciplinary actions that have been and/or may be taken. Refer to the MS Bylaws for proper procedures.

## **Code of Conduct for Officials and Administrators**

Each official, member of the Board of Directors, or other administrator must sign and date a copy of this code of conduct before participating in events where he or she represents Michigan Swimming (for example the USA Swimming Convention or USA Swimming workshops and clinics).

- I.** The following Code pertains to practices, meets, camps, meetings, and clinics where officials and administrators represent MS, in or outside the State of Michigan.
  - A.** Officials and administrators shall strive to insure a safe and healthy environment for all members of MS, especially the athletes.
  - B.** Officials and administrators shall consistently, accurately, and equitably apply rules, regulations, and codes of USA Swimming and MS, and shall educate all members in the necessity of such.
  - C.** Officials and administrators shall act responsibly and respectfully toward all participants (including athletes, coaches, parents, and spectators) at events, meetings, clinics, and competitions.
  - D.** Officials and administrators shall make every effort to make meetings, competitions, events, and camps run efficiently so that participants can benefit from the sport of swimming.
- II.** Failure to comply with this Code will result in any or all of these disciplinary actions.
  - A.** An official or administrator may not be allowed to participate in any or all practices, meets, camp activities, or meetings.
  - B.** An official may be requested to leave the aquatic facility and/or lodging, meeting, or camp for the duration of the event.
  - C.** An official or administrator is responsible for any damage caused by him or her.
  - D.** An official may be suspended from USA Swimming.
- III.** The Board of Review is responsible for reviewing a written summary of alleged violations of this Code of Conduct, as well as any disciplinary actions that have been and/or may be taken. Refer to the MS Bylaws for proper procedures.

## Review Procedures

MS has jurisdiction over USA Swimming competitive swimming programs in the State of Michigan as specified in the MS Bylaws. MS respects and protects the rights of all eligible swimmers, coaches, officials, and volunteers to participate in the competitive swimming activities under its jurisdiction. Discrimination on the basis of race, color, religion, age, gender, disability, or national origin is prohibited by MS and USA SWIMMING rules.

The MS bylaws provide for a Board of Review with authority to receive, review, and act upon claims that an individual's rights have been violated or concerns that an individual or group has acted in such a manner to bring disrepute upon MS or USA SWIMMING. To initiate this process, the individual should file a written complaint with the Chairperson of the Board of Review.

## Meet Review Committees

The function of the Meet Review Committee is to act on concerns or complaints related to the conduct of the meet that are not under the jurisdiction of officials. Disputes that the Meet Review Committee may address are limited to the immediate competition (swim meet) only. For example, the Meet Review Committee might be asked to determine whether an individual swimmer is eligible to compete in an event, whether events should be canceled or postponed because of inclement weather, or whether the provisions of the meet announcement are implemented as published. The members of the Meet Review Committee shall include the meet director, the meet referee or designee, a coach, an athlete, and a fifth individual with comprehensive knowledge of MS policies and procedures. Whenever possible, the fifth member of the Meet Review Committee shall be a member of MS Board of Review (preferable) or MS Board of Directors. A chairperson shall be elected from among the committee.

Hearings conducted by the Meet Review Committee may be open (public) or closed (private) as decided by the majority of the committee members. Decisions will be made by majority vote of the committee, and shall be made known immediately to the party(ies) involved and the necessary meet personnel. Within ten days of the emergency hearing, the decision of the Meet Review Committee shall be reduced to writing by the chairperson and submitted to the chairperson of the Board of Review and the individual(s) charged. Decisions of the Meet Review Committee may be appealed to the Board of Review as described in the MS Bylaws.

*No swimmer (athlete) shall be denied the opportunity to compete in a swim meet without a hearing.* A swimmer shall be allowed to compete under protest if (a) the Meet Review Committee has not yet rendered a decision or (b) if the swimmer presents a written intention to appeal the decision of the Meet Review Committee. When a swimmer competes under protest, an announcement to this effect should be made prior to the race. The results of any race conducted under protest shall not be announced, nor prizes awarded, nor points scored, until the Meet Review Committee has determined if and how their decision may affect the final scoring or awards.

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# MS Office

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The MS Office is responsible for: (a) the registration of athletes, coaches, non-athletes and clubs; (b) bulk mailing activities; and (c) formatting (PDF) and sending documents to the Webmaster for posting on the MS website; (d) editing of electronic documents, e.g., MS Swim Guide; and (e) maintenance of the official records of MS. The person in this office may choose to serve on various committees, if asked to do so.

## Membership and Registration

### **Athlete Registration (Annual and Seasonal)**

The MS Office is responsible for: (a) the registration of athletes, coaches, non-athletes, and clubs. All swimmers who participate in practices or meets conducted by MS or its member clubs must be registered with USA Swimming as athlete members. The individual athlete registration fee is \$50 per calendar year, with registrations received after September 1 continued until December 31 of the following year. MS will have an individual Seasonal Membership, for an unspecified but continuous period of not more than 150 days commencing on the date of registration for a fee of \$30.00. Seasonal swimmers who wish to continue swimming with USA Swimming after their memberships expire must renew their memberships and pay the full \$50 annual fee. The seasonal membership is valid only for meets below the level of the zone championship meets. Single-Meet Open Water Memberships may be offered at the option of MS for the specific date(s) of an open water completions(s). The athlete must compete unattached. Single-meet membership is valid for meets below the level of the zone championship meets.

Swimmers who are members of a swim club usually register with USA Swimming as members of that club. When they enter meets as affiliated with a club, they can earn points for the team and swim on team relays. Swimmers affiliated with a club are said to be attached to that club. Swimmers who participate without being affiliated with a club are said to be unattached. An unattached swimmer may not swim on team relays and may not earn points for a team.

A swimmer must notify the Michigan Swimming Office when "unattaching" or changing from one club to another. There is a \$1.00 transfer fee for each new card issued. A swimmer who changes clubs must wait 120 days after his/her last competition with the former club before representing the new club in competition. During the 120 days, if the swimmer participates in USA Swimming competition, he/she must compete as an unattached swimmer.

### **Coach Registration**

All coaches who are on deck at practices and meets must be registered as coach members of USA Swimming, and must display their registration cards at MS meets. Failure of a USA Swimming club to ensure that all coaches who work for the club at either practices or meets are registered coach members of USA Swimming will invalidate USA Swimming insurance coverage and may be reason to revoke the club charter. The annual registration fee for coaches is \$50, with registrations received after September 1 continued until December 31 of the following year. Coaches must possess current certification in First Aid, Cardiopulmonary Resuscitation (CPR), and Safety Training for Swim Coaches as of the application date (see the



Safety/Insurance section). Coaches are individually responsible for maintaining those certifications during the registration year.

If a coach loses his/her registration card and wants to be on the deck at a meet, the referee or meet director may issue an identification sticker to be worn during the meet. The referee or meet director shall notify the Michigan Swimming Office and request a new card for the coach. If the coach was not, in fact, registered with MS at the time of the meet, a fine of \$100 shall be levied against the club that the coach represented at the meet. If the fine is not paid within 30 days of assessment, the club's membership terminates and its swimmers are unattached.

### **Non-Athlete Registration**

The MS bylaws require that all members of the MS House of Delegates, including club representatives, be registered as non-athlete members. In addition, all meet directors, referees, starters, stroke and turn judges, safety marshals, and apprentice officials must be registered as members of USA Swimming. The individual registration fee is \$50 per calendar year, and the family membership fee is \$88. Other categories of non-athlete registration include sports medicine memberships (\$58), sustaining memberships (\$108), and life memberships (\$758). Registrations received after September 1 will be continued until December 31 of the following year. The benefits of non-athlete membership include a copy of the current USA Swimming rule book, liability insurance when acting on behalf of USA Swimming, and the right to participate in meetings of the MS House of Delegates. MS pays the non-athlete registration fee for elected and appointed members of the Board of Directors.

### **Club and Group Member Registration**

Club memberships are granted to organizations that have athletes and swimmers who actively participate in MS programs. The club registration fee is \$125 per calendar year, with registrations received after September 1 continued until December 31 of the following year. The club must have a USA Swimming-registered coach at the time of application for membership. A club must also have registered swimmer(s). Member clubs are entitled to appoint a voting representative to the MS House of Delegates. Other benefits of club membership include a copy of the current USA Swimming rule book, limited liability insurance (see the Safety/Insurance section of this manual), and a variety of services available from USA Swimming and MS.

Group memberships are available to other organizations that conduct, support, or promote competitive swimming. The group membership fee is \$125 per calendar year, with registrations received after September 1 continued until December 31 of the following year. Group members are entitled to appoint a voting representative to the MS House of Delegates.

## Registration Application and Renewal

Most registrations of athletes, seasonal athletes, coaches, and non-athletes are processed by a club's registration officer. (Individuals who are not associated with a club should contact the Michigan Swimming Office for assistance.) The club registration officer should process new registrations by completing and signing the appropriate application form and submitting the appropriate registration forms and fees to the MS Office. Hy-Tek's Team Manager may be used to facilitate electronic registrations with the file e-mailed to the MS Office and the fees and a copy of the list of athletes in the batch sent via regular mail. Registrations are not effective until the appropriate application/renewal forms and/or files and fees are received in the MS Office. Copies of the registration application forms are available from the MS Office or the MS website. Lists of currently registered athletes are mailed to the club registration officer with each batch of cards. These lists for athletes or non-athletes are available at any other time upon request.

## Bulk Mailing Activities

If bulk mailings are required the MS Office shall make arrangements for a bulk mailing permit. The MS Office shall also assist in the preparation and sorting of items to be sent via bulk mail.

## Availability of Official Documents

The MS Office is the official repository for documents such as the minutes of MS Board of Directors and House of Delegates meetings, MS Newsletter, MS Swim Guide, MS Bylaws, MS Policies and Procedures Guidelines and official MS meet results. Most of these items are now being preserved on CD. Federal income tax returns for the most recent three years are available from the Treasurer or Finance Division Vice-Chairman.

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# Administrative Division

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The Administrative Division consists of the Parliamentarian, Membership/Registration Coordinator, Records/Top-16/Recognition Coordinator, and Secretary. The personnel and functions associated with this division are described in greater detail in the bylaws.

## **Minutes of MS Meetings**

Minutes from the House of Delegates and Board of Directors meetings are posted on the MS website and distributed electronically.

## **Membership and Registration**

Information about the registration of athletes, coaches, non-athletes, and clubs can be found in the MS Office section of these guidelines.

## **PUBLICATIONS**

### **MS Bulletins and Information Notices**

*Michigan Swimming Bulletins and Information Notices* is the responsibility of the MS Office and Administrative Vice-chairman. This information is posted on the MS website as needed.

### **Michigan Swim Guide**

*The Michigan Swim Guide* is the responsibility of the MS Office. The guide provides information about the current swim year (e.g., meet schedule, time standards, records, new rules) to members of the swimming community. It is updated on an ongoing basis and is posted on the MS website. MS member clubs unable to obtain a copy of the Swim Guide from the MS website may contact the MS Swim Office to obtain a copy.

### **MS Policies and Procedures Guidelines**

*The MS Policies and Procedures Guidelines* are the responsibility of the Administrative Division Vice-Chairman. These guidelines are designed to inform MS-member clubs. These guidelines are updated on an ongoing basis and posted to the MS website. Proposed changes to the MS Policies and Procedures Manual should include a photocopy of the text from the guidelines with suggested deletions lined out, and the location of suggested insertions clearly marked in the text. The content of suggested insertions may be typed on a separate page.

## Records

The Records/Top-16/Recognition Coordinator is responsible for maintaining MS records. The coordinator also identifies Central Zone Records, All Star Relay Times, USA Swimming Age Group Records, American and U.S. Open Records, and World Records that are established in MS-sanctioned meets, and reports those performances to the appropriate zone and national personnel.

## MS Records

- **Categories.** MS maintains "state" records for the 10 & under, 11-12, 13-14, 15-16, and 17-18 age groups in both short course (25 yards) and long course (50 meters) distances. MS also keeps "open" records, which are the fastest times achieved by any MS-registered swimmer, regardless of age. As of the 1994-1995 season, MS also maintains records associated with the Postal Long Distance Meet.
- **Requirements.** Only MS-registered swimmers are eligible to establish state records. MS records may be established in any sanctioned or approved meet, including sanctioned or approved time trials, and including any competition sanctioned by any officially recognized member of the Federation Internationale de Natation Amateur (FINA) (e.g., meets sanctioned by Swim Canada). Records may be established in the initial distance of an individual event or the lead-off leg of a relay if the timing accuracy is sufficient. MS records must be timed using fully automatic timing devices, manual-electronic timing devices, or three stopwatches.
- **Application Procedures.** Swimmers who have achieved pending MS records must submit a completed "Application for State Record/National Top-16 Time" form to the Records/Top-16/Recognition Coordinator. If the time was achieved in an MS-approved meet or an out-of-state sanctioned or approved meet, the application must be accompanied by a copy of the printed meet results. This application must be submitted by June 30 for short course records, and September 30 for long course records, but preferably within 30 days following the date of the swim.
- **Recognition.** Each swimmer who betters an existing MS record will receive a record certificate.

## Top-16 Times

The Records/Top-16/Recognition Coordinator or designee is responsible for maintaining MS Top-16 times, and for reporting eligible performances to USA Swimming for possible inclusion in the USA Swimming Top-16 Times listing.

### MS Top-16 Times

- **Events.** MS maintains a listing of the fastest 16 times in each age group in each individual event for both boys and girls. Currently MS top-16 times are maintained for short course and long course seasons, and only MS-registered swimmers are included in this listing.
- **Application procedures.** Times achieved in MS sanctioned meets are automatically considered for the top-16 listing. Times achieved in out-of-state or approved meets are considered only if the swimmer or his/her representative requests consideration and submits an "Application for State Record/National Top-16 Time" and a copy of the meet results to the Records/Top-16/Recognition Coordinator. The MS Top-16 listing is posted at meets during the swim season; further recognition is the responsibility of clubs.

### National Age-Group Top-16 Individual and Top-10 Relay Times

USA Swimming maintains a listing of the fastest 16 times in each age group in each individual event and the fastest 10 times in each relay event for both boys and girls. Swimmers and members of relay teams must be registered with USA Swimming. Times may be submitted from any competition that sanctioned or approved by USA Swimming or by any officially recognized member of the Federation Internationale de Natation Amateur (FINA). Times submitted from record attempts against time (time trials) are not acceptable. Other requirements are described in Article 204.9 of USA Swimming Rules and Regulations.

Each year, USA Swimming establishes reportable times that represent minimum time standards that must be achieved for a time to be considered. The reportable times for the current swim year are provided in the appendices to these guidelines. The reportable times provide a target for swimmers and help make the tabulation job manageable. Achieving a reportable time does not guarantee placement in the national top-16 time's list. Swimmers who achieve a reportable time at an MS sanctioned or approved meet must submit a completed "Application for State Record/National Top-16 Time" to the Records/Top-16/Recognition Coordinator. This application must be submitted by June 30 for short course records, and September 30 for long course records, but preferably within 30 days following the date of the swim. The Records/Top-16/Recognition Coordinator will submit applications to USA Swimming.

*Note: Each LSC (e.g., Michigan Swimming) is responsible for submitting reportable times achieved within LSC boundaries. If a swimmer achieves a consideration time in another LSC (e.g., Ohio, Lake Erie, Indiana), that LSC should submit the time.*

National age-group top-16 individual times and top-10 relay times are published in Swimming World. In addition, each swimmer or member of a relay team will receive a certificate of achievement from USA Swimming, to be presented by MS at a recognition ceremony at the next season's short course state championship meet. The fastest swimmer in each event receives a pin, also presented at the state meet recognition ceremony.

## Computerization and Website Management

### Administration

In accordance with Michigan Swimming Bylaws the computerization and maintenance of that computerization is the responsibility of the Administrative Division. The Administrative Division Chair is charged with in cooperation with the Michigan Swimming Office, Webmaster and Board of Directors with the day to day maintenance and monitoring of areas of computerization including the Michigan Swimming Website. This includes but is not limited the research of and use of software, equipment and personnel to facilitate the needs of Michigan Swimming.

### Website Format

The Michigan Swimming Website has been developed and should be maintained in **living** not **static** format. As the needs of the Michigan Swimming change the website can be readily adapted to fulfill that need. While the primary purpose of the website is the dissemination of information it is also to be maintained in a manner that allows all of Michigan Swimming access to reasonable historical information.

### Website Hosting

The Michigan Swimming Website shall be hosted under contract and terms negotiated in accordance with current Michigan Swimming Bylaws. The hosting company and webmaster must be able to provide both the technical expertise and equipment appropriate for a commercial grade website. The Administrative Division Chair shall be charged with reviewing, evaluating and providing budget recommendations for the website to the Finance Committee on an annual basis as part of the development of the annual overall budget for Michigan Swimming.

### Posting of Data to the Website

The posting of all Michigan Swimming sanctioned meet related information including but not limited to entry packages, results, time standards and entry procedures shall be submitted in accordance with current Michigan Swimming Rules and Procedures and shall not require further approval for posting by the webmaster. The posting of Michigan Swimming approved meets or other meets not sponsored by Michigan Swimming shall require the approval of the Michigan Swimming Board of Directors.

The posting of all other information must be approved by the Administrative Division Chair or his/her designated representative (usually the Michigan Swimming Office representative) or as directed by the Michigan Swimming Board of Directors or House of Delegates. By example this information may include notification of meetings, emergency announcements, club help wanted announcements and announcements of camps and/or clinics open to all members of Michigan Swimming.

Michigan Swimming Board of Directors may, at their discretion, assess fees for posting of materials/information to the Michigan Swimming Website.

### Multiple Meet Package Postings to the Website

Michigan Swimming Board of Directors may, at their discretion, assess posting fees equal to the actual cost of the initial posting due to errors made by the Host Club, change of Venues, change in the Meet format, or other changes required and or requested by the Host club. The initial posting is free of posting costs.

### **Prohibited Postings to the Website**

Vendor advertising or links to vendors shall be specifically prohibited unless the use of such vendor is mandated by Michigan Swimming, Inc. Non vendor links to other than Michigan Swimming, Inc. member clubs, USA Swimming or USA Swimming affiliated organizations may be permitted subject to the approval of the Administrative Division Chair and/or the Michigan Swimming Board of Directors. Allowable advertising shall include help wanted or job search advertising by MS member clubs or MS member coaches (name and contact information only). Advertising of any other type or form or the promotion of events or functions not related to those sanctioned by Michigan Swimming, Inc. or USA Swimming shall be expressly prohibited.

### **Phillips 66 Service Award**

The Phillips 66 Outstanding Service Award is presented annually to a person(s) or organization that has made significant contributions to Michigan Swimming. The award process is administered by the General Chairman, with nominations requested in January or February, a recipient selected in March, and a recognition ceremony at the MS annual meeting in April or May. The award is provided by USA Swimming. Individuals may only receive the Phillips 66 award once. Previous award recipients are:

1981	Don Rich
1982	Jewell Cooke
1983	Jennifer Parks
1984	Dorothy Postler
1985	James Stapleton
1986	Judy Day
1987	Jack Dunworth
1988	Marv McMillan
1989	Bob and Cyndy Cohen
1990	George Forrest
1991	Jan Schmauch
1992	Francine and Jim Hume
1993	Warren McKenzie
1994	Pete Frauson
1995	Tom Burmeister

# Finance Division

The Finance Division consists of the Finance Committee, Marketing/Public Relations Coordinator, Travel Fund Coordinator, and Treasurer. The personnel and functions associated with this division are described in greater detail in the bylaws.

## Budget Policies

### Timeline for Budget Preparation

During January and February the Finance Committee prepares a draft budget with input from appropriate members of the Board of Directors. In March, the budget is submitted to the Board of Directors for consideration and approval. At the annual meeting in April or May, the budget is submitted to the House of Delegates for consideration and approval.

### Budget Responsibilities

The Finance Division Vice-chairman (with assistance from the Treasurer) will conduct quarterly reviews of income and expenses in relation to assigned budgets. At the end of each quarter, a comparison of the budget to actual expenditures for the year-to-date shall be presented to the Board of Directors. Budget variance requests must be approved by the Board of Directors.

### Miscellaneous Budget Policies

- The budget approved at the House of Delegates meeting shall not be changed. Budget variances approved during the year shall be clearly noted in financial reports.
- Expenses will not exceed income for the fiscal year, unless approved by the House of Delegates.
- Budget variances must be approved in advance of the activity requiring the variance.

## Financial Policies

### I. General Policies

- A. The fiscal year shall correspond to the calendar year.
- B. There shall be no separate checking accounts for projects carried out under the direction of any division or committee without the express authorization of the Board of Directors.
- C. All Michigan Swimming funds must be received and disbursed by the Corporation.
- D. At least three bids must be submitted for any expenditure exceeding \$1,500.
- E. Swim clubs, members, or others who are late in paying obligations are to be billed on a thirty-day basis. If amounts due are not paid within ninety days, the General Chairman will refer the matter to the Board of Review for appropriate action.
- F. If funds owed to Michigan Swimming remain outstanding at the time of the annual House of Delegates meeting, credentials for the club or member may be withheld upon approval by the Board of Directors.

### II. Authorizations.



The General Chairman, Administrative Vice Chairman, and Treasurer shall be authorized to sign checks. Payments of \$10,000 or less and payments of obligations to USA Swimming require one signature. Payments of more than \$10,000 require two signatures.

### **III. Reimbursement of Expenses**

- A.** All requests for reimbursement must be presented on the "MS Reimbursement Request Form" (see appendix). The reimbursement request form must be signed by the individual incurring the expenses. Receipts for all expenditures must be attached. The budget to which the expenses are to be charged must be indicated. The completed form and receipts shall be submitted directly to the Treasurer, with a copy sent to the appropriate division chairperson.
- B.** Advance payments of expenditures are permitted if needed. Such advance payments must be reported on the reimbursement request form. Excess payments must be refunded to MS within 15 days following the end of the event for which the expenses were incurred.
- C.** MS will reimburse reasonable travel, lodging, and per diem expenses for trips authorized by the Board of Directors (for example, the USA Swimming convention). Reimbursement of any other travel, lodging, and per diem expenses must be approved by the Finance Committee.
- D.** Travel expenses
  - 1. The individual is expected to select the most economical means of travel, unless otherwise approved by the Finance Division Chairman.
  - 2. Airfare reservations will be made by the individual. Maximum reimbursement will be the cost of the best 21-day advance coach airfare, unless otherwise approved by the Finance Division Chairman.
  - 3. When driving a personal vehicle, reimbursement will be at the current business rate allowed under IRS regulations.
  - 4. Travel expense is based on principal residence.
  - 5. Reimbursement of expenses related to the use of rental vehicles must be approved by the Finance Division Chairman in advance of the expense.
  - 6. Travel expenses paid by sponsors and other third parties for staff and Board members shall be paid directly to the Corporation, rather than directly to the individuals involved.
  - 7. Changes in travel plans that result in increased costs will be a personal expense, unless otherwise approved by the Finance Division Chairman.
- E.** Lodging and per diem expenses
  - 1. Reimbursement for reasonable lodging will be at the double occupancy rate unless otherwise approved by the Finance Division Chairman.
  - 2. Reimbursement for per diem will be at a rate of \$30 per day, with the number of days limited to the number of days of lodging.

#### **IV. Financial Reports**

- A.** The Treasurer shall prepare and submit an audited financial statement, annually, to the Board of Directors and House of Delegates, and unaudited financial statements at each meeting of the Board of Directors.
- B.** An income and expense statement shall be prepared for each separate activity of the Corporation. The balance sheet shall be presented on a combined basis.
- C.** Financial statements are to follow generally accepted accounting principles. They will be published according to the following schedule: (i) regular statements - 15 days prior to each scheduled meeting of the Board of Directors; (ii) annual unaudited statements - 30 days after the end of the year; and (iii) annual audited statements - 90 days after the end of the year.

#### **V. Investment Practices**

- A.** The General Chairman, Administrative Vice Chairman, and Treasurer each shall have the authority to direct the sale, transfer, or disposal of securities to provide operating funds which will be transferred into the Corporation's operating account.
- B.** The General Chairman, Treasurer, or any two other officers jointly, are authorized to purchase, invest in, acquire, sell, assign, transfer, or otherwise dispose of any securities. Said officers may enter into agreements with respect to such security transactions either with agents or to execute and affix the corporate seal on behalf of the Corporation.
- C.** Funds shall be conservatively invested with discretion and prudence, and endeavor to maintain the highest levels of safety, liquidity, and income, in that order. Investments shall be diversified and balanced so that a disproportionate share is not invested in any one security, class of security, or form of investment. Investments shall be restricted to those for which a ready market exists so that they may be disposed of in an orderly and prompt manner.
- D.** Funds shall be invested to the maximum extent possible consistent with the working capital cash needs of the Corporation.
- E.** All investments shall meet one or more of the following criteria:
  - 1. Moody's rating of AAA/P-1/P-1
  - 2. Standard & Poor's ratings of AAA/SP-1/A1+
  - 3. FDIC-insured commercial bank certificate of deposit, \$100,000 maximum any one bank
  - 4. Debt obligation of the federal government or agency
- F.** Allow all funds, with the exception of working capital, to be managed by a professional money manager.
- G.** Pay all management fees from general operating funds.

## Compensation of Officials

The host club for MS meets shall offer compensation for certified officials in the amount of \$45 per session for referees and \$40 per session for starters and stroke and turn judges. An additional \$5 per ½ hour worked should be offered if there is more than four hours of competition in a session. These per-session fees may not be exceeded for any MS sanctioned/approved meet, without the prior approval of the MS Board of Directors. The host club(s) may also reimburse certified officials for expenses incurred while officiating at a swim meet. Expenses may include mileage, meals, and lodging, with the expense limits established by the MS Finance Committee suggested as a guideline. Officials who work two or more consecutive sessions shall be offered a substantial meal between sessions.

MS shall compensate the two MS-certified officials who serve as STAR observers at each MHSAA state championship meet in the amount of \$40 per session. MS will not reimburse expenses for these meets.

## State Championship Policies

MS, when possible, and in accordance with it's budget will pay a stipend to hosts of State Championship Meets an amount agreed upon in advance between the Program Operations Chairman and the host club, subject to BOD approval. The total amount paid as stipends for calendar year will not exceed the amount in the Michigan Swimming budget for that calendar year for State Meet stipends.

1. Michigan Swimming will cover the cost of all awards.

2. Michigan Swimming will compensate specific officials according to its policies regarding State Meet Officials compensation in its Rules and Regulations under State Meet Officials compensation.

3. The host club will be responsible for all other cost.

## Zone Championship Policies

The section on the Program Development Division provides further information about the zone championship meet, including athlete and coach selection criteria. This discussion is limited to MS's financial obligations for the zone championships. MS will pay the following expenses:

### I. Swimmers

A. Relay fees.

### II. Zone Team Coaches

A. A stipend of \$~~100~~ for each meet day for each coach.

B. Reasonable expenses related to travel, lodging, and meals, according to the financial policies described earlier in this section.

C. An additional stipend of \$~~200~~ for the head coach in recognition of the time needed to prepare entries, etc.

### III. Zone Team Manager

A. A stipend of \$~~100~~ for each meet day.

B. Reasonable expenses related to travel, lodging, and meals, according to the financial policies described earlier in this section.

C. Reimbursement of reasonable expenses associated with the participation of MS swimmers and coaches in the zone championship meet.

**Deleted:** MS, when possible, will enter into multiple year contracts with facilities such as the University of Michigan, Oakland University, Holland Aquatic & Recreation Center and Eastern Michigan University to establish a consistent schedule and location for State Championship Meets. This will create a consistency in environment, water, support technology, deck space and seating capacity for this level of Championship Meet.¶

¶  
<#>Michigan Swimming will enter these agreements and will cover the cost of the facility at no cost to the host club.¶

<#>Michigan Swimming will cover the cost of all awards.¶

<#>The host club will be responsible for all other costs.¶

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## Travel Fund Policies

### Eligibility for Travel Fund Reimbursement - Athletes

- The minimum criteria for travel fund reimbursements shall include MS registration at the time of the national meet and participation in at least 2 MS meets and 8 individual events during the previous 12 months.
- A swimmer who has been registered with MS for 4 years, either continuously or discontinuously shall receive 1.0 share for each national meet in which s/he participates in an individual event. A swimmer who has been registered with MS for 3 years shall receive .75 share, a swimmer registered for 2 years shall receive .50 share, and a swimmer registered for 1 year shall receive .25 share.
- Meets that qualify for travel fund reimbursements shall include trials for USA SWIMMING national teams, senior nationals, junior nationals, U.S. Open, open water national championships, and major national or international swimming competitions for swimmers with disabilities.

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### Administrative Procedures

- The dollar value of a share shall be based upon the current MS budget, the distance to the meet, the number of swimmers applying, and the type of meet.
- The MS House of Delegates will establish a minimum reimbursement for each athlete per meet provided said reimbursement shall not exceed actual (documented) expenses. This minimum will be payable within two weeks of a request if the requested is received within 30 days of the conclusion of the eligible meet. Any balance beyond the minimum (based on the share formula) shall be payable as determined by the Travel Fund Coordinator.
- The Travel Fund Coordinator shall email a "Travel Fund Reimbursement Form" and instructions directly to each MS registered coach.
- The swimmer must submit the travel fund request and appropriate documentation of expenses by the deadline (a specific deadline will be established for each meet and will be publicized in the materials disseminated by the Travel Fund Coordinator). Late requests for reimbursement will not be honored.
- The Travel Fund Coordinator will determine the number of shares that each swimmer has earned and will notify the Treasurer of dollar amounts to be paid by a date set by the Travel Fund Coordinator
- The Treasurer will write travel reimbursement checks within 30 days of the deadline set by the Travel Fund Coordinator. Checks for high-school aged swimmers shall be made payable to the swimmer's parents or club to avoid conflict with Michigan High School Athletic Association rules.

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### Eligibility for Travel Reimbursement – Coaches

- Coaches are eligible for travel reimbursement at a rate per meet as determined by the MS House of Delegates. The various eligible meets may have different reimbursement amounts due to location, duration, etc. This reimbursement shall not exceed documented expenses and is available to no more than one coach per team per meet.

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## MS Modified Logo

Michigan Swimming has the right to use a modification of the USA Swimming logo, bearing within it the USA Swimming logo and utilizing the official name of the LSC. The Michigan Swimming modified logo is illustrated on the front cover of this manual. "Slick copies" of this logo are available from the Marketing Coordinator. The modified logo may be used by MS for stationery, T-shirts, team uniforms, banners, awards, and similar items. The modified logo may not be used on products relating to alcohol or tobacco or on products defined as "technical" swimming equipment (e.g., swimsuits, goggles, kick boards, hand paddles). Reproduction colors for the modified logo are restricted to black, blue, red, white, gold, and silver. Clubs must obtain permission from the MS Board of Directors before using the MS modified logo.

# Program Development Division

The Program Development Division consists of the Camp/Clinic Coordinator, Technical Planning Committee, Safety Coordinator, and the Zone Team Coordinator. The personnel and functions associated with this division are described in greater detail in the bylaws.

## Responsibilities of the Division Chairman

The Program Development Chairman or designee is responsible for:

- **Club development** conducting club development workshops, publicizing the availability of USA Swimming club development materials, and serving as a resource to both new and established MS clubs (in most cases, the Program Development Chairman acts at the request of a member club)
- **Adapted competitive swimming** facilitating the involvement of swimmers with disabilities in all aspects of the MS program.
- **Outreach** facilitating the involvement of swimmers from minority groups and/or disadvantaged backgrounds in all aspects of the MS program.

## Camps and Clinics

### Swimmer Camps

USA Swimming has designed a variety of camps to help swimmers of all ages and abilities to achieve their competitive goals. The Winning Spirit, Blue Ribbon, Racing, and National Age-Group Camps are held at the LSC level. The Zone Distance Camps are held at the zone level. The Bronze, Silver, Gold, and Eagle Select Camps are held at the U.S. Olympic Training Center in Colorado Springs. The Camp/Clinic Coordinator is responsible for facilitating participation by MS swimmers in these camps, and for identifying clubs and coaches to help conduct camps within the state.

### Coaches Clinics

The Camp/Clinic Coordinator and the Coach Representatives are responsible for conducting an MS coaches clinic at least once every two years (usually in even-numbered years). The Camp/Clinic Coordinator is also responsible for suggesting ways in which MS can collaborate with organizations such as USA Swimming and MHSAA to conduct coach education programs.

### Workshops

Under the leadership of the Program Development Chairman, MS conducts an LSC workshop at least once every two years (usually in odd-numbered years). This LSC workshop typically consists of some combination of club development activities, an officials clinic, a meet directors clinic, coach education sessions, and either athlete leadership activities or a swimmer camp.

Budget permitting, MS also sends representatives to workshops conducted by USA Swimming for LSC leadership personnel. Recent workshops have been targeted to LSC General Chairmen, Treasurers, Safety Coordinators, Officials Chairmen, Coach Representatives, and Age-Group Chairmen. Participants at these workshops are expected to share findings and information with MS.

## Technical Planning

The Technical Planning Committee is responsible for developing and coordinating an overall swimming program for all levels of swimming, including age-group, senior, and open-water programs, including the development of long-range plans for those programs. The Technical Planning Committee is also responsible for time standards and with the Program Operations Vice-Chairman, championship meet formats, subject to MS Board of Directors approval.

## Safety And Insurance

MS is committed to maintaining a safe environment at swim meets and practices. A "safety attitude" is expected of all persons. Swimmers, parents, coaches, meet workers, and volunteers should behave in a sensible manner, observe safety-related rules and procedures, and report suspected hazards or injuries. Accidents should be reported to the MS Safety Coordinator.

## Safety at Swim Practices

Most accidents that occur at practice sessions can be prevented. Every club should adopt a "safety attitude" and should strive toward accident-free participation by swimmers. Some common safety practices and rules include:

- Active supervision of swimmers in all areas of the facility
- Safety education for swimmers (teach safety rules at practice, publish safety information in team newsletter or handbook, teach and practice the emergency action plan)
- Medical release forms for athletes
- Use of meet warm-up procedures during practices, with starting blocks used only for supervised practice of racing starts
- Post pool rules and emergency phone numbers
- Safety equipment (first aid kit, backboard, telephones, reaching pole, and ring buoy) in good working order
- Regular inspection of facility safety (parking lot, walkways, fencing, entrance ways, office, locker rooms, rest rooms, showers, pool entrance, pool deck, diving boards, pool ladders/steps, starting blocks, guard chairs, pool walls, pool bottom, pool water, water depths, pool lighting, first aid room, and signs and markings)

Coaches have a special obligation relative to the safety of swimmers. They must encourage safe behavior and must actively supervise swimmers at all practices, meets, and team functions. Coaches should use sound instructional, training, and conditioning principles to help swimmers avoid training-related injuries. According to USA Swimming rules, coaches must possess relevant safety training, and should be prepared to provide emergency care in the event of an accident. Perhaps most important, coaches should strive to model the safety behaviors they want swimmers to emulate.

The club safety officer is another person with a special obligation relative to the safety of swimmers. Every MS club is required to appoint a club safety officer. This individual is responsible for: (a) disseminating USA Swimming and MS safety education information to the club members, coaches, and officials; (b) ensuring club compliance with any and all USA Swimming and MS safety requirements; (c) ensuring club compliance with the emergency action plans in effect at facilities used by the club; (d) actively encouraging an overall feeling of "safety awareness" throughout the club membership; (e) assisting in verifying coach memberships and safety training; (f) assisting in the development and enforcement of club safety procedures; and (g) ensuring that all "Report of Occurrence" forms are completed and returned to the MS Safety Coordinator.

## Safety at Swim Meets

Meet hosts are required to designate safety marshals who are responsible for supervising the pool area and enforcing warm-up procedures. If necessary, marshals may also be asked to patrol locker room areas. Marshals should take immediate action if they observe unsafe practices or behaviors (for example, running on the deck, pushing and shoving, smoking, playing in the showers), or if they observe violations of the warm-up procedures (for example, entering at the turn end of the pool, jumping or diving into the pool). Usually a short discussion with the offender(s) will be sufficient to solve a problem; however, if necessary, the marshal may refer the situation to the meet referee for appropriate action. Note that the meet referee is the only official authorized to disqualify individuals for violations of safety rules.

At MS meets, the meet referee shall appoint at least one certified official to help supervise pre-meet warm-up sessions. The host club shall appoint at least one marshal and at least one assistant for short course meets, and at least one marshal and three assistants for long course meets, to supervise the pre-meet warm-up sessions. The host club shall also appoint at least one marshal to supervise warm-up facilities available during the meet. Marshals must be members of USA Swimming. Assistants are not required to be members of USA Swimming clubs may wish to ask responsible swimmers to serve in this capacity. Marshals should wear the orange vests provided by MS. If those vests are unavailable, marshals should be identified by a badge or other form of identification.

All MS Clubs are required to file with the MS Safety Coordinator a comprehensive Emergency Action Plan for all pools/venues that the MS Club uses during the year for any purpose – including practices and the hosting of meets. These EAP's should satisfy all criteria under Emergency Planning (Meet Director's Workshop, Michigan Swimming, September 22, 2000) as published on the MS website. A MS Club is free to use any existing EAP issued by the facility (e.g. high school, college, etc.), however, when using an existing EAP from a facility, be sure to supplement the EAP as needed for USA /MS Swimming purposes. MS Clubs are required to file these EAP's with the MS Safety Coordinator by December 31 of each calendar year.



## Emergency Action Plans

Accidents and emergencies at aquatic facilities take many forms. Examples include:

Drownings	Sunburn or heat exhaustion
Head, neck, or back injuries caused by diving into the pool	Cuts, scrapes, and abrasions
Injuries caused by slipping on the pool deck or in the shower	Seizures
Water quality emergencies	Diabetic coma or insulin reaction
Chemical leaks or spills	Exercise-induced asthma
	Heart attacks
	Assaults and rapes

An emergency action plan consists of the procedures to be followed when accidents or emergencies do occur. This plan should include provisions for:

- Caring for the accident victim - the plan should specify the nature of care to be provided and the person(s) responsible for care.
- Supervising other persons in the facility - the plan should specify the conditions under which the pool area evacuated, the procedures for evacuation, and the person(s) responsible for supervision.
- Activating the community's emergency medical system - the plan should specify emergency phone numbers and the location of telephones, as well as the person responsible for notification of the community's emergency medical system.
- Maintaining records of accidents and emergencies - the plan should specify who is responsible for completing accident reports.

Every aquatic facility that your club uses for practices and meets should have an emergency action plan in place. Your club safety coordinator and every member of your coaching staff should be aware of the emergency action plan and should be capable of implementing the plan if an emergency occurs. Members of your coaching staff should practice the emergency procedures, and, when appropriate, should teach swimmers how to follow the emergency action plan.

## Safety Training for Swim Coaches

All USA Swimming-registered coaches must maintain current certifications in cardiopulmonary resuscitation (CPR), first aid, and safety training for swim coaches. A list of currently approved courses is available from the MS Office. Other club personnel, including the club safety coordinator and older swimmers, should also be encouraged to seek relevant safety training and certifications.

## USA SWIMMING Insurance Summary

Each club registered with USA Swimming/MS is provided with an insurance summary on an annual basis. Contact the Member Services Division at the USA Swimming national office if your club did not receive a copy, needs an additional copy, or requires additional information about insurance. The address is USA Swimming, One Olympic Plaza, Colorado Springs, CO 80909, and the phone number is (719) 578-4578. Copies of the "Report of [Accident] Occurrence" are also available from the USA SWIMMING national office.

In recent years there have been several questions about the insurance ramifications of including masters (adult) swimmers in USA Swimming club practices and meets. The following facts may be of interest to your club:

- Masters swimmers may practice with USA Swimming clubs. There is no insurance risk involved in permitting a USMS-registered swimmer to practice with a USA Swimming club because USMS and USA Swimming use the same insurance carrier. It is sufficient for the masters swimmer to have USMS registration and insurance; a USA Swimming registration is not required.
- Masters swimmers must be registered with USA Swimming if they choose to compete in USA Swimming-sanctioned meets.
- There is no insurance risk to USA Swimming-certified officials who officiate at masters swimming meets. There is an agreement between USA Swimming and USMS and the insurance company that USMS insurance is the primary coverage for USA Swimming officials at USMS meets, and USA Swimming insurance coverage is the primary coverage for those officials at USA Swimming meets.

## MS Zone Team

### Zone Championship Meets

Zone meets are the highest level of age-group competition conducted by USA Swimming. Separate meets are conducted in each of the four zones; Eastern, Central, Southern, and Western. Michigan competes in the Central Zone along with Arkansas, Illinois, Indiana, Iowa, Lake Erie, Midwestern, Minnesota, Missouri Valley, North Dakota, Ohio, Oklahoma, Ozark, South Dakota, Wisconsin, and Wyoming. Because of the large geographical area encompassed by the Central Zone, two meets are conducted at different venues. These meets are held in early August at long-course facilities. All participating Michigan swimmers constitute a single Michigan Zone Team, swim on Michigan relays, and earn points for the Michigan team.

### Time Standards

National AAA time standards are required to qualify for this meet. The long course and short course qualifying times for the current year are included in the appendices of this handbook. MS policies prohibit a swimmer from entering events in which he/she has a junior or senior national qualifying time.

### Application Procedures

Swimmers who wish to participate in the Central Zone Championship meet must submit a formal application (the application form is mailed to clubs prior to the entry deadline) and applicable fees to the Zone Team Coordinator. The fees cover the cost of a zone team swim suit. Michigan Swimming pays the entry fees for the meet, as well as the cost of a swim cap and t-shirt. Transportation to the meet and lodging are the responsibility of the swimmer's family. Swimmers must agree to adhere to the MS Code of Conduct for Athletes at all times during the meet, including their travel to and from the meet, and including their entire stay at the site of the meet.

### Zone Team Coaches

MS will send one coach to the zone meet if 1-25 swimmers qualify and apply to compete in the meet, two coaches if 26-50 swimmers participate, three coaches if 51-75 swimmers participate, etc. The coach-swimmer ratio may be adjusted to add more coaches pending the distribution of swimmers by age group, the meet location, and the MS budget. The zone team coaches are recommended by the Coach Representatives and appointed by the MS Board of Directors.

The zone team coaches, under the direction of the head coach, are responsible for reviewing the Michigan entries before they are mailed to the host club/LSC, selecting relay teams, and providing support, encouragement, and supervision of swimmers at the pool site. The head coach determines the roles and responsibilities of the assistant coaches. The head coach is also responsible for consulting with the zone team manager as needed.

During the zone meet and all related activities, zone coaches represent MS rather than their home club. Zone team coaches must agree to adhere to the MS Code of Conduct for Coaches at all times during the meet, including their travel to and from the meet, and including their entire stay at the site of the meet. They must be especially careful to avoid recruiting swimmers (or giving the appearance of recruiting swimmers) to their home clubs.

### **Zone Team Manager**

The zone team manager is responsible for processing applications and entries for the zone meet, selecting and distributing the team uniform, arranging lodging in the host city, and assisting with activities at the meet. The zone team manager must agree to adhere to the MS Code of Conduct for Officials and Administrators at all times during the meet, including travel to and from the meet, and including his/her entire stay at the site of the meet.

### **Financial Support of the Zone Team**

Financial policies related to the MS Zone Team are discussed in the Finance Division of this handbook. Those policies include: (a) support to participating athletes; (b) stipends for the zone team coaches and manager; and (c) reimbursement of travel, lodging, and per diem expenses for the zone team coaches and manager.

# Program Operations Division

## I. General Information

- A. The Program Operations Division consists of the Meet Scheduling Committee (See MS Bylaw 7.4.2), the Officials Committee (See MS Bylaw 7.4.3), the ~~NTV~~ Committee (See MS Bylaw 7.4.4) and the Open Water Coordinator (See MS Bylaw 7.2.2 (H)).

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- B. The Program Operations Division is responsible through the Program Operations Vice Chairman to coordinate and facilitate the conduct of all swimming programs within Michigan Swimming, Inc. The Program Operations Vice Chairman is responsible for all meet sanctions\* and approvals\*\*, gathering meet evaluations, ~~general oversight~~ of the State Championship Meets, ~~procuring the venue/facility for the State Championship Meets and procuring awards for the State Championship Meets.~~

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\* Sanctioned meet - an authorized meet pursuant to Article 202 et seq of the USA Swimming Rules where all competitors must be registered athletes of USA Swimming.

\*\* Approved meet – an authorized meet pursuant to Article 202.4 of the USA Swimming Rules where both USA swimming athlete members and non USA Swimming athlete participants may compete.

## II. The Development of the Skeleton Meet Schedules

- A. The MS Meet Scheduling Committee starts the meet bidding/awarding/scheduling process by developing “skeleton” meet schedules for the upcoming long course and short course seasons. The “skeleton” meet schedules outline all available dates and possible meet formats for the long course and short course seasons. An example of a Skeleton Meet Schedule is attached as Appendix 1.
- B. The Meet Scheduling Committee is guided by the following principles when formulating the Skeleton Meet Schedules: (a) the meet schedule should provide ample opportunities for swimmers to compete in a variety of events appropriate for their age and ability levels, (b) the meet schedule should offer a variety of meet formats, (c) the meet schedule should facilitate the achievement of State Championship time standards, (d) the meet schedule should facilitate the achievement of zone, sectional and national meet time standards and national team selection criteria. When designing the meet schedule, the committee shall also give consideration to avoid potential conflict with the dates of MHSAA, YMCA, Zone, USA Sectionals and all USA Swimming Championship meets, the dates of camps and clinics, as well as the dates of the MS House of Delegates meeting and the USA Swimming annual convention.
- C. The Skeleton Meet schedule for the upcoming Summer long course season shall be completed on or about November 1 of each year. The Skeleton Meet schedule for the upcoming Fall short course season shall be completed on or about May 1st of each year.

- D. The finalized Skeleton Meet schedules shall be forwarded by the Meet Scheduling Committee to the Office of MS. The finalized Skeleton Meet Schedule shall be emailed by the Office of MS as soon as practical to all currently registered clubs of MS to the email address on record for the club at the office of MS. Attached to the email will be a meet schedule request.

### **III. Bids to Host a Meet:**

- A. Clubs should bid on one or more of the meets as described in the skeleton meet schedule as soon as practical by using the Meet Request Form and forwarding it to the Programs Operations Vice Chair.
- B. After the meet schedule has been determined, all other clubs requesting a sanction or approval must be approved by program operations and the meet committee. Any clubs requesting a sanction or approval for meets on already scheduled weekends must have approval from clubs on the scheduled date and meet committee.
- C. Clubs may bid on more than one meet/available date on the Skeleton Schedule. However, when doing so clubs must indicate their first, second, third, etc preferences as to dates (i.e., a "first choice", etc.)
- D. Two or more clubs may submit a bid to co-host a meet(s).
- E. Long Course Meet Bid Deadline: All requests to host an upcoming Summer long course meet shall be submitted to the Program Operations Vice Chair by December 1<sup>st</sup> of each year.
- F. Short Course Meet Bid Deadline: All requests to host an upcoming Fall short course meet shall be submitted to the Program Operations Vice Chair by June 1 of each year.
- G. All requests received by the Program Operations Vice Chair shall be forwarded as soon as practical to all members of the Meet Scheduling Committee for their consideration.

#### IV. Awarding Swim Meets to Host Clubs

A. Meets will be awarded to host clubs on recommendation by the Meet Scheduling Committee and after approval by the MS Board of Directors.

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B. The Meet Scheduling Committee will recommend awarding meets which, in the committee's discretion, fulfills the stated objectives and intent of the Meet Scheduling Committee, MS Swimming and USA Swimming which include, but is not limited to, providing an educational experience, affording maximum opportunity for participation, enhancing physical and mental conditioning and developing a rich base of swimming talent for local, State, National and International competition. (Also see Rule IV D below).

C. The committee will consider all bids that have been submitted by the applicable short course or long course meet bid entry deadlines. The committee will make award recommendations for all meets in the Skeleton Swim Meet Schedule as soon as practical. If possible, the committee should first award the State Championship meets, then senior meets, then "A" meets, followed by the remaining meets on the schedule.

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D. The committee shall use their judgment when recommending requests for meets on the Skeleton Swim Meet Schedule and may consider any factor deemed relevant. The following guidelines are to be used when appropriate in the exercise of the committee's discretion:

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1. When two or more clubs are interested in hosting a meet by themselves on the same weekend as their "first choice", the committee will consider all relevant factors including the various clubs past history of conducting successful meets in general, the quality of the particular swimming pool facilities, and tradition, defined as two or more years of hosting a meet on that weekend with the same or similar format.
2. Clubs that have demonstrated an ability to host a successful meet on a particular weekend during the short or long course seasons shall be given priority/higher consideration to host the same or similar meet on that particular weekend the following year.
3. Clubs that have demonstrated an ability to host multiple successful meets on various weekends during the short or long course seasons shall be given priority/higher consideration to host multiple meets on those same weekends the following year provided that the primary club agrees to co-host at least one of the multiple meets with a second MS member team.
4. The co-hosting of any meet is encouraged and will be used as a priority/higher consideration factor by the committee.
5. The co-hosting of the State Championship Meets is highly encouraged and first consideration will be given to bids proposing the co-hosting of a State Championship Meet particularly if a co-host has a demonstrated ability in prior years in hosting State Championship level swim meets.

## V. The Meet Contract

- A. All clubs will be given notice as soon as possible whether or not their request to host a swim meet during an upcoming season has been accepted. The meet schedule request also serves as the contract.
- B. The meet contract will minimally require that (1) the Meet Host will provide the swim meet on the specific date(s), (2) the Meet Host will provide the swim meet at the specified facility, (3) the Meet host agrees to observe all MS and USA Swimming Rules, (4) the Meet Host will require the Meet Director(s) and the Meet Safety Marshall to be non athlete members of USA Swimming before the start of the meet and (5) the Meet Host will provide the Programs Operations Vice Chair the Hy-Tek meet backup file (\*.mdb) at the close of the entry deadline or when the Hy-Tek sessions report indicates that a session(s) of the meet may be in violation of the MS Four Hour sessions rule (if applicable), whichever comes first.
- C. A club that fails to fulfill the conditions of the meet contract is subject to all available remedies including, but not limited to, fines, loss of privileges in subsequent bidding years and MS Board of Review action.

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## VI. Finalization of the Meet Schedule:

- A. The Program Operations Vice Chair will then finalize the respective long course and short course meet schedules and submit said schedules to the MS Board of Directors for final approval. The final meet schedule will indicate all awarded meets and the Clubs that will host them. The final meet schedule, in addition to all sanctioned or approved meets within the State of Michigan, should include the dates of other notable swimming events/activities, e.g. Zone, Sectional, National and International Championship meets.
- B. The finalized meet schedule shall be published as soon as possible in the Michigan Swim Guide and posted on the Michigan Swimming web site. The meet schedule will also be available at all times through the Program Operations Vice Chair.



## VII. The Sanctioning/Approval Process

- A. After the meet contract has been returned to the Program Operations Vice Chair and at least 75 days prior to the actual date of the awarded meet the Meet Host is required to submit to the Program Operations Vice Chair (1) a copy of a proposed meet announcement (originally authored by the Meet Host) and (2) a completed Sanction/Approval Request (An example of the Request for Sanction/Approval is attached as Appendix 4). The form for Request for Sanction/Approval is at all times available from the Program Operations Vice Chair. Failure to submit the Meet Announcement and the request for Sanction/Approval at least 75 days prior to the actual date of the meet may result in the loss of the awarded meet.
- B. The meet announcement must be submitted to the Program Operations Vice Chair using the MS approved template as outlined in the Rules and Procedures of MS Swimming. It is preferred that the meet announcement be emailed/submitted in electronic form to the Program Operations Vice Chair in \*.doc (MS Word) or \*.pdf (Adobe Acrobat) format.

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As part of the Sanctioning Process, all MS Clubs that are awarded meets are required to file with the MS Programs Operations Vice Chair a comprehensive Emergency Action Plan for the specific pool/venue where the swim meet will take place. The EAP should be submitted to the Program Operations Vice Chair at the same time the Meet Announcement is submitted for Program Operations review. The EAP should satisfy all criteria under Emergency Planning (Meet Director's Workshop, Michigan Swimming, September 22, 2000) as published on the MS website. A MS Club is free to use any existing EAP issued by the facility (e.g. high school, college, etc.), however, when using an existing EAP from a facility, be sure to supplement the EAP as needed for USA /MS Swimming purposes.

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- C. The meet announcement will be reviewed by the Program Operations Vice Chair and corrections, if any, will be made. Once the meet announcement has been satisfactorily edited/corrected by the meet host and approved by the Program Operations Vice Chair, the Program Operations Vice Chair will issue a sanction number for the meet. The completed/approved meet announcement will clearly state the MS Sanction number of the meet in the meet announcement and any corresponding entry forms and waivers. Thereafter, no changes can be made to any of the approved meet documents including the meet announcement without express authorization from the Program Operations Vice Chair.

## VIII. Transmittal of Meet Announcement/Meet Packet to Michigan Swimming

- A. After the Meet Host has received the sanctioned Meet Announcement from the Program Operations Vice Chair it is the responsibility of the meet host to immediately email (1) the Meet Announcement and (2) the Hy-Tek Meet Manager created Event Import File (\*.hyv), to the Office of Michigan Swimming for posting on the Michigan Swimming Website. All meet announcements and the corresponding Event Import File (\*.hyv) must be submitted to the Office of Michigan Swimming at least one week before the opening date to receive entries for the meet as stated in the meet announcement.

- B.** The meet host may include other electronic files in addition to the Meet Announcement and the \*.hyv file as part of a “Meet Packet” for posting on the MS Website. Examples of other appropriate files include the meet evaluation (See Rule 9 below) hotel lists, maps to the facilities or hotels, preferred area restaurants, pre-order tee-shirt forms and other files which convey appropriate information to expected attendees of the swim meet. MS reserves the right to post on its website only those meet packet files deemed appropriate in MS’s sole discretion.

## **IX. Meet Evaluations**

- A.** As part of the Meet Packet to be posted on the MS website or as a separate document made available to attendees of the swim meet at the swim meet, the Meet Host is required to make available to all attendees of the swim meet a "Meet Evaluation".
- B.** The Meet Evaluation is a document authored by the Meet Host which is intended to allow attendees of a swim meet the opportunity to evaluate the swim meet and make suggestions as to how to improve the swim meet (an example of a meet evaluation is attached as Appendix 5).
- C.** All Meet Evaluations (positive, negative or neutral) which are received by the Meet Host are required to be copied to the Program Operations Vice Chair, the Chair of the Officials Committee and the Meet Referee of the concluded meet as soon as practical following the conclusion of the swim meet, however, no later than 30 days after the swim meet is concluded.
- D.** In addition to the Meet Evaluations mentioned above, the Meet Host is required to file a post meet supplement/review of the EAP on file with the MS Safety Coordinator if any safety issues arose at the completed swim meet that necessitates a change in the EAP on file with the MS Safety Chair.

## **X. Transmittal of Meet Results to MS**

- A.** Within 3 days following the conclusion of the meet the Meet Host must email the complete meet results to (1) The office of MS (2) the Webmaster of MS (3) the Program Operations Vice-Chair of MS and (4) the Top-16 Coordinator of MS.
- B.** All meet results that are forwarded to the 4 above referenced individuals shall be in a standardized format which includes (1) the Hy-Tek back up file (\*.mdb), (2) the Hy-Tek Team Manager Results Import file (\*.CL2) and (3) the Hy-Tek Results HTML file (\*.htm). Instructions for creating these files are available from the Office of MS.
- C.** Meet Results that are provided to or as posted to the MS website shall comply with USA Rule 102.24.

## **XI. Transmittal of MS Sanction Fees and MS Athlete Surcharge to MS:**

- A.** Within 30 days following the conclusion of the swim meet the Meet Host shall provide the Treasurer of MS (1) a copy of the final Hy-Tek Team Entry Fee report which includes the final financial information concerning the meet (2) a completed Michigan Swimming Meet Summary Report, (a copy which is available from the Program Operations Vice Chair or the Office of MS and an example attached as Appendix 6), and (3) a check for the MS Meet Sanction fee which is equal to 5%(non state meets) and 10%(state meets) of the total received entry fees (individual and relay events) and for the MS athlete surcharge which is equal to \$1.00 (non State Meets) and \$3.00 (State Meets) multiplied by the total number of athletes who participated in the meet. All checks should be made payable to Michigan Swimming, Inc. (See Meet Summary Report Form to determine calculation of total fees due MS Inc.)
- B.** Within 30 days following the conclusion of the meet the Meet Host shall provide the Program Operations Vice Chair a copy of the Hy-Tek Team Entry Fee report, the MS Meet Summary Report and the Officials Pay Summary reports as filed with the Treasurer of MS in XI A above.
- C.** Meet hosts that fail to comply with XI A above will be fined \$10 per day beginning on the 31st day following the conclusion of the meet until the reports are filed and the fees are paid. Any applicable fine shall be listed on the Meet Summary Report and paid at the same time as the Meet Sanction Fee and the Athlete Surcharge Fee.

Appendix 1

**Example of Michigan Swimming 200\_ - 200\_  
Short Course Skeleton Swim Meet Schedule  
(For Meet Requesting Purposes Only)**

**Michigan Swimming  
2\_\_-2\_\_ SCY  
Skeleton Schedule**

<b>Date</b>	<b>Format</b>
October 5-7	Pentathlon
October 12-14	Choice of Format
October 19-21	Choice of Format
Oct. 26-28	Choice of Format
Nov. 2-4	Choice of Format
Nov. 9-11	Choice of Format
Nov. 16-18	Choice of Format (Girls HS State) Day After meet
Nov. 23-25	Choice of Format (Thanksgiving weekend)
Nov. 30-Dec. 2	Choice of Format
Dec. 7-9	Choice of Format
Dec. 14-16	Choice of Format
Dec. 21-23	Choice of Format
Dec. 28-30	Choice of Format
Jan. 4-6	East – AB/ West – Choice of Format
Jan. 11-13	East – BC/ West – Choice of Format
Jan. 18-20	Choice of Format
Jan. 25-27	Choice of Format
Feb. 1-3	Choice of Format
Feb. 8-10	East – A+ p/f/ West – Choice of Format
Feb. 15-17	Choice of format
Feb. 22-24	Districts (3 sites)
Feb. 29 – March 2	JR Olympics (2 sites)
March 7-9	12&Under State (Boys HS State)
March 14-16	13&Over State Meet 8&Under

Michigan Swimming reserves the right to establish minimum events to be offered at all meets.

## Appendix 2

### MICHIGAN SWIMMING MEET SCHEDULE REQUEST

This completed form must be completed and submitted by appropriate deadlines.

Send to:

Brandon Converse  
1327 Plymouth Ave SE  
Grand Rapids, MI 49506  
(616)460-5630 cell  
(616)575-9917 fax  
[coachconverse@comcast.net](mailto:coachconverse@comcast.net)

Deadline for upcoming LC Season: December 1  
*Skeleton schedule available no later than Nov. 1*  
Deadline for upcoming SC Season: June 1  
*Skeleton schedule available no later than May 1*

#### Scheduling guidelines

1. All requests must be submitted in writing to Program Operations using the "Meet Scheduling Request" form. A confirmation of request will be sent within two weeks.
2. A skeleton schedule for the upcoming season will be available by the deadlines so teams can determine what weekends to request.
3. Awarding of meets
  - a. The meet scheduling committee ~~proposes~~ awarded meets ~~and submits to the MS Board of Directors for final approval~~.
  - b. The committee uses the following factors when awarding meets:
    - i. History of club hosting meets
    - ii. Quality of facilities
    - iii. Co-hosting of meets
    - iv. First, second and third choices
  - c. Awarded clubs will be notified by Program Operations via e-mail.
    - i. Contracts will be sent to clubs hosting State championship meets and must be returned within 14 days.
4. Meets outside the published schedule
  - a. After the meet schedule has been determined, all other clubs requesting a sanction or approval must be ~~reviewed by program operations and the meet committee after~~ consultation with clubs hosting meets.
    - i. Team requesting meets outside the schedule should submit in writing the reason(s) for request.
5. Sanctioning/Approvals
  - a. YMCA
    - i. MS will approve YMCA meets at the state level and above.
  - b. A sanction request for closed invitationals between USA clubs can be submitted to be sanctioned by Program Operations.
    - i. Cost for a closed invitational sanction is \$75. No other fees apply.
    - ii. All swimmers must be USA registered.
  - c. Intersquad
    - i. Cost is \$75
  - d. High school, middle school and YMCA dual meets are not eligible for approval or sanction.
    - i. Exception: High school state meets are observed and put into the SWIMS database.
6. Sanction/Approval requests
  - a. To be published on the MS Meet Schedule, forms must be submitted by the deadlines.
    - i. Meet announcement must be received by Program Operations 60 days prior to meet for sanctioning.

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ii. Unless otherwise approved by the MS Board of Directors, only meets on the MS- published Meet Schedule will be posted/advertised on the MS website.

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- b. All other requests must be received 75 days prior to competition.
- c. Requests received later than 75 days prior to competition will be evaluated by Program Operations.
- d. All fees associated with sanctioned meets apply according to MS rules except for closed invitationals.
- e. Approved meets require a \$250 fee payable to MS. No other fees apply to approved meets.

f. Denying a member club in good standing an Approved meet request may only be made by the MS Board of Directors and then only on good cause (i.e. violation of USA Rule 202.4).

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**Contact information to be listed in published meet schedule:**

Club: \_\_\_\_\_ Club Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**Meet Classification**

\_\_\_ Sanctioned \_\_\_ Approved \_\_\_ Observed (See MS web site under Meet Forms)

Dates	Meet Format	Not more than one entry per column Enter facility name in box		
		1 <sup>st</sup> Choice	2 <sup>nd</sup> Choice	3 <sup>rd</sup> Choice

Please describe the swimming pool facility you will use for this meet:

Name of facility \_\_\_\_\_ City \_\_\_\_\_

Length of pool: \_\_\_\_\_ yards/meters Number of lanes: \_\_\_\_\_

Depth: At start end: \_\_\_\_\_ feet \_\_\_\_\_ inches At turn end: \_\_\_\_\_ feet \_\_\_\_\_ inches

Does the facility have a separate warm-up/warm-down area? \_\_\_ Yes \_\_\_ No

Describe warm-up/down area: \_\_\_\_\_

Seating Capacity \_\_\_\_\_ Bather Capacity \_\_\_\_\_ Deck Capacity \_\_\_\_\_

\_\_\_\_\_ Emergency Action Plan must be submitted with this request.

Please sign (or initial if filing electronically) and return this request indicating your acceptance of the following conditions.

By returning this request you understand and agree that failure to satisfy these conditions may result in loss of privilege in the next year's bidding process, fines, and/or penalties determined by the Board of Review.

- Our club will host the meet format described above on the specified dates.
- Our club will host the meet in the swimming pool facility described above. If, for any reason, this facility becomes unavailable, we understand our obligation to contact Program Operations for approval of alternate facility.
- Our club agrees to observe all applicable USA Swimming and Michigan Swimming rules.
- The Meet Director(s) and Meet Safety Marshall will be members of MS.
- Attend a meet directors workshop if offered.

Print Name \_\_\_\_\_ Sign (or Initial) \_\_\_\_\_

Date \_\_\_\_\_

**Requests are due ~~XXXX~~.** Please submit to Brandon Converse at [coachconverse@comcast.net](mailto:coachconverse@comcast.net), Fax (616)575-9917 or 1327 Plymouth Avenue SE, Grand Rapids, MI 49506.

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**Check list:**

1. \_\_\_\_ 6 months to 1 year Secure a facility for possible weekends
2. \_\_\_\_ Submit Scheduling Request
  - a. By deadlines to be included in MS Meet Schedule
  - b. 75 Days prior to competition for all other requests
  - c. Fill out form completely!
3. \_\_\_\_ 60 days prior Send a Meet Announcement to Program Operations
  - a. Don Kimble [dkimble9859@yahoo.com](mailto:dkimble9859@yahoo.com)
4. \_\_\_\_ 5 days prior Send a Meet Manager back-up to the MS Office - Jan Cartmill  
[jbcartmill@hughes.net](mailto:jbcartmill@hughes.net)
5. \_\_\_\_ 3 days after meet send results to the MS Office and Program Operations
  - a. Meet Manager Back-up file
  - b. Hy-Tek Team Manager Results Import File (.CL2)
  - c. Hy-Tek Results HTML File (.htm)
6. \_\_\_\_ 30 days after meet
  - a. Send Meet Summary form to MS Treasurer

**Program Operations Co-Chairs contact info:**

Brandon Converse  
616-460-5630  
[coachconverse@comcast.net](mailto:coachconverse@comcast.net)

Don Kimble  
616-393-7595  
[dkimble9859@yahoo.com](mailto:dkimble9859@yahoo.com)



**Example of Request for Sanction/Approval**

MICHIGAN SWIMMING, INC.

**REQUEST FOR SANCTION/APPROVAL**

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The request for sanction should be made to the Program Operations Vice Chair not less than 75 days before the meet. A copy of the meet announcement, schedule of events, entry forms, emergency action plan and entry summary form must accompany this request.

Club requesting approval \_\_\_\_\_

Type of meet \_\_\_\_\_

Date(s) of competition \_\_\_\_\_

Name and location of pool \_\_\_\_\_

Pool length \_\_\_\_\_ Start end Depth \_\_\_\_\_ Turn end depth \_\_\_\_\_

The entry fee will be \$\_\_\_\_\_ per individual event and \$\_\_\_\_\_ per relay event

Michigan Swimming surcharge \$1.00 per swimmer

Meet Referee: \_\_\_\_\_

Safety Marshal: \_\_\_\_\_

Meet Director: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

In requesting this sanction, we understand and recognize that the meet must be conducted in accordance with the U.S. Swimming rules and the rules of Michigan Swimming, Inc. A USA Swimming registered and certified official will be present at all times. The emergency action plan for the pool/facility stated above has been submitted to and approved by the Safety Chair of MS. The warm-up procedures established by Michigan Swimming, Inc. shall be observed.

\_\_\_\_\_  
Signature of Meet Director\_\_\_\_\_  
Date of Application-----  
Action by Michigan Swimming, Inc.

The above request for sanction is approved / not approved.

The sanction # is \_\_\_\_\_

In granting the sanction, it is understood and agreed that the USA Swimming and Michigan Swimming, Inc. shall be free from any liabilities or claims for damages arising by reason of injuries to anyone during the conduct of the event.

\_\_\_\_\_  
Signature of Program Operations Vice-Chair\_\_\_\_\_  
Date of sanction/approval

## Example of Meet Evaluation

*NAME OF MEET*

**Date of Meet**

**Host of Meet**

**Place of Meet**

Who do you represent (circle)?      the host club   a visiting club   unattached

Describe yourself (circle)      athlete coach   official   meet worker   spectator

**Please rate the overall quality of this meet:**

(Please write any compliments or suggestions below or on the reverse side)

	Low				High
1. Swimming pool (e.g., water quality, ventilation)	1	2	3	4	5
2. Equipment (e.g., timing system, PA system):	1	2	3	4	5
3. Swimmer facilities (e.g., locker rooms, rest areas):	1	2	3	4	5
4. Spectator facilities (e.g., seating, rest rooms):	1	2	3	4	5
5. Meet services (e.g., concessions, admissions, programs):	1	2	3	4	5
6. Officiating	1	2	3	4	5
7. Awards and award presentations:	1	2	3	4	5
8. Safety provisions:	1	2	3	4	5
9. Overall success of the meet:	1	2	3	4	5
10. Other (please specify):	1	2	3	4	5

Return the completed evaluation to the Admissions desk or Clerk of Course. Thank you.

Appendix 6

**Example of Meet Summary Form**

**Club:** \_\_\_\_\_

**Location & date of meet:** \_\_\_\_\_

**Type of meet:** \_\_\_\_\_

(a) Total number of individual entries (including host club): (a) \_\_\_\_\_

(b) Fee per individual entry: (b) \_\_\_\_\_

(c) Total received for individual entries ((line a x line b): (c) \_\_\_\_\_

(d) Total number of relay entries (including host club): (d) \_\_\_\_\_

(e) Fee per relay team entry: (e) \_\_\_\_\_

(f) Total received for relay entries (line d x line e): (f) \_\_\_\_\_

(g) Total entry fees received (line c + line f): (g) \_\_\_\_\_

(h) **Meet Sanction Fee** (line g x 0.05) (multiply line g by 0.10 for State (h) \_\_\_\_\_

(i) Total number of swimmers entered (including host club): (i) \_\_\_\_\_

(j) **Athlete Surcharge Fee** (\$1.00 x line i) (\$3.00 for state meets): (j) \_\_\_\_\_

(k) **Fine** if submitting this form more than 30 days following the meet (\$10.00 per day beginning on 31<sup>st</sup> day until the date of postmark): (k) \_\_\_\_\_

(L) Meet Sanction Fee + Athlete Surcharge Fee + Fine (if any) (line h + line j + line k) (L) \_\_\_\_\_

(m) Less Total \$ paid to Deck Referee  
(this line should be zero for State Championship meets)  
(attach copy of Officials Pay Summary): (m) \_\_\_\_\_  
MS currently pays for Deck Referee ☺

(n) **TOTAL FEES DUE MICHIGAN SWIMMING INC.**  
(line L – line m) (n) \_\_\_\_\_

Check number (Make checks payable to Michigan Swimming, Inc): \_\_\_\_\_

Submitted by: \_\_\_\_\_ Date submitted: \_\_\_\_\_

**THE ORIGINAL OF THIS MEET SUMMARY REPORT, A COPY OF THE HY TEK TEAM ENTRY FEE REPORT AND THE OFFICIALS PAY SUMMARY ALONG WITH YOUR CHECK MADE PAYABLE TO MICHIGAN SWIMMING, INC MUST BE POSTMARKED TO THE TREASURER WITHIN 30 DAYS FOLLOWING THE MEET. A COPY OF THE COMPLETED FORMS MUST ALSO BE SENT TO THE PROGRAM OPERATIONS VICE CHAIR WITHIN 30 DAYS. CLUBS THAT FAIL TO SUBMIT THESE ITEMS WITHIN 30 DAYS WILL BE FINED \$10 PER DAY BEGINNING ON THE 31<sup>ST</sup> DAY. 1. SUBMIT ALL COMPLETED FORMS ALONG WITH TOTAL DUE TO MS, INC. C/O OF THE TREASURER: PHILLIP (PHIL) WEICHMAN, PO Box 402, OKEMOS, MI 48805-0402. 2. ALSO SUBMIT A COPY OF THE 3 COMPLETED FORMS TO THE PROGRAM OPERATIONS VICE CHAIR: XXX.**

## **I. Introduction**

The Officials Committee consists of the Officials Chairman and at least two other members. All members of the Officials Committee must be certified officials of MS. The Officials Chairman is an elected position voted on every two years by currently certified MS Officials. The remaining members of the Officials Committee are appointed by the Officials Chairman with the advice of the General Chair. The Officials Committee is authorized and obligated to recruit, train, test, certify, evaluate, re-test, re-certify and supervise all officials for MS and also responsible for such other activities as may be necessary or helpful in maintaining a roster of qualified, well trained officials of the highest caliber.

## **II. Officials Chairman/Election**

### **A. Qualifications:**

The Officials Chairman must be a certified Referee.

### **B. Duties:**

The Officials Chairman (a) chairs the Officials Committee (b) is responsible with the Program Operations Vice Chair for assigning the MS State Meet officiating crews pursuant to procedures described herein (c) is responsible for assigning appropriate observers for the MHSAA High School State Meets and any other meets where MS certified observers may need to be present and (d) generally supervises the officials committee's primary responsibility of recruiting, training, certifying and supervising all officials for MS. In addition, the Officials Chairman attends the several meetings of the Board of Directors during the calendar year, the annual MS House of Delegates and is responsible for representing the Officials views on issues considered at those meetings. The Officials Chair also routinely reports to the Board of Directors and the House of Delegates the status of officiating within the MS community including any issues of concern or notoriety. The Officials Chair is a voting member of the MS Board of Directors and the MS House of Delegates. Also see MS Bylaw 7.5 in general.

### **C. Election of Officials Chairman:**

#### ***1. Election Years***

The Officials Chair is elected in odd numbered years by all MS Officials who are certified and in good standing at the time the ballots are sent out and counted.

#### ***2. Term of Office***

The elected Officials Chair shall hold office for two years or until their successor is elected. The term of office shall commence at the end of the House of Delegates meeting at which his or her election is announced (See (2) C 9 below). Thus, the departing Officials Chair is entitled to vote at that House of Delegates meeting and the newly elected Officials Chair begins voting at the next years House of Delegates meeting.

### *3. Term Limitation*

An individual is eligible for election to the position of Officials Chair for a maximum of two consecutive terms. No individual so elected for successive terms is eligible for re-election as Officials Chair until after the lapse of two years following the terms to which that person was last elected (portions of those terms served to fill a vacancy in the office shall not be considered in the computation of time for this purpose).

### *4. Vacancy*

In the case of a permanent vacancy in the position of Officials Chair, the then sitting Officials Committee has the responsibility of electing by majority vote a successor who shall serve until the next scheduled House of Delegates meeting. A permanent vacancy is defined where either the existing Officials Chair has resigned his/her position or it is determined by a majority vote of the Officials Committee that the then sitting Officials Chair is unable to perform the duties of Officials Chair for a period of 60 days or longer.

### *5. Nomination Chair*

The currently existing Officials Committee should appoint a Nomination Chair for the election process. The selection of the nomination chair should be completed by January 31 of the year in which the election is to take place. The current Officials Chair is not eligible to be the nomination chair.

### *6. Notice Seeking Nominations*

The Nomination Chair, by contacting the Office of MS, shall cause a notice seeking nominations for the position of Officials Chair to be sent out by electronic mail to all currently certified MS officials in good standing. If the notice cannot be sent by electronic mail then the notice shall be mailed by standard means. The notice should be sent out by the Office of MS by February 29 of the year the election is taking place. The notice should include a) the fact that there is an election for the position of Officials Chair which shall be concluded immediately prior to the next scheduled House of Delegates meeting b) the fact that nominees must be a currently certified MS Meet Referee in good standing c) the deadline for submitting nominations for the position of Officials Chair is March 31 d) all nominations should be returned directly to the Nomination Chair by March 31 and e) no nominations will be taken from the floor at the House of Delegates.

### *7. Ballot Confirmation*

The Nomination Chair, as soon as possible following March 31, shall confirm with each nominated individual whether they wish their name to be included on the ballot for the position of Officials Chair and, if so, ask the individual to immediately submit to the Office of MS (if they care to do so) a short biographical statement outlining their qualifications for the position. The Nomination Chair shall then immediately transmit the names of all candidates for the position of Officials Chair to the Office of MS.

### **8. Ballots**

The Office of MS shall then immediately prepare a ballot indicating the names of all nominees for the position of Officials Chair, that a voting official may cast only one vote for a candidate and that they may also write in a candidate of their choosing. The ballot shall also include a deadline date for the ballot to be returned to the Office of MS, all received biographical statements, an envelope identified as BALLOT and a return envelope to the Office of MS containing the voting official's name and return address in the upper left corner. If the date of the House of Delegates has been determined by the time the ballots are sent out, the deadline date for return of completed ballots shall be one week before the House of Delegates meeting. In all cases, the deadline date for return of the completed ballots shall be before any expected date of the actual House of Delegates meeting. The ballot will then be mailed to all currently certified officials in good standing. Voting officials should insert their marked ballots in the BALLOT envelope, seal it and place it inside the paid envelope for return to the Office of MS. The voting official should insure that the ballot is mailed so that the BALLOT is received by the Office of MS by the deadline date for return of the BALLOT.

### **9. Ballot Counting**

Immediately before the beginning of the House of Delegates meeting, a representative of the Office of MS in the presence of the Program Operations Vice Chair (or his/her designee who cannot be a certified official) shall check the envelopes containing the ballots to ensure that they actually came from a registered MS official and that an Official did not return more than one ballot. At that time, the ballots shall be removed from the outer envelopes and from the BALLOT envelopes and counted. The Officials Chair is elected by a majority of the ballots cast. The results of the election shall be announced at the beginning of the House of Delegates meeting.

### **10. Floor Nominations at the House of Delegates**

Nominations from the floor at the House of Delegates for the position of Officials Chair will not be allowed.

## **III. Meetings**

The Officials Committee shall hold at least one annual meeting and others as may be called by the Officials Chairman. These meetings may be held at any convenient time and place such as before or after the meetings of the MS Board of Directors, etc. and should be scheduled for different locations throughout the State of Michigan to facilitate attendance by as many officials as possible.

## **IV. Coordinators**

If possible at the beginning of his/her term the Officials Chairman should appoint interested parties to the following positions as needed:

### **A. MS Certification Exam Coordinator**

is responsible for distributing the appropriate and current USA Swimming Officials Examination(s) to applicants for certification as an MS Official, collecting and grading the exams and forwarding the results and names of successful examinees to the appropriate individual, e.g. Apprenticeship Coordinator, Officials Chair, etc.

**B. MS Apprenticeship Coordinator**

oversees the assignment of apprentices to appropriate meets during the short and long course seasons to assure that candidates are properly trained for certification. The Apprentice Coordinator is responsible for forwarding post meet evaluations to the Officials Chair so as to track the participation and performances of apprentices.

**C. MS Clinic Coordinator**

is responsible for (a) scheduling MS Officials Training Clinics and arranging for speakers and moderators at these clinics (b) tracking participation by Officials at these clinics and reporting this to the Officials Chair and (c) scheduling and conducting any other clinic or training exercise deemed appropriate by the Officials Committee.

**D. National Certification Coordinator**

is responsible for assuring that MS LSC certified officials can properly qualify for National (Regional) Certification and National Championship Certification per USA Swimming guidelines. The National Certification Coordinator shall keep informed of and communicate to MS certified officials all USA Swimming rules, procedures, forms and other relevant information which allows a MS LSC certified official the opportunity to qualify and officiate at USA Swimming National Championship Meets or any meet above the level of MS State Championship Meets.

**E. Recruit Coordinator**

is responsible for developing programs and methods designed to recruit apprentice and other officials in an effort to fashion the best development at all levels of officiating from new officials through Meet Referee.

**F. Official mentor**

is a currently certified MS Official and is responsible to act as a mentor to a specific official. The mentor shall strive to teach the official all aspects of swim meet officiating that the mentor is currently certified in an effort to fashion the best development and training at all levels of officiating from apprentice officials through Meet Referee.

**G. Officials Chair Nomination Chairman**

is responsible for seeking nominations for the position of Officials Chairman during election years as outlined above in this document.

**V. Ad Hoc Committees**

Ad hoc committees may be appointed by the Officials Chairman to address specific issues as the need arises.

## VI. MS Training Clinics

### A. Officials training clinics

may be held in conjunction with a swim meet or at any location. This type of clinic is primarily designed to introduce new skills to apprentice officials or to enhance the skill levels of currently certified officials. These clinics should be conducted by a certified Meet Referee and the content of the clinic must be approved in advance by the MS Officials Chairman. Information concerning the clinic should be included in the meet announcement if held at an MS sanctioned meet. If applicable, officials training clinics held in conjunction with MS sanctioned championship meets may be limited only to those officials working at that meet due to constraints of time and space.

### B. Rules interpretation clinics

should be conducted at least annually and are designed to foster discussion among officials concerning interpretation of the rules. This type of clinic fosters consistency in interpretation throughout the State of Michigan in the application of the USA Swimming Rules and Regulations. Clinics of this type should be held at different locations across the State to facilitate attendance by all MS officials. The content of the clinic must be approved in advance by the MS Officials Chairman.

## VII. USA Swimming Clinics/Workshops

USA Swimming typically hosts Officials Clinics including an LSC Officials Chairman's Workshop and various types of general education Officials Clinics. Funds are typically allotted by MS for these clinics to offer financial support to the MS officials who participate. Attendees shall be selected by the Officials Chairman with the advice and guidance of the Officials Committee. The selection criteria include: (a) the official's level of certification with preference given to meet and deck referees, then starters, then stroke-and-turn judges; (b) active involvement on the MS Officials Committee; (c) active involvement in the supervision and/or training of officials; and (d) any other factor deemed relevant by the Officials Chairman and committee.

## VIII. Duties and Responsibilities of Officials

The primary responsibility of officials is observing, interpreting and consistently applying the rules and procedures of USA/MS Swimming in an accurate, fair and equitable manner at all meets. This includes all duties commonly expected of Officials at a swim meet. In addition, the following rules are applicable at MS sanctioned meets:

### A. Check-in

All officials including apprentice officials shall arrive at the pool at least one hour before the start of the session(s) at which they will officiate. Officials shall promptly report to the meet or deck referee who is responsible for assigning them to specific duties.

### B. Officials' briefings

Unless excused by the Meet Referee all officials must attend officials briefings held prior to the start of the meet and/or sessions. Failure to arrive on time and attend the Officials briefings may



result in the partial or complete forfeiture of compensation for that session in the Meet Referee's discretion.

### C. Working with Apprentice officials

Certified officials should be prepared to assist with the education of Apprentice officials. Typically this involves "walking the deck" with the apprentice official, explaining one's observations relative to rule infractions and evaluating the Apprentices knowledge of the rules and their observational skills.

## IX. MS Certification/How to Become an Official

### A. USA Swimming membership

Either a USA Swimming non-athlete or athlete membership (whichever applies) is required of all MS officials including apprentice officials. The membership form may be obtained from the exam coordinator, the Officials Chairman, the MS website or the MS Office. The membership fee is the responsibility of the official.

### B. Levels of certification

The Officials Chair of MS certifies officials at four levels: stroke and turn judge, starter, deck referee and meet referee. Certification at each level indicates proficiency at the previous level. The time required to become certified at any given level is determined by the individual's desire, ability and proficiency, and MS's minimum standards. One may remain at any level. Advancement is encouraged but not required. See Section XIX, MS minimum standards

### C. How to become an MS Official

First, contact the Officials Chair, Recruit or Apprentice Coordinator for the time and location of the next New Official/Apprentice Clinic and, secondly, join USA Swimming as a non athlete or athlete member (whichever applies). The requirements for certification at each of the four levels are recommended by the Officials Committee, are ratified by the MS House of Delegates, and are available from the Officials Chair, the Office of MS, Section XIX of these Rules/Procedures, or the MS website.

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## X. National Certification

### A. National (Regional) certification

(See USA Swimming standards)

National (Regional) Officials certification is obtained by applying for and working at regional or local championship meets approved for such certification by the USA Officials Committee. The competition must meet established criteria that would make it similar to a national championship and application for meet approval must be submitted to the USA Officials Committee by the LSC hosting the meet. Applicants for certification must be USA Swimming non-athlete or athlete members, must be certified officials for at least one year within their own LSC and must attend an officials' briefing session at the meet and work at least three sessions.

## **B. National Championship certification**

(See USA Swimming standards)

National Championship Officials certification is obtained by applying for and working at a National Championship (Senior Nationals, Disabilities, World Cup, U.S. Open and Sectionals with some restrictions). Applications are available several months before the meet and must be submitted to the USA Officials Committee Chair before the deadlines published with the application. Applicants must be USA Swimming non-athlete or athlete members and must be certified officials within their own Local Swimming Committee (LSC). In order to receive National Championship certification, they must have National (Regional) Officials certification for at least one year, must attend officials' meetings prior to each session of the meet and must work at least four sessions (prelims and finals count as separate sessions).

## **XI. MS Re-Certification**

A. Once an official has become MS certified the official is required to maintain his level of certification by completing minimum yearly requirements. These include a minimum number of sessions that an official must work on deck, minimum evaluation ratings, attendance at Officials Clinics and the successful completion of bi-yearly recertification tests. The requirements for recertification at each of the four levels are promulgated by the Officials Committee and are available from the Officials Chair, the Office of MS or the MS website. See MS minimum standards. The certification is valid from September 1 through August 31. If an Official is certified anytime after September 1, his/her certification will also expire on August 31.

B. If the Official fails to complete the minimum yearly requirements for recertification, the Officials Chair has the discretion to fashion an appropriate remedy which would allow the Official to complete the requirements. The Officials Chair shall take into account all relevant factors and information as to why the requirements were not met within the time period allowed, however, the Officials Chairs ultimate decision as to an appropriate remedy to recertify (if any) is final.

## **XII. Transfer from another LSC**

In the discretion of the MS Officials Chair, an official transferring from another LSC to MS will generally be accepted at the identical level of certification as attained from the LSC from which he or she has transferred pending verification of 1) their level of certification 2) their good standing status and 3) the LSC's compliance or non compliance with USA Swimming minimum standard guidelines for certification of LSC Officials. The Officials Chair shall take into account all relevant factors and information, however, the Officials Chairs ultimate decision as to the appropriate level of MS certification is final.

## **XIII. Discipline and De-Certification**

MS adopts the general guidelines of USA Swimming dealing with discipline and de-certification of Officials in the specified areas of Professional Qualifications, Professional Misconduct and Code of Conduct violations. These guidelines are available from USA Swimming, the Office of MS and the Officials Chair. By adoption of these guidelines, it is recognized that the MS Officials Chair and the Officials Committee generally have primary and secondary responsibilities as outlined in the USA Swimming guidelines on issues of discipline and decertification of MS Officials. As stated in the guidelines, these standards are intended to first

place these professional matters within the jurisdiction of the professionals, the peers of the Officials.

#### **A. Hearings within the Officials Committee:**

If a hearing is required within the Officials Committee, it shall consist of three members of the Officials Committee who shall be appointed by the Officials Chair. The hearing should be promptly scheduled and, under all circumstances, should take place within 90 days from the initial decision to have a hearing pursuant to the guidelines. A majority vote (two out of three) will determine any and all sanctions (if any).

#### **B. Jurisdiction and Appeals:**

As stated in the guidelines, the Officials Chair must determine whether original and exclusive jurisdiction falls within the USA Swimming National Board of Review or the MS Board of Review. If an exclusive matter of the National Board of Review then the matter shall be referred to the Executive Director of USA Swimming. If there is concurrent jurisdiction between the Officials Committee and the MS Board of Review then the Officials Chair and the Board of Review Chair shall determine whether the matter should first come before the Officials Committee or the MS Board of Review with preference first to the Officials Committee. All decisions made by the Officials Chair and/or Officials Committee may be appealed to the MS Board of Review on a de novo basis.

### **XIV. Minimum Number of Officials at Meets**

\*Eight (8) Lane pool assumed unless otherwise noted

#### **A. General Age Group Meets:**

Minimum Number of Host compensated Officials:

<u>Type of Meet</u>	<u>6 Lane Pool</u>	<u>8+ Lane Pool</u>
Short Course	4	4
Long Course	4	4

#### **B. District Championships:**

Total of 9 (or Total of 7 if using 6 lane pool)

1 Meet Referee  
1 Deck Referee  
1 Starter  
6 Stroke/Turn Judges\* (4 if six lane pool)

\* Two Stroke/Turn Judges shall be positioned at the start end of pool  
Two Stroke/Turn Judges shall be positioned at the turn end of the pool  
One Stroke/Turn Judge shall be positioned on each side of the pool

The MS Officials Chairman may amend the above configuration as necessary to adjust for meet size and balancing of staffing so that officiating is uniform at each of the District meets.

**C. Junior Olympics:**

Total of 9 (or Total of 11 if using 10 lane pool)

1 Meet Referee

1 Deck Referee

1 Starter

6 Stroke/Turn Judges\* (8 if ten lanes are used)

\* Two Stroke/Turn Judges shall be positioned at the start end of pool

Two Stroke/Turn Judges shall be positioned at the turn end of the pool

One Stroke/Turn Judge shall be positioned on each side of the pool

#### **D. State Championship Meet Officials**

Total of 11 (or Total of 13 if using 10 lane pool)

1 Meet Referee  
1 Deck Referee  
1 Administrative Referee  
1 Starter  
1 Chief Judge  
6 Stroke/Turn Judges\* (8 if ten lanes are used)

\* Two Stroke/Turn Judges shall be positioned at the start end of pool  
Two Stroke/Turn Judges shall be positioned at the turn end of the pool  
One Stroke/Turn Judge shall be positioned on each side of the pool

Upon agreement by the Meet Referee and Meet Director, a volunteer Assistant Administrative Referee may be utilized on an occasional basis for training purposes.

### **XV. Compensation of Officials**

#### **A. General Pay Schedule:**

At all meets the host club is responsible for directly paying all certified officials ( except for officials listed in paragraphs B through E below – who are compensated by MS) at or before the conclusion of the meet pursuant to 1) the following standardized schedule of pay and 2) the rules regarding the minimum number of officials at meets. Non certified/apprentice and volunteer officials are not monetarily compensated.

Meet Referee, Deck Referee, Admin Referee	\$45 per session
Starter, Stroke/Turn, Chief Judge, Others	\$40 per session
Overtime – (All Officials) each 30 minutes over four hour session	\$5 per each 30 minutes

#### **B. Deck Referee**

MS is responsible for compensating the Deck Referee at all meets including the District Meets, Junior Olympics and the State Championship meets at \$45 per session and \$5 per 30 minute overtime.

#### **C. District Meets:**

The host club is responsible for compensating certified officials at the general pay schedule except the Deck Referee (who is compensated by MS).

#### **D. Junior Olympics**

The host club is responsible for compensating certified officials at the general pay schedule except the Deck Referee (who is compensated by MS).

#### **E. State Championship Meets:**

8 Lane Pool: The host club is responsible for compensating certified officials except the Deck Referee and the Chief Judge (who are compensated by MS).

10 Lane Pool: The host club is responsible for compensating certified officials except the Deck Referee, the Chief Judge and two Stroke/Turn Judges (who are compensated by MS).

F. Officials shall not request monetary consideration (including any type of gratuity) in excess of the above standardized fees at any meet.

G. The host club(s) may choose but is not required to reimburse certified officials for expenses incurred while officiating at a swim meet. Such expenses may include mileage and motel/lodging.

H. MS shall compensate certified officials who serve as observers as assigned by the Officials Chair at appropriate non USA/MS sanctioned meets (e.g. MHSAA State Championship meets, etc.) in the amount of \$40 per session. All other expenses are the responsibility of the official.

### **XVI. Evaluation of Deck Officials**

The Meet Referee or their assigned designee shall complete a "Deck Officials Evaluation" at all MS sanctioned meets and shall submit a copy of the report to the Officials Chairman within two weeks following the meet. This report shall be used to evaluate performance of individual officials and may be used in the re-certification process. Any Meet Referee failing to comply within the two weeks, without special approval from the Officials Chair, shall be barred from further meet assignments, in any position, until all delinquent reports are received by the Officials Chair.

### **XVII. Selection of the State Meet(s) Officials**

#### **A. Selection of the Meet Referee**

The Meet Referee for each of the respective State Championship meets shall initially be selected by the Officials Chair. The selection shall then be referred for approval by majority vote (two out of three) to a committee comprised of the Program Operations Vice Chair, a designated representative of the Meet Host (e.g. the Meet Director) and the Senior Coaches Representative. If the selection is disapproved by the committee, the Officials Chair is required to revisit and reselect for the position of Meet Referee. In case of lack of final agreement between the Officials Chair and the Committee, the Executive Committee as defined in the MS Bylaws shall then make the specific assignment.

#### **B. Selection of the Officiating Crew**

The Officiating crews for the State Championships meets shall then be assigned by the Officials Chair with the approval of the Program Operations Vice Chair. The Officials Chair is responsible for making the initial selections and the Program Operations Vice Chair can either approve or disapprove of the selections. If the selection is disapproved by the Program Operations Vice Chair, the Officials Chair is required to revisit and reselect for that particular

assignment. In case of lack of final agreement over specific personnel for a specific assignment between the Officials Chair and the Program Operations Vice Chair, the Executive Committee as defined in the MS Bylaws shall then make the specific assignments.

### **C. Solicitation of Opinions**

In making the assignments for the State Meets, the Officials Chair should solicit opinions from the Meet Director(s) of the respective State Championship meet(s) and the Senior Coaches representative. The Officials Chair should also take into account the views and opinions of any other interested parties, however, in all cases, the Officials Chair decisions are final as outlined under the procedures described in paragraph A and B above.

### **D. Posting of Applications**

The Officials Chair should post on the MS website and/ or send out applications to all officials who are interested in officiating at a State Meet two months prior to the meet in question. There shall be a stated deadline by which to return the application to the Officials Chair.

### **E. Solicitation of non-applied Officials**

The Officials Chair in his/her discretion can also solicit Officials for any specific assignment(s) regardless of whether the Official has applied to officiate at the meet.

### **F. Notification of Selected Officials**

After due consideration, notification of those Officials selected and those that were not, shall be done in a timely manner following the deadline for applications being received.

### **G. Apprentice officials**

The presence of Apprentice officials at any of the State Meets are at the discretion of the Officials Chair.

## **XVIII. Uniform**

The MS official's uniform is a white polo shirt and dark navy blue pants, shorts, long skirt, white deck shoes and white socks or such other uniform as approved by the Officials Chair and Meet Director. Officials must display their current registration cards at all times during meets.

## **XIX. Michigan Standards for Officiating**

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## **USA SWIMMING MINIMUM STANDARDS Guidelines**

### **MISSION**

*Our sport relies heavily on volunteers to work in the capacity of officials in order to conduct fair and equitable competition for our athletes. In order to achieve this stated goal minimum standards have been adopted by Resolution by the USA Swimming Board of Directors.*

The goal of having all Local Swim Committees (LSC) adopt these minimum standards for certification of officials is to set standards, that when applied, will accomplish the following:

- \* assure a clear and consistent knowledge of the rules
- \* provide sufficient time in training to assure familiarity with all levels of competition
- \* provide opportunity to work on the deck and advance through the certification process
- \* allow automatic acceptance at the Stroke & Turn level between all LSCs meeting the USA Swimming Minimum Standards

#### Guidelines

- \* maintain knowledge of the rules current

The sessions referred to in the guidelines should be of a duration to assure sufficient time to observe a significant number of swimmers and should contain a complete schedule of events to provide the opportunity to observe all strokes.

LSC's may set minimum standards for additional positions such as Referee (Non-Starter), Administrative Referee (Non-Referee), Clerk of Course, Timing Judge, Equipment Operator, etc.

Any exception to these minimum standards must be approved by the National Officials Chairman who may stipulate appropriate conditions for each exception.

## USA SWIMMING MINIMUM STANDARDS

- \* May Not Officiate at a Session in Which They are Competing

### STROKE & TURN JUDGE (Minimum Age 18\*)

Education & Training **Formal clinic training.**

**Must take** USA Swimming Stroke & Turn Judge test and **become a member of USA Swimming** before apprenticing on deck.

**On-the-deck** apprenticeship with at least two (2) trainers (who have a minimum of one (1) year certification as Stroke & Turn Judge) for a **minimum of four (4) sessions.**

(cannot make a disqualification during those sessions).

Evaluation & Certification **Evaluation by** trainer and/or Meet Referee to be reported to Officials Chairman or their designee.

**Must complete** certification within one year from date of clinic.

Renewal Recommend clinic, pre-meet briefing and/or test.

**To maintain** certification, **must work** a minimum of **four (4) sessions per year** in Stroke & Turn or higher capacity.

Based on continuing USA Swimming membership and satisfactory performance.

### RELAY TAKE-OFF JUDGE (Minimum Age 19)

Education & Training **Must be certified** Stroke & Turn Judge.

Evaluation & Certification Considered **part of** Stroke & Turn Judge certification.

Renewal Same as Stroke & Turn Judge.

### CHIEF JUDGE (Minimum Age 19)

Education & Training **Must be certified** Stroke & Turn Judge



Evaluation & Certification Considered **part of** Stroke & Turn Judge certification.  
Must have a minimum of **one (1) year experience** as a **certified**  
**Stroke & Turn Judge.**  
Renewal Same as Stroke & Turn Judge.

## **STARTER (Minimum Age 19\*)**

Education & Training **Must attend clinic.**

**Must take** USA Swimming Starters test and be a **current member of**  
**USA Swimming.**

**Must serve a minimum of five (5) sessions** on the deck at **two (2) different**  
meets with at least **two (2) different trainers** approved by the Officials  
Chairman or their designee.

**Must have worked** as certified Stroke & Turn Judge for a  
**minimum of five (5) sessions.**

Evaluation & Certification **Certification based on** recommendation of the trainer(s) and/or Referee(s)

Renewal Recommend clinic, pre-meet briefing and/or test.

**To maintain** certification, **must work** a minimum of **four (4) sessions**  
**per year** in Starter or higher capacity.

Based on continuing USA Swimming membership and evaluation.

## **REFEREE (Minimum Age 21)**

Education & Training **Must attend** referee's clinic and **apprentice** on-the-deck for a **minimum**  
**of six (6) sessions** at **three (3) sanctioned meets** with at least **two (2)**  
different referees.

Previous certification as a Stroke & Turn Judge or Starter for a minimum  
of **one (1) year.**

Recommend **be familiar** with the positions of Announcer, Clerk of Course,  
Starter, Stroke & Turn Judge, Chief Judge, Timer, Timing Judge and  
Meet Marshall.

**Must pass** USA Swimming Officials test (**all sections**) with a grade of  
**at least 80%** and be a current member of USA Swimming.

Evaluation & Certification **Certification based on** recommendation of the trainer(s) and/or Referee(s)

Renewal **Attend** clinic and/or **take tests** every two (2) years.

**To maintain** certification, **must work** a minimum of **six (6) sessions**  
**per year** in Starter or higher capacity with at least one session as Referee.

Based on continuing USA Swimming membership and evaluation  
by the Officials Chairman or their designee.

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## Athlete Division

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The Athlete Division consists of the Senior and Junior Athlete Representatives, as well as any athlete members of MS divisions or committees. The Athlete Representatives may create ad hoc committees as needed to discuss issues of importance to MS athletes or to fulfill the responsibilities of the Division.

### Athlete Representation

The 1978 Amateur Sports Act dictated that athletes comprise at least 20% of the voting members of national governing bodies such as USA Swimming. Thus, athletes comprise at least 20% of the voting delegates at USA Swimming conventions, and athlete representatives are named to every USA Swimming committee.

Although there is no "20% rule" governing local swimming committees, the MS bylaws provide for two athlete representatives among the thirteen voting members on its Board of Directors, and at least one athlete on its seven-member Board of Review. In addition, athletes are routinely appointed to MS committees. MS is committed to sustaining or increasing this level of athlete representation.

### Athlete Elections

One athlete representative is elected each year to serve a two-year term on the MS Board of Directors. The newly-elected swimmer is the Junior Athlete Representative, and the swimmer in his/her second year on the Board of Directors is the Senior Athlete Representative. The athlete representatives are full voting members of the MS Board of Directors and the MS House of Delegates. They attend meetings of the Board of Directors and House of Delegates (within the limitations of their academic schedules) and are responsible for representing athletes' views on issues considered at those meetings. In addition, both athlete representatives are part of the MS delegation to the annual USA Swimming convention.

A call for nominations usually is posted on the MS website and in the minutes of the January and March Board of Directors meetings. The MS bylaws specify that nominees must be: (a) athlete members of MS in good standing; (b) at least 16 years of age or at least a sophomore in high school; (c) be currently competing or have competed during the three previous years; and (d) reside in Michigan and expect to reside in Michigan throughout at least the first half of the term of office. Any athlete, coach, or non-athlete member of MS is eligible to place a name in nomination. Nominations should be presented to one of the current athlete representatives. The current athlete representatives are responsible for informing candidates about the responsibilities and duties associated with the position.

Athlete representative elections are conducted on one or more days at the short course 13 and older state championship meet, with the polls open for a 90-minute period at the beginning of the morning session. All MS-registered swimmers aged 13 and older are eligible to vote. Candidates are welcome to post a description of their qualifications at the voting location. The printed ballot includes the names and club affiliations of all announced candidates, as well as space for write-in candidates. The voting booth is staffed by the chairman of the Administrative Division and the current athlete reps or their designees. To prevent voting irregularities, as each swimmer votes, his/her name is lined-out on a list of currently registered MS swimmers.

The name of the new athlete representative is announced at the conclusion of the election at the short course 13 and older state championship meet. The newly-elected athlete representative takes office at the next regularly scheduled meeting of the MS Board of Directors or the MS House of Delegates.

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## Coach Division

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The Coach Division consists of the Senior and Junior Coach Representatives, as well as any coach members of MS divisions or committees. The Coach Representatives may create ad hoc committees as needed to discuss issues of importance to MS coaches or to fulfill the responsibilities of the Division.

### Coach Representation

The MS bylaws provide for two coach representatives among the thirteen voting members on its Board of Directors, and at least one coach on its seven-member Board of Review. In addition, coaches are routinely appointed to MS committees (MS especially encourages coach representation on the Meet Scheduling Committee). MS is committed to sustaining or increasing this level of coach representation.

### Coach Elections

One coach representative is elected each year to serve a two-year term on the MS Board of Directors. The newly-elected person is the Junior Coach Representative, and the person in his/her second year on the Board of Directors is the Senior Coach Representative. The coach representatives are full voting members of the MS Board of Directors and the MS House of Delegates. They attend meetings of the Board of Directors and House of Delegates and are responsible for representing coaches' views on issues considered at those meetings. In addition, the Senior Coach Representative is part of the MS delegation to the annual USA Swimming convention.

The annual election of a Junior Coach Representative is held in the spring of each year, no later than the date of the MS annual meeting. Notice of the election of the Junior Coach Representative will be communicated to all coaches either by electronic mail or by posting on the MS website no later than 30 days prior to the date of the MS annual meeting. A deadline for nominations for the coach representative position as well as instructions on the conduct of the election will be included in the communication to coaches. The election for Junior Coach Representative shall be conducted at least 30 minutes prior to the start of the MS annual meeting. Eligible coaches as determined by the MS Office shall be given a ballot to be marked and turned in to the current Junior Coach Representative. The ballots shall be counted by a non coach member designated by the current Senior Coach Representative and Administrative Vice-chairman. The results of the election shall be announced at the beginning of the MS annual meeting and the current Junior Coach Representative will become the new Senior Coach Representative and the newly elected coach becoming the Junior Coach Representative.

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## **Forms**

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1. Code of Conduct for Athletes
2. Code of Conduct for Coaches
3. Code of Conduct for Officials and Administrators
4. Application for State Record / National Top 16 Time

## Code of Conduct for Athletes

Each athlete must sign and date a copy of this code of conduct before participating in events where he or she represents Michigan Swimming (for example, the Central Zone Championships). If the athlete is under 18 years of age, the athlete's parent or guardian must also sign and date this code of conduct. The MS Board of Directors recommends that clubs adopt a similar code of conduct as a condition of athlete membership on the club.

- I. The following provisions pertain to practices, meets, camps, meetings, and clinics where athletes represent MS, in or outside the State of Michigan.
  - A. Athletes shall exhibit good sportsmanship, in and out of the pool.
  - B. Athletes shall follow rules; attend practices, competitions, and team events; and abide by the curfews and instructions as deemed appropriate by coaches, officials, and administrators.
  - C. Athletes shall show respect for all property.
  - D. Athletes shall behave in a responsible manner, and are prohibited from possessing or using alcohol, tobacco, illegal drugs, or banned substances. Fireworks are forbidden as well.
- II. Failure to comply with this Code will result in any or all of these disciplinary actions.
  - A. An athlete may not be allowed to participate in any or all practices, meets, camp activities, team events, or meetings.
  - B. An athlete may be sent home from the meet or camp.
  - C. An athlete and/or his or her family will be responsible for any damage caused by the athlete.
  - D. An athlete may be suspended from membership in USA SWIMMING.
- III. The MS Board of Review is responsible for reviewing a written summary of alleged violations of this Code of Conduct, as well as any disciplinary actions that have been and/or may be taken. Refer to the MS Bylaws for proper procedures.

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I agree to obey the Code of Conduct for Athletes. I understand that if I violate any provision of Part I, that I will be subject to the disciplinary actions described in Part II.

\_\_\_\_\_  
Signature of Athlete  
(younger)

\_\_\_\_\_  
Signature of Parent/Guardian (if 18 or  
younger)

\_\_\_\_\_  
Name of Athlete (please print)

\_\_\_\_\_  
Name of Parent/Guardian (please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## Code of Conduct for Coaches

Each coach must sign and date a copy of this code of conduct before participating in events where he or she represents Michigan Swimming (for example the Central Zone Championships). The MS Board of Directors recommends that clubs adopt a similar code of conduct as a condition of employment with the club.

- I. The following Code pertains to practices, meets, camps, meetings, and clinics where coaches represent MS, in or outside the State of Michigan.
  - A. Coaches shall follow sound principles of teaching, coaching, training, nutrition, rest, and prevention of injuries when planning practices, camps, and while coaching at meets.
  - B. Coaches shall provide and exhibit appropriate communication and motivation to encourage optimal performances and participation by the athletes.
  - C. Coaches shall display responsible actions and attitudes, follow rules, and encourage the same actions and attitudes in their athletes.
  - D. Coaches shall treat all athletes and officials fairly and with respect.
- II. Failure to comply with this Code will result in any or all of these disciplinary actions.
  - A. A coach may not be allowed to participate in any or all practices, meets, camp activities, team events, or meetings.
  - B. A coach may be requested to leave the aquatic facility and/or lodging for the duration of the event.
  - C. A coach will be responsible for any damage caused by him or her.
  - D. A coach may be suspended from USA SWIMMING.
- III. The Board of Review is responsible for reviewing a written summary of alleged violations of this Code of Conduct, as well as any disciplinary actions that have been and/or may be taken. Refer to the MS Bylaws for proper procedures.

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I agree to obey the Code of Conduct for Coaches. I understand that if I violate any provision of Part I, that I will be subject to the disciplinary actions described in Part II.

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Signature of Coach

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Name of Coach (please print)

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Date

## Code of Conduct for Officials and Administrators

Each official, member of the Board of Directors, or other administrator must sign and date a copy of this code of conduct before participating in events where he or she represents Michigan Swimming (for example the USA SWIMMING Convention or USA SWIMMING workshops and clinics).

- I. The following Code pertains to practices, meets, camps, meetings, communications (including email), and clinics where officials and administrators represent MS, in or outside the State of Michigan.
  - A. Officials and administrators shall strive to insure a safe and healthy environment for all members of MS, especially the athletes.
  - B. Officials and administrators shall consistently, accurately, and equitably apply rules, regulations, and codes of USA SWIMMING and MS, and shall educate all members in the necessity of such.
  - C. Officials and administrators shall act responsibly and respectfully toward all participants (including athletes, coaches, parents, and spectators) at events, meetings, clinics, and competitions.
  - D. Officials and administrators shall make every effort to make meetings, competitions, events, and camps run efficiently so that participants can benefit from the sport of swimming.
- II. Failure to comply with this Code will result in any or all of these disciplinary actions.
  - A. An official or administrator may not be allowed to participate in any or all practices, meets, camp activities, or meetings.
  - B. An official may be requested to leave the aquatic facility and/or lodging, meeting, or camp for the duration of the event.
  - C. An official or administrator is responsible for any damage caused by him or her.
  - D. An official may be suspended from USA SWIMMING.
- III. The Board of Review is responsible for reviewing a written summary of alleged violations of this Code of Conduct, as well as any disciplinary actions that have been and/or may be taken. Refer to the MS Bylaws for proper procedures.

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I agree to obey the Code of Conduct for Officials and Administrators. I understand that if I violate any provision of Part I, that I will be subject to the disciplinary actions described in Part II.

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Signature of Official or Administrator

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Name of Official or Administrator (please print)

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Date



## Application for State Record/National Top-16 Time

Event (distance, stroke, yd/mtr) \_\_\_\_\_

Age group \_\_\_\_\_ Sex \_\_\_\_\_ Short/long course \_\_\_\_\_

Official time \_\_\_\_\_ Current record \_\_\_\_\_

Meet site \_\_\_\_\_

Meet date (month/day/year) \_\_\_\_\_

Name \_\_\_\_\_

USA SWIMMING number \_\_\_\_\_ Birthdate \_\_\_\_\_

Club represented \_\_\_\_\_

Signature of swimmer \_\_\_\_\_

Address \_\_\_\_\_

Phone number \_\_\_\_\_

For relay record applications, team members must sign below:

Name	Address	USA SWIMMING#
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Mail to: Michigan Swimming Office  
PO Box 1784  
Midland, MI 48641-1784  
(231) 690-5847

Photocopies of this form may be used to submit applications for state records and top-16 times.  
If the performance was achieved at an out-of-state meet, please attach a copy of the relevant section of the published meet results.

**EFFECTIVE DATE**

By a resolution of the House of Delegates of Michigan Swimming on August 22, 2004.  
These Rules and Procedures shall become effective as of September 1, 2004.

By a resolution of the House of Delegates of Michigan Swimming on May 21, 2005;  
these Rules and Procedures shall become effective as of September 1, 2005.

By a resolution of the House of Delegates of Michigan Swimming on May 12, 2007;  
these Rules and Procedures shall become effective as of September 1, 2007.