



# **MICHIGAN SWIMMING, INC. RULES & PROCEDURES**

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# **Preamble**

## **GENERAL STATEMENT REGARDING PRIORITY OF RULES**

All Michigan Swimming, Inc. (MISI) 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 MISI Rule or Procedure contained herein is null and void.

## **AMENDMENTS PROPOSED**

### **A. By Whom Proposed**

An amendment to the MISI Rules and Procedures may be proposed only by a current member of Michigan Swimming, Inc. Any other interested party may also propose an amendment; however, such amendment must then be sponsored by a current member of Michigan Swimming, Inc.

### **B. Form Required**

See USA Swimming Rulebook, Section 511.2.2.

### **C. Last Date for Proposal**

MISI will conform to USA Swimming Rules Section 511.2.3 with the following exception: Amendments will be submitted to the MISI Board of Directors.

### **D. Consideration, Recommendation, and Report**

See USA Swimming Rules, Section 511.2.4 – “Board of Directors” will replace “Rules & Regulations Committee” and “Committee’s”.

### **E. Procedures for Recommendations**

MISI will conform to the USA Swimming Rules, Section 511.2.5 with the following changes: Board of Directors replaces Rules and Regulations Committee and MISI Officer or MISI Committee replaces USA Swimming Officer or USA Swimming Committee.

### **F. Publication of Amendments**

All proposed amendments to all parts of these Rules and procedures shall be published and made available on the MISI website not less than 60 days prior to the annual meeting of the House of Delegates. Members of the House of Delegates may request a printed

copy of the amendments after they are posted on the website for a nominal fee to cover postage and supplies.

### **G. Changes to Amendments**

MISI will conform to USA Swimming Rules, Section 511.4 with the following changes: General Chair will determine if change is germane and nine-tenths (9/10) will be replaced by two-thirds (2/3)

### **H. Late Submission and Majority Required**

MISI will conform to USA Swimming Rules, Section 511.5 with the following changes: Affirmative vote of two-thirds (2/3) of the House of Delegates and Rules and Regulations Committee will be replaced by Board of Directors.

### **I. Vote at House of Delegates**

All amendments for consideration at the House of Delegates shall be presented in block format. (All amendments with Board of Directors recommendation for approval shall be listed as one block; amendments not recommended for approval in another; and proposals with no recommendation shall be discussed by the House of Delegates). With regards to discussion of amendments, any voting member of the House of Delegates may request that an amendment be discussed during the presentation of amendments to the House of Delegates. If there are no requests for discussion the amendments will be voted on within their respective blocks with no further discussion. The passage of the proposed amendment at a House of Delegates meeting shall be determined by a simple majority vote if received by the MISI Office on or before the May 15<sup>th</sup> deadline.

### **J. Effective Dates**

All amendments approved at a House of Delegates meeting shall become effective January 1 of the year following their adoption, unless otherwise specified at the time of adoption.

### **K. Amendments by Board of Directors between House of Delegates Meetings**

The Board of Directors may amend these Rules and Procedures at any time during the year at any meeting of the Board of Directors provided that a two thirds majority of the Board of Directors agree that an immediate implementation of the new Rule or Procedure is in the best interest of the LSC. Notice of the passage of any such Amendments must be immediately distributed to all registered Clubs and if five (5) or more of the registered Club House of Delegate voting members object in writing, as indicated by the Clubs current voting delegate, within ten (10) days to the immediate implementation of the new Rule or Procedure, then the new Rule or Procedure shall not go into effect. The Board of

Directors may then consider calling a Special House of Delegates meeting to discuss the matter further or postpone the matter to the next Annual House of Delegates meeting.

#### **L. Emergency Changes**

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

#### **M. Role of Administrative Vice-Chair**

The MISI Administrative Vice-Chair is responsible for including any new amendments into these Rules and Procedures which occur during the year in a timely manner and also having an up to date posting to the MISI website.

# **Rules**

## **TYPES OF MEETS**

The following types of meets are available for competitive swimming purposes within the State of Michigan through the Michigan Swimming, Inc. sanctioning process of the Program Operations Division: (a) Age Group (b) Senior (c) A/B/C Festival (d) Championship Meets (e) The Michigan Mile (f) Open Water/Long Distance/ Marathon and (g) 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 MISI 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 V H.) 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-Chair 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 swimmer's age. The time standards used in Michigan are Q1, Q2, Q3, A, B, and C (See rule II). MISI 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**

<b>8 &amp; Under</b>	<b>10 &amp; Under</b>	<b>11-12</b>	<b>13 &amp; Older &amp; Open</b>
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**

<b>8 &amp; Under</b>	<b>10 &amp; Under</b>	<b>11-12</b>	<b>13 &amp; Older &amp; Open</b>
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 (“Q1”) 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 Q1 times in some events and not others may enter those events in which they do not have Q1 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. Championship Meets**

MS shall conduct enough Championship meets as determined by the Championship Meet Strategy Committee, to meet the needs of its membership. The qualifying times for the Short Course and Long Course Championship Meets, in all age groups and events, are published annually by the Office of Michigan Swimming, Inc. at the beginning of the respective season. They may also be found on the Michigan Swimming website. Further rules regarding the Championship Meet Series are located in the Championship Meet Series portion of this document.

#### **E. 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).

#### **F. 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 and requirements (updated May 2011 by USA Swimming) for planning and conduction swimming events in lakes and rivers are available from the Programs Operations Vice-Chair of MS. An Open Water Application Checklis and an Open Water Application are available of the Michigan Swimming website at [www.miswim.org](http://www.miswim.org). All Open Water Competitions seeking sanction or approval must complete the USA Swimming application and send to the LSC sanction officer. The LSC sanction officer must submit this application to USA Swimming for review and the approval.

#### **G. 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.

### **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) MS classifies swimmers into ability levels by the use of time standards labeled “AAAA”, “AAA”, “AA”, “A”, “BB”, “B”, and “C”. “AAAA” is the fastest, “AAA” is the next fastest, etc. with “C” including everything slower than “B”. The “AAAA” through “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 the “National Motivational Time Standards” set forth by USA Swimming.
- (3) Open events will use 15-16 “National Motivational Time Standards.”
- (4) 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.

### **B. Achieved Time Standard**

Refund of meet entry fees shall be granted for any meet with a ‘slower than’ qualification time for any swimmer who’s ‘over qualifies’ (exceeds the entry qualification) between the time that the entry has been accepted and the first day of the meet. The host club may request proof of time verification.

### **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 events(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**

- (1) In order to facilitate the management of the Championship meets that take place at the end of the short and long course seasons MS classifies swimmers into three ability levels by the use of time standards, labeled Q1, Q2, etc. “Q1” the fastest, Q2 is the next fastest and so on.
- (2) The 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 Championship Meet Strategy Committee (See MS Bylaws) Time standards are available on the MS website upon approval by the MS BOD for each respective season.

### **E. Amendment of Time Standards**

Any changes to existing Championship Meet Series time standards shall be made by the Championship Meet Strategy Committee ( See MS Bylaws) within 60 days upon the completion of each season, Short Course and Long Course respectively, and such changes will take effect the following season (approximately September 1 for Short Course and April 1 for Long Course).

## **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 Meet Announcement Template attached found on the Michigan Swimming website [www.miswim.org](http://www.miswim.org).
- 2. *All Championship Meets:*** the meet announcements for all championship meets will be provided by the Program Operations Vice-Chair. The meet host must use the standardized template for their meet. Championship meets include: State Championships, Junior Olympic Championships and District Championships.
- 3. *Modifications or additions to the template language:*** Not allowed unless specifically approved by the Program Operations Vice-Chair during the sanctioning process.

## **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 102.1.4), mixed classification meets (USA Rule 102.2.8), in events combined by the meet referee (USA Rule 102.7.2) 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 102.2.6.

## **G. No Time (NT) Entries**

If a meet or an event does not have qualifying time standards (typically an ABC or BC meet), a swimmer with no official time for an event may enter that event with no submitted time (an "NT"). See USA Rule 102.2.9.

## **H. Inclusion of Swimmers with a Disability**

- 1. General statement:** Swimmers with a disability are highly encouraged to participate in any MS sanctioned or approved meet. "Disability" is defined as a permanent physical or mental impairment that substantially limits one or more major life activities. It is not necessary to have an International Paralympic Committee (IPC) or any other classification. For more information, see Article 105 of the USA Swimming Rulebook and the disability swimming section of the USA Swimming website.

2. **General entry procedures:** The swimmer or representative (coach) should contact the meet host at the time of the entry if any disability accommodations are needed. Between the time of the entry and the start of the meet, the coach, meet host and meet referee should discuss and decide any special accommodations and seeding arrangements. Entry and seeding arrangements must not have an unreasonable impact on any session timeline and must not adversely affect the opportunity for all swimmers to fairly compete. Appropriate seeding arrangements include but are not limited to: (a) swimming *out-of-event* by completing an intermediate distance of a longer race in the swimmer's actual age group, (b) swimming *out-of- age-group* with swimmers of a different age who are achieving comparable times, (c) special lane assignments (e.g., deaf swimmer near strobe light, etc.) and (d) swimming in time trials, etc.
3. **Personal assistants:** Swimmers with a disability may need help from personal assistants who can assist with meet routines, safety provisions, personal care, etc. Personal assistants should be regarded as disability accommodations that must be approved by the meet referee. Personal assistants: (a) are not required to be members of USA/Michigan Swimming, (b) may not coach unless registered as coach members, (c) must not interfere with meet operations and (d) may be covered by certain provisions of current USA Swimming insurance (contact USA Swimming for details).
4. **Places and awards:** Places and awards for swimmers with a disability can only be earned in the swimmer's actual event and/or age group. At the discretion of the meet host, an awards mechanism specifically designed for swimmers with a disability may be implemented.
5. **Proof of time:** Swimmers with a disability are subject to the same proof of time requirements as any other swimmer as stated in the meet announcement or these applicable rules.
6. **Entry into regular season meets with no time standards:** Swimmers with a disability may enter any meet in which there are no time standards (for example, a "C" meet or a "senior" meet with no time standards). In this scenario, the swimmer's coach is responsible for determining readiness for a particular event and, at the direction of the meet referee; the swimmer is seeded appropriately in ways that do not adversely affect the meet timeline.
7. **Entry into regular season meets with time standards:** As a general rule, swimmers with a disability who have not achieved the time standard for the length of the event may enter and swim an intermediate distance of the event for which their entry does meet the qualifying standard (for example, swim a 100 or 200 free within a 400 free, meeting the 400 Free QT).

The meet host also has the discretion to waive any requirements to achieve the qualifying time for swimmers with a disability if the meet host so desires. In this circumstance the meet referee and the swimmer with a disability shall use seeding arrangements that do not adversely affect the meet timeline.

- 8. Entry into meets with faster than/slower than time standards:** As a general rule, swimmers with a disability may enter this type of meet without having met the minimum time standard for the event, i.e. the "faster than" qualifying standards are waived for swimmers with a disability. However, swimmers with a disability must be seeded into an event in a manner which the swimmer is not expected to exceed the "slower than" time standard for that event.
- 9. Entry into the Q1 MS Championship Meets:** Swimmers with a disability shall compete in the appropriate meet for their actual age groups

Swimmers with a disability may enter MS Q1 Meets if they satisfy either of the following conditions:

- a. They have a current qualifying time for at least one event for the US Paralympic Can Am Championships. If they have at least one qualifying time, they may enter more than one event (up to the maximum allowed as stated in the meet announcement). Current qualifying times are posted at <http://usparalympics.org>. Choose the sport/swimming menu, and then choose events.
  - b. They contact the MS Disability Swimming Chairperson with a request to participate and a rationale indicating ways in which they have earned the right to compete. Requests should provide contact information for a coach or official from another club who has observed the swimmer in competition and who can attest to the swimmer's ability. If the request to compete is approved by the MS Disability Chairperson, the athlete may enter the Q1 level Championship Meet in the events specified.
- 10. Entry into Central Zone and Sectional meets, etc:** Please consult those meet announcements and appropriate web sites/manuals for current rules concerning entry into those meets. At the time of this writing, each LSC is allowed to enter a few swimmers with disabilities into the Central Zone Championships without regard to the qualifying time standards. Swimmers with a disability who are interested in applying for the Michigan zone team should contact the Michigan Swimming Disability Chairperson at least two months prior to the zone meet entry deadline for information.

#### **I. Four Hour Rule**

Any Michigan Swimming meet sessions which include events for swimmers 12 years and younger shall be conducted using the following rules (See USA-S Rule 205.3.1F). 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 (4 hours) per session,** excluding warm-ups.
- 2. All Prelim/Finals meets shall be no more than eight (8:00 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 preliminary session might last five hours but the finals session must then be completed within three hours (for a maximum total of eight hours per day.)

**3. In The event that the meet format is a combination** of Prelim/Final meet and a Timed Final Meet, both 1 and 2 above apply. This means that the Prelim-Finals portion of the meet need to be completed within eight (8:00) combined hours for the two sessions. The timed final session must complete within the four (4:00) hours session. In this meet format the total sessions, excluding warm-ups, shall be no longer than 12 hours and shall not go past 10:00 PM.

**4. These guidelines do not apply to Championship Meets** where all qualified swimmers shall be allowed to swim regardless of the length of the sessions.

**5. When establishing the sessions** for a meet, use the following:

- a. For sessions with events for swimmers 11&O, 15 second heat intervals with +15 seconds for backstroke are the minimum heat intervals to be used. If there are events that require the moving of timer, e.g. 50M Freestyle, insert breaks into the session timeline. Three (3) to five (5A) minute is suggested.
- b. For sessions with events for swimmers 10&U, 20 second heat intervals with +15 seconds for backstroke are to be used. By using this heat interval, it takes into account over water starts and the movement of timers, i.e. 25y and 50M events.
- c. When evaluating entries for compliance with this rule, the sessions Must be SEEDED.
- d. The intervals stated above are minimums and host clubs may use longer intervals. The requirements of paragraphs 1,2 and 3 must be met.

## **6. Reporting**

- a. Within two calendar days after the entry closure date as specified in the meet packet, the meet host must e-mail the seeded electronic meet management backup file from any program approved by USA Swimming, Inc. These files shall be sent to the Michigan Swimming Office (Meet & Sanctioning Chair and the Registration Chair) and to the Vice-Chair of Program Operations to verify compliance with this rule.
- b. After the entry closure date, NO additional entries may be taken, other than deck entries and time trials as specified in the meet packet.

## **7. Sanctions/Penalties**

- a. Michigan Swimming will accept a back-up file which provides a timeline of up to 4 hours and 24 minutes. Any backup file submitted over 4 hours but less than or equal to 4 hours and 24 minutes will not incur a penalty if the actual

elapsed time of the meet is less than 4 hours; however, if the actual elapsed time runs more than 4 hours or if the pre-meet backup file is over 4 hours and 24 minutes there will be a penalty. Any backup file submitted in which the time line is less than 4 hours and the actual time of the meet is longer than 4 hours will not be penalized. The penalties are as follows:

(1) **FIRST OFFENSE:** The host club is fined a \$500 per session.

(2) **SECOND OFFENSE:** The host club is fined \$750 per session and the host club may be barred, by a vote of the Board of Directors, from hosting a meet or meets for the rest of the season (includes either Short or Long Course or both).

(3) **THIRD OFFENSE:** The host club is fined \$1,000 per session and the host club may be barred from hosting a meet or meets for up to two full seasons (includes either Short or Long Course or both) by a vote of the Board of Directors.

All fines are due when the meet sanction/athlete surcharge fees are paid. If the fines are not paid in a timely manner (within 30 days of the conclusion of the meet), a \$20 per day penalty applies (in addition to the principal fine) beginning on the first day after the due date of the fine. Sanctioning Office will be responsible for notifying all parties involved.

- b. In determining whether or not a violation is a First, Second or Third offense 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 an offense occurring more than five years in the past will not be considered.
- c. Failure to submit a backup file to Program Operations and the Michigan Swimming office will be considered a violation of this rule and will automatically be penalized in accordance with paragraph a. above. For purposes of this paragraph, all sessions will be considered to be in violation.

#### **J. 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.

#### **K. CHECK IN PROCEDURE**

It is at the Host Club's discretion to have swimmers "Check-in" for their events. Check-in procedure shall be outlined in the host club's meet packet and communicated to all teams attending.

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.

#### **L. Proof of 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 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). Michigan Swimming Championship Meets Proof of Times rules may be different. Relay proof of times are owned by individual teams. Proof of relay time is only necessary if a team overrides the required entry time and the relay does not swim the entry time.

#### **M. 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. 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.

#### **N. 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.
13. For all Michigan Swimming sanctioned meets (LCM, SCM, SCY), all warm up and cool down areas must be marked. Due to **safety issues** all warm up and cool down areas need to include: (1) Lane lines/ropes--this can be modified lane rope with a few floats attached, some form of lane dividers facilitate safe circle swim. (2) Backstroke flags can be a rope or a cable with attached flags or visible markers a few feet apart that **warns** athletes they are five (5) yards or meters away from the wall.

#### **O. Automatic/Semi-Automatic and Manual Timing Systems**

USA Swimming Rule 102.24 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 Michigan Swimming Championship Meets, automatic timing systems (i.e. electronic starting devices and touch pads) are required to be used.



## **P. Swimmer Entry Fees-Electronic/Refunds**

It is preferred that all entries be submitted to the entry chair of the Meet Host using an electronic file from any USA Swimming, Inc approved meet management software. Entry fees, if submitted electronically, cannot exceed the fees stated below. 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.

### All Timed Final Meets

Not greater than \$6.25 per event below 800 yards/meters; \$9 for events 800 yards/meters long but less than 1500 yards/meters; \$15 for events 1500 yards/meters and longer

### Prelim/Final Meets

Not greater than \$6.25 per event below 1500 yards/meter; \$15 for events 1500 yards/meters or longer

### All Timed Final Meets (on and after May 1, 2026)

Not greater than \$7.50 per event below 800 yards/meters; \$10 for events 800 yards/meters long but less than 1500 yards/meters long; \$15 for events 1500 yards/meters or longer

### Prelim/Final Meets (on and after May 1, 2026)

Not greater than \$10 per event below 1500 yards/meters; \$15 for events 1500 yards/meter or longer

Exceptions to the swimmer entry fee limits set forth may be granted by the MS Board of Directors at its discretion on a case-by-case basis.

### Relays All Meets

Not greater than \$12 per relay

### Time Trials All Meets

Not greater than \$10 per individual and \$15 per relay

### Deck Entries All Meets

Not greater than \$2.50 added to the fee for individual events and \$15 per relay

### MS Surcharge Non Championship Meets Championship Meets

\$1 per swimmer  
\$5 per swimmer

### **Q. Swimmer Entry Fees-Paper/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.

### **R. Uncommon Practices**

Uncommon practices such as, but not limited to, "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 Chair of MS.

### **S. Spectator Admission Fees to Swim Meets**

Not greater than \$5.00 per day. Meet hosts may request deviations from the maximum admission fees from the MS Board of Directors upon good cause shown.

### **T. Marshaling Procedures**

All meets shall be self-marshaled, unless noted in the meet announcement or communicated to all teams prior to the beginning of the meet.

### **U. 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.

### **V. 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.

### **W. Deck Personnel**

Only registered and current coaches, athletes, officials and meet personnel are allowed on deck or in locker rooms. Access to the pool deck may only be granted to any other individual in the event of emergency through approval by the Meet Director or Meet Referee. The General Chair of MS, the Program Operation Vice-Chair of MS, the Officials Chair(s) of MS, and the MS Office Staff are authorized deck personnel at all MS sanctioned and approved meets. Personal assistants/helpers of disability athletes should be permitted when requested by a disability athlete or coach of disability athletes.

Lists are to be developed by the team meet host of approved coaches (from MS Office), officials (from Meet Referee) and meet personnel (Meet Director) to be placed outside the access point (hallway, stairway, etc.) to the locker rooms/pool deck. Safety Marshals will

check the list of approved individuals and issue a credential to be worn during the meet. Credentials should include the host team logo and or name as well as the function of the individual being granted access to the pool deck (Coach, Official, Timer, Meet Personnel). Coaches and Officials must be current in all certifications through the final date of the meet. Meet personnel should return the credential at the conclusion of working each day and be reissued a credential daily.

All other access points to the pool deck should be locked to restrict access (maintaining fire code standards) or a safety marshal should be present to check credentials. Any access points to the pool deck or locker rooms should be staffed and credentials checked throughout the duration of the meet.

Meet Directors and Meet Referees should work with facilities used for both the meet event and regular patronage in order to maintain the above procedures.

This rule does apply to all sanctioned and approved meets.

Any host team found in violation of this rule will be fined \$500 payable to Michigan Swimming. This fee must be paid to Michigan Swimming before any further meets are sanctioned for the meet host.

#### **X. Coaching Credentials and Credential Display**

See 7. W. above.

1. 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 Directors that may include additional monetary fines, suspensions and/or termination from Michigan Swimming.
2. 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. The 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.
3. The Michigan Swimming Office shall maintain records pertaining to the above.

#### **Y. Awards**

The decision to have awards distributed at a swim meet (other than the Championship meets) 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.

## **Z. Time Trial Rules (Other than Michigan Swimming Championship 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 800 yard / 1000 yard / 1500 meter / 1650 yard 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 IV-P.

**AA. 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).

<b>Short-to-Long Course</b>	<b>Long-to-Short Course</b>
50y x 1.127 = 50m	50m x 0.0887 = 50y
100y x 1.143 = 100m	100m x 0.875 = 100y
200 y 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 5G.

### **BB. Minimum Number of Officials at Meets/Compensation**

1. Each meet host, excluding meet hosts for Michigan Swimming Championship Meets, is responsible for contacting and hiring all officials needed at their particular meet including the 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 Michigan Swimming Championship meets is described under the Officials Committee section of this manual.
4. The compensation of official at all meets is described under the Officials Committee section of this manual.

### **CC. Deck Entries at Meets**

If deck entries are allowed at a MS Sanctioned 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 in good standing with USA Swimming and MS. This may be accomplished either by 1) reviewing the athlete's current USA athlete membership card (the meet host can require this option if the meet host so chooses and it is clearly stated in the meet announcement) or 2) by checking against the athlete roster report from the Club Portal or checking the athlete's Deck Pass. Clubs or athletes will be responsible for printing and/or providing a current copy of this roster or Deck Pass at the meet if the club has athletes that wish to deck enter. A smart phone or printed copies may be used for this.

If it is found that a host club has allowed an unregistered athlete(s) or an athlete not in good standing with USA Swimming and MS to swim in a meet Sanctioned by USA/Michigan Swimming, the host club will be fined \$100 for each. The Michigan Swimming Office will notify the Meet Director and the MS Treasurer of the infraction and the penalty will be due and payable with the meet sanction fees. Failure to pay will prevent the club from hosting Approved, Observed or Sanctioned Meets in the future.

### **DD. 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.

### **EE. Meet Surcharges/Additional Fees**

Any surcharge (or additional costs) for meet entry such as an athlete surcharge, facility surcharge, team surcharge, administrative surcharge, etc., are permitted for regular season competitions, provided the total combined amount of any surcharges or additional costs do not exceed \$10 per athlete (excluding any LSC-imposed surcharge that is

transmitted to the LSC. Requests for a total surcharge that exceeds the above-listed limit may be granted on a case-by-case basis by the LSC in its sole discretion.

#### **FF. Exception to Time Standards for Host Teams on Non-Championship Meets**

The Meet Host may include their own athletes that do not meet the time standard for all non-championship meets, provided the meet does not fill to capacity with athletes qualifying using the time standard. Athletes entered under this provision must be marked as exhibition and cannot score points or receive awards.

### **MICHIGAN SWIMMING CHAMPIONSHIP MEET SERIES RULES**

#### **A. General**

The Michigan Swimming Meet Strategy Committee, per the duties afforded to it in the Michigan Swimming, Inc. Bylaws (7.4.6C), will determine the number of meets offered, formats of the meet(s), qualifying times, event schedule, and all other meet operational rules, of the Michigan Swimming Championship Meet Series.

#### **B. Qualifying Period**

1. **All Championship Meets:** All qualifying times must have been achieved within the qualifying period established by the Championship Meet Strategy Committee, and published in the meet announcement.
2. 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:** Championship qualifying times will be determined by the Championship Meet Strategy Committee's review of all performances at the respective short and long course Championship meets. In addition to establishing conforming times for each State Championship Meet, equivalent non-conforming times shall be established for each Championship Meet by the committee, as necessary.
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) **Short Course Championship Meets:** Following the conforming short course yards times, non-conforming long course meters times will be arranged in time order followed by non-conforming short course meter times arranged in time order.
  - c) **Long Course Championship Meets:** 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 their age for the entire meet. Eligibility to compete in a particular age group shall be determined by the swimmer's date (not hour) of birth.

#### **E. Non-Application of Four-Hour Rules**

The four hour rules as stated in Rule IV, I above do not apply to meets within the Michigan Swimming Championship Meet Series. All qualified swimmers shall be allowed to swim regardless of the length of the sessions. In cases where it appears, by review of the timeline within each session on any electronic meet management software approved by USA Swimming, Inc., and all other relevant entry data, that sessions may exceed four hours, the 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 Chair of the Championship Meet Strategy Committee.

#### **F. Protests**

USA Rule 102.23 et seq will govern all protests in the Michigan Swimming Championship Meet Series.

#### **G. Awards**

Awards and award presentations will be determined by the Championship Meet Strategy Committee. If awards are given, they shall be paid for and procured by Michigan Swimming.

#### **H. 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. However, the host club will provide only one (1) timer per lane for preliminaries in individual freestyle distance events of 800 meters and/or yards and longer. The swimmer will provide the second timer for their individual swim in these events.
2. The host club will provide two timers per each lane used for Finals sessions.

#### **I. On Line Meet Entry**

The meet hosts of Q1 level Championship Meet(s) shall use the USA Swimming On-Line Meet entry (OME) system to accept entries for these meets. OME will not be used for Q2, or below, leveled Championship Meets. Host clubs using OME must allow payment on



the OME system by credit card if the entering teams so choose. Teams may also choose to pay by check directly to the meet host. Note: Custom times will be accepted.

#### **J. Proof of Individual Entry Times for Q1 Level Championship Meets**

1. **DEFINITION:** These are “proof of time” meets. This means that all submitted entry times must be proven/verified by a specific point in time or the entry will be scratched. If an entry time is not pre-proven/verified the swimmer will be scratched from the event and the MS Office will notify the club’s entry chair via the email address stated on the entry file of the rejected entry. Once the entry is rejected, no proof of time will be accepted and the swimmer is out of the event. Refunds will not be issued for failure to supply a proof of time.
2. **ACCEPTABLE MEETS USED FOR PROOF:** For Q1 Level Championship Meet qualifying proof of times, MS will accept all times from any USA Swimming Sanctioned, Observed or Approved Meet. MS will also accept all times from meets Sanctioned by National Governing Bodies to include College, High School, Middle School, Masters, YMCA and foreign meets approved by FINA, that are run on approved meet management software and within the qualifying period.
3. **CONTENTS OF SWIMS DATABASE:** The SWIMS database maintained by USA Swimming contains results of all Sanctioned, Approved and Observed meets held in the USA and certain other International Meets. If the time is in SWIMS it may be viewed from the USA Swimming website by selecting **Times & Teams > Times Search > Individual Times Search** and running a search using the athlete name.
4. **PROVEN vs. UNPROVEN TIMES:** Times in the SWIMS database are proven times and do not require any further proof. If a time does not appear in OME, it is NOT a proven time. If the OME user chooses to enter a custom time by using the Override Times entry function to enter the meet with an unproven time they may do so. If the athlete fails to swim at least the state cut in that event, the team, or athlete if not attached to a team, will have 30 days from notification to prove the time. Failure to prove the time will result in a \$100.00 fine to the team, or athlete if not attached to a team, being barred from participating in any future events sanctioned or approved by Michigan Swimming until the fine is paid (see paragraph #5 below for acceptable proof of time criteria).
5. **ACCEPTABLE PROOFS:** Proof of time must be in accordance with the type of time entered (LCM, SCY or SCM). Acceptable proofs include printed meet results which clearly identify the meet host, the location of the meet and the date the meet was held (swim date must be on or after the beginning of the qualifying period) as well as the name of the event and the names, clubs and times of other swimmers in the event. The preferred proof is a locked backup of the meet results using any electronic meet management software approved by USA Swimming, Inc. Results files exported from

Team Manager will work but are NOT preferred. Computer printed award labels, time cards signed by a meet referee and similar items are not acceptable for proof purposes.

6. INDEPENDENT VERIFICATION OF PROOFS: Michigan Swimming reserves the right to independently verify all proofs of time.

#### **K. Relay Proof of Time for Q1 Level Championship Meets**

Relay proof of times are owned by individual teams. Proof of relay time is only necessary if a team overrides the required entry time and the relay does not swim the entry time. If the relay, including disqualified relays, was entered using an override entry time and 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.

#### **L. Number and Compensation of Officials**

The selection and compensation of Meet Officials for all meets in the Michigan Swimming Championship Meet Series is contained in the Officials Committee section of this manual.

#### **M. Profit Sharing**

If a level of the Michigan Swimming Championship Meet Series is conducted at multiple sites, the hosts of the meet will share the profits of the meet entries by calculating the total entry fees (number of individual entries multiplied by the entry fee plus the number of relays multiplied by the entry fee) subtracting the Michigan Swimming sanction fee from the total, and then calculation the average.

#### **N. Assignment of Clubs to Venues**

If a level of the Michigan Swimming Championship Meet Series is conducted at multiple sites, all teams registered with Michigan Swimming will be initially assigned by the Michigan Swimming Championship Meet Strategy Committee to a venue. Each Michigan Swimming team will compete at and send their entries to the initial venue they were assigned (a team cannot choose which venue they will compete at). After the entries are received at each venue, the Chair of the Championship Meet Strategy Committee, in their discretion, has the right to, and may reassign clubs among the meet venues to balance the entries in an equitable manner between each venue.

# Ethics and Code of Conduct

## 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, official, 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.

### A. 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.

1. 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.
2. 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.
3. The Central Zone 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 Central Zone Board of Review website for proper procedures.

### **B. 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.

- 1. 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.
- 2. 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.
- 3. The Central Zone 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 Central Zone Board of Review website for proper procedures.

### **C. 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).

1. 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.
2. 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.
3. The Central Zone 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 Central Zone Board of Review website 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 USA Swimming Rules and Regulations 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 Central Zone 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 the 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.

## **MS OFFICE**

The MS Office is responsible for: (a) the registration of athletes, non-athletes (including coaches, officials and others) and clubs as well as the addition of all registrations for the LSC into SWIMS (the USA Swimming registration database); (b) various activities related to the set-up of swim meets and processing of meet results; and (c) maintenance of MS records and tracking National Top-10 activity; (d) communication across the LSC (e.g. to the MS Board of Directors, the MS House of Delegates, clubs, coaches, officials, athletes and athlete parents) regarding various topics relative to swimming (e) maintenance of the official documents of MS including meeting minutes and meet results. The people in this office may choose to serve on various committees, if asked to do so. USA-S rules require that all individuals with SWIMS access be individual members of USA-S.

### **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 Bylaws, MS Policies, Procedures and 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-Chair.

## **Administrative Division**

The Administrative Division consists of the Parliamentarian, Membership/Registration Coordinator, Records/Top-10/Recognition Coordinator, and Secretary. The personnel and functions associated with this division are described in greater detail in the bylaws.

### **A. MS Board of Directors Meeting Location**

To every extent possible, the location of the MS Board of Director Meetings will be held in a central location taking into account travel time for all members of the MS Board of Directors.

### **B. Minutes of MS Meetings**

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

### **C. 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**

### **A. MS Bulletins and Information Notices**

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

### **B. 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.

### **C. MS Policies and Procedures Guidelines**

*The MS Policies and Procedures Guidelines* are the responsibility of the Administrative Division Vice-Chair. These guidelines are designed to inform MS-member clubs. They 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.

### **D. State Records**

MS strives to maintain accurate and current State Records in all individual and relay events recognized in USA Rule 102.1.2 in the MS LSC Age Group and Open Divisions in



both SCY (25 yards) and LCM (50 meters) distances. Thus, MS maintains State Records for the 10 & under, 11-12, 13-14, 15-16 and 17-18 age groups. In addition, MS also keeps State Records in an “Open” Division which are the fastest times achieved by any MS registered athlete member *regardless of age*. The Records/Top-10/Recognition Coordinator is responsible for maintaining MS records.

**Requirements:** Only MS-registered swimmers are eligible to establish state records. MS records may be established in any sanctioned, observed or approved meet, including sanctioned, observed 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.

**Procedures:** As swim meets are concluded, each LSC submits those times to the SWIMS database. Accordingly, any State Record set in any venue should be contained within the database. To view current Michigan LSC Records – go to the Michigan LSC Portal. Once on the MS Portal Records page, various filters may be used to select the Records you care to view. Various summaries of Records may also be printed.

**Recognition:** In addition to the almost real time Michigan LSC Records Portal, State Records are listed once every year for both the short (SCY) and long (LCM) course season as a “Year End” listing on the MS website. Records are posted to the MS website in the fall of each year as a season ending “preview” where any alleged errors can be brought to the attention of the Office of Michigan Swimming. On November 1<sup>st</sup> of each year the list becomes Final for the previous swimming year. Each swimmer who betters an existing MS record will receive a record certificate.

### **E. MS Top-10 Times**

As of September 1, 2007, USA Swimming made significant changes to its long standing Top 16 Program. As a result, MS has followed that lead and made similar changes to the LSC Recognition program to recognize more age group swimmers at an appropriate age and to provide greater recognition to the top level young swimmers in the State of Michigan. These changes are effective in the Michigan LSC as of September 1, 2008.

Accordingly, the MS T10 program is a recognition program that is very similar to the USA Swimming National T10 Program (See USA Rule 205.9). However, no certificates/awards are given for the MS T10 Program as in the USA Swimming National T10 Program. Also, the yearly T10 list only includes individual events [and not relays] as typically the age groups for relays at MS Invitationals vary significantly from week to week and are typically non standardized age groupings.

MS recognition is given by using the Ranking feature of software called “Team Stats Online” which allows athletes to see their rank in an event almost immediately and also by compiling and posting MS T10 lists on a yearly basis on the MS website.

**Procedures:** MS maintains a database referred to as Team Stats Online which allows any viewer the ability to see rankings of fastest times in individual events on almost a real

time basis [So long as the meet results are contained within the database – which usually happens within a week or two of the conclusion of the meet]. The Records/Top-10/Recognition Coordinator or designee is responsible for maintaining MS Top-10 times.

In addition, as in the USA T10 Program, MS also compiles final year end T10 lists in both genders and in both SCY and LCM for the single year ages of 11, 12, 13, 14, 15, 16, 17 and 18 in individual events. The events are all the official events as listed in USA Rule 102.1.2. This list is compiled on an annual basis between September 1 of a calendar year and August 31 of the next calendar year. The “Year End” T10 List is then posted on the MS website in the fall of each year as a “Preview” list where any alleged errors or corrections can be brought to the attention of the Office of Michigan Swimming. On November 1<sup>st</sup> of each year the “Preview” list becomes Final for the previous year and is not thereafter modified. The Final T10 list is then posted to the MS website [usually by mid-November] as a “Year End” listing for public viewing.

### **Eligibility:**

- (1) The swimmer must be a MS registered athlete member *at the time of the swim* in order for the time to be included in the T10 Times.
- (2) The age of the swimmer as determined by USA Rule 205.2 determines his/her age group. Typically, the age is determined by the swimmers age on the first day of the meet.
- (3) T10 Times may be achieved at *any* USA/LSC sanctioned/approved/ observed meet (or sanctioned/approved/observed times trials associated with these meets), or FINA sanctioned events.
- (4) T10 Times may be achieved by a MS registered swimmer anywhere within or outside the geographical boundaries of the Michigan LSC.
- (5) T10 Times may be established in (a) swim off events or (b) the intermediate distances of an individual event or (c) the leadoff leg of a relay.
- (6) The time must be considered an “official” time under all the USA Swimming Technical Rules.
- (7) The time must be achieved, at a minimum, using a Level 3 primary timing system [i.e. minimal of a semi-automatic system with 2 buttons or manual with three stopwatches.]
- (8) Only the best performance of the athlete that occurred during the SCY and LCM season is used in compiling the final year listing (.e. an athlete cannot be listed more than once in an event.)

### **F. National Age-Group Top-10 Individual and Top-10 Relay Times**

As of September 1, 2007 significant changes were made to the well-known USA National Top 16 Age Group Recognition Program. The term NRT (National Reportable Time) is

now obsolete and it, as well as various Top 16 motivational time tables, has been removed from the USA Rulebook.

The former USA Top 16 Age Group Recognition Program is being replaced by the recognition of the Top 10 individuals in a single age group for individual events. This recognition begins at age 11 and continues to age 18 for individual events. Recognition for the Top 10 relays also begins at age 11 and continues an additional year to age 18. However, relay recognition continues the previous format of “age groups” rather than single age by year.

These changes are primarily intended to recognize more age group swimmers at an appropriate age, that is, to provide greater recognition to *all* the top level young swimmers in the country. Under the former “two year age group” individual event format the statistics showed that the great majority of the athletes were the older swimmers in the specific age group. (For example, in a 11/12 age group – fifteen out of the sixteen Top 16 performances would typically be achieved by [the top of the age group] 12 year olds. Clearly, this type of recognition ignored the top 11 year olds). Thus, the change to recognition by single year. USA Swimming has posted further written explanations for the changes on their website and that document may be consulted for further information.

The National Top 10 Times are compiled by the submission of official meet results into the USA SWIMS Database by the local LSC designated personnel. Thus, individual athletes or their representatives are not required to submit their times for consideration in the listings since the SWIMS Database is designed for this purpose. All times which are accepted as “official times” (per the USA Rulebook) by USA Swimming for inclusion into the SWIMS Database from Sanctioned, Approved or Observed competition are eligible for consideration. The swimmer must have been a registered member of USA Swimming at the time of the swim. The time frame for each year’s recognition is September 1st through August 31<sup>st</sup>. Lists are then compiled by USA Swimming staff and a “Preview” list is posted on the USA Swimming website in the fall where errors and omissions can be brought to the attention of the USA Tabulator. The final list is typically prepared and announced prior to December 31 of each year and awards are then distributed to the LSC who forwards them to the athletes. (Consult USA Rule 205.9 and the USA website on a regular basis for updates)

**Individual events:** The program awards consist of certificates which are awarded to the fastest 10 swimmers of each gender in each recognized event in each single age group, ages 11-18 (There are no longer categories for 10 and Unders). The awards are made for both short course yard and long course meter events. In addition, the fastest swimmer in each event receives a pin.

**Relay event:** Certificates are awarded to relay teams of each gender using standard age group type definitions, beginning with ages 11-12 and continuing for 13-14, and 15-18 (There are no longer categories for 10 and Under relays, 15&16 and 17&18). In addition, a club may only have one relay team listed in an event unless the other team or teams are composed only of swimmers not listed on the first relay. The awards are made for both short course yard and long course meter events.

**Awards:** Beginning with the 2007-08 season certificates and pins are distributed to the

LSCs by USA Swimming Headquarters. Certificates for ages 11-14 will be sent from USA Swimming to the LSC. Relay Certificates will be sent for ages 11-12 and 13-14.

**Motivational Time Standards:** USA Swimming intends that the previous year's actual "Top Ten Times" will be published as motivational Time Standards (similar to the previous Top 16 NRT Time Tables). However, it is no longer necessary that the athlete actually achieve the published Top 10 Motivational Standard to qualify/get an award for being in the National Top 10. The Top 10 in each category will be recognized regardless of whether it meets or equals the Top 10 time from the year before. The National Age Group Motivational Times (B, BB, A, AA, etc.) will continue to be published in the USA Swimming Rules and Regulations. The previously used NAG Motivational Times - Percentile Based chart will not be continued and will be removed from the USA Swimming Rulebook.

## **COMPUTERIZATION AND WEBSITE MANAGEMENT**

### **A. 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, 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 to the research of and use of software, equipment and personnel to facilitate the needs of Michigan Swimming.

### **B. 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.

### **C. 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.

### **D. 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.

#### **E. 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.

#### **F. Prohibited Postings to the Website**

Vendor advertising or links to vendors shall be prohibited unless the use of such vendor advertising or link is approved by the Michigan Swimming, Inc. Board of Directors. This approval should be for special considerations only and the website should not be considered an advertising space for vendors or non-vendors. 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 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 Chair, with nominations requested in accordance with the timeline requested by USA Swimming, Inc., a recipient selected, and a recognition ceremony at the MS annual House of Delegates meeting. The award is provided by USA Swimming. Individuals may only receive the Phillips 66 award once. Previous award recipients are:

1981	Don Rich	2009	Kirk Nissley
1982	Jewell Cooke	2010	Lixin Yan
1983	Jennifer Parks	2013	Jan Cartmill
1984	Dorothy Postler	2015	Dan Meconis
1985	James Stapleton	2016	Joe Gazzarato
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**

### **A. Timeline for Budget Preparation**

During June and July, the Finance Committee prepares a draft budget with input from appropriate members of the Board of Directors. In August, the budget is submitted to the Board of Directors for consideration and approval. At the annual meeting in September or October, the budget is submitted to the House of Delegates for consideration and approval.

### **B. Budget Responsibilities**

The Finance Division Vice-Chair (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.

### **C. Miscellaneous Budget Policies**

- 1) 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.
- 2) Expenses will not exceed income for the fiscal year, unless approved by the House of Delegates.
- 3) Budget variances must be approved in advance of the activity requiring the variance.

## **FINANCIAL POLICIES**

### **A. General Policies**

- 1) The fiscal year shall correspond to the calendar year.
- 2) 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.
- 3) All Michigan Swimming funds must be received and disbursed by the Corporation.
- 4) At least three bids must be submitted for any expenditure exceeding \$1,500.
- 5) 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 Chair will refer the matter to the Central Zone Board of Review for appropriate action.

- 6) 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.

## **B. Authorizations**

The General Chair, Administrative Vice-Chair, 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.

## **C. Reimbursement of Expenses**

- 1) All requests for reimbursement must be presented on the "MS Reimbursement Request Form" found on the Michigan Swimming website at [www.miswim.org](http://www.miswim.org). 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.
- 2) 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.
- 3) 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.
- 4) Travel expenses
  - a) The individual is expected to select the most economical means of travel, unless otherwise approved by the Finance Division Chair.
  - b) 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 Chair.
  - c) When driving a personal vehicle, reimbursement will be at the current business rate allowed under IRS regulations.
  - d) Travel expense is based on principal residence.
  - e) Reimbursement of expenses related to the use of rental vehicles must be approved by the Finance Division Chair in advance of the expense.
  - f) 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.
  - g) Changes in travel plans that result in increased costs will be a personal



expense, unless otherwise approved by the Finance Division Chair.

- 5) Lodging and per diem expenses
  - a) Reimbursement for reasonable lodging will be at the double occupancy rate unless otherwise approved by the Finance Division Chair.
  - b) Reimbursement for per diem will be at the current IRS rate, with the number of days limited to the number of days of lodging.

#### **D. Financial Reports**

- 1) The Treasurer shall prepare and submit an audited financial statement, annually, to the Board of Directors and House of Delegates, and un-audited financial statements at each meeting of the Board of Directors.
- 2) 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.
- 3) 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 un-audited statements - 30 days after the end of the year; and (iii) annual audited statements - 90 days after the end of the year.

#### **E. Investment Practices**

- 1) The General Chair, Administrative Vice-Chair, 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.
- 2) The General Chair, 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.
- 3) 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.
- 4) Funds shall be invested to the maximum extent possible consistent with the working capital cash needs of the Corporation.
- 5) The MS Board of Directors shall set the criteria for investments in consultation with the LSC's financial advisor(s).
- 6) Allow all funds, with the exception of working capital, to be managed by a professional money manager.

- 7) 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 \$50 per session for referees and \$45 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.

### **MICHIGAN SWIMMING Q1 CHAMPIONSHIP POLICIES**

1. MS, when possible, and in accordance with its budget will pay a stipend to each host of the four (4) state championship meets in accordance with the below schedule:
  - Short Course Season Championships (Spring): \$8,000 per host
  - Long Course Season Championships (Summer): \$10,000 per host

The total amount paid as stipends for the calendar year will not exceed the amount in the MS budget for that fiscal year for state meet stipends unless otherwise approved by the MS Board of Directors. Hosts must submit an event profit & loss statement within 30 days of the conclusion of the hosted state championship meet to receive a stipend from MS. If a host does not submit an event profit & loss statement within this timeframe, the host forfeits the stipend of the hosted competition, and a stipend will not be paid by MS for the same.

2. Michigan Swimming will cover the cost of all awards.
3. MS will compensate specific officials according to its policies regarding Q1 Championship Meet officials in these rules and procedures.
4. The host will be responsible for all other costs

### **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:

**1. Swimmer's relay fees.**

**2. Zone Team Coaches:**

- a) A stipend of \$75 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 \$100 for the head coach in recognition of the time needed to prepare entries, etc.

**3. Zone Team Manager:**

- a) A stipend of \$75 for each meet day, when the Zone Team Manager is not a member of the MS Office.
- 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.

**4. Zone Meet Athlete Surcharge:** Zone Meet athletes are required to pay a \$75 per athlete surcharge to MS with their Zone Meet entry to offset costs of Coaches pay, travel and hotel stay for the Zone Meet, relay fees and various other Zone Meet costs as described above.

## **TRAVEL FUND POLICIES**

### **A. Athletes**

To qualify for travel expense reimbursement a swimmer must:

- 1. Have been a Michigan registered swimmer at the time of competing in a qualifying meet;
- 2. Have competed in at least three (3) Michigan Swimming sanctioned meets, which are open to all Michigan swimmers who meet the meet qualifying times (excludes closed meets including but not limited to closed invitationals, dual and tri-meets) and have completed a minimum of three (3) individual events at each of these three meets. Athletes are not eligible for Travel Fund Reimbursement if they are eligible to receive funding from USA Swimming, another LSC, and/or college/university.

Any swimmer, who believes they will be reasonably unable to satisfy the requirements which apply to the number of meets in which an athlete must compete, may file a request for waiver with the Michigan Swimming Board of Directors. The Board of Directors will review these requests on a case by case basis, their decision is final.

Qualifying Meets and their reimbursements are as follows:

Olympic Trials

\$600

Major National and International swimming competitions for disability swimming (not otherwise funded)	\$500
US Open Championship (if more than 3 days)	\$500
Nationals	Summer \$500, Winter \$350
Junior Nationals	Summer \$400, Winter \$250
Open Water National Championships	\$300
Futures	\$200
NCSA Junior Nationals	\$200
Relay Only – ½ the eligible amount at the above listed meets only	

If a swimmer competes in two meets which are held consecutively in the same vicinity, the swimmer may be reimbursed the full amount for one of the meets and no more than 50% for the second meet. An athlete may request not more than two reimbursements per season.

Swimmers having been registered with Michigan Swimming for four (4) years or more, either continuously or discontinuously, shall be eligible for 100% of the share; three (3) years for 75% of the share; two (2) years for 50% of the share; one (1) year for 25% of the share. The dollar value of the share will be based on the current Michigan Swimming Inc. budget. It is up to the individual completing the form to list the number of years attached to Michigan Swimming. If this is not completed or is partially completed then the reimbursement will be based on the information provided on the form. Separate forms must be completed for each meet.

Reimbursements will be made at the end of each short and long course season. Applications must be postmarked by May 1<sup>st</sup> for the short course season and September 15<sup>th</sup> for the long course season. Any claim rejected due to the postmark rule must be available to Michigan Swimming and any Michigan Swimming Club with the postmarked envelope attached for proof of denial. All receipts or legible copies of receipts must be included. Athlete meal receipts must be annotated to show the athletes meal items.

The reimbursement form can be found on the Michigan Swimming website in the Forms area under the Athlete heading. The completed forms must be signed by the athlete and the parent / legal guardian or coach.

Clubs which provide receipts / reports for airfare, lodging, travel at the meet, and meals through club booked meets must contain the following: athlete's full name, meet name, dates, host city and state, itemized totals for each individual athlete's travel, lodging, transportation cost at the meet, if applicable, and meals.

The completed forms and all accompanying documentation should be mailed to the following:

Michigan Swimming Office  
Attn: Finance, Vice Chair  
2245 Knollcrest  
Rochester Hills, MI 48309

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.

## **B. Officials**

To qualify for travel expense reimbursement an official must:

1. Have been a Michigan registered official in good standing at the time of the qualifying meet, and
2. Have officiated in at least four (4) Michigan Swimming sanctioned meets within the last nine (9) months and have an average rating of meets expectations or higher.

Qualifying Meets and their reimbursements are as follows:

Major National and International swimming competitions for disability swimming	\$700
US Open Championship (6 day / 3 day)	\$700
Nationals and Junior Nationals	\$700
Open Water National Championships	\$700
Trials-level Meets	\$700
Pro Swim Series	\$600
Futures	\$600

An official may request two (2) reimbursements per fiscal year. Reimbursement will be made after the completion of the meet where the official has worked. Officials will need to complete the volunteer reimbursement request form on the Michigan Swimming website and provide copies of receipts.

Reimbursements will be made for actual expenses or the amount listed above, whichever is less. Receipts must be included with the form.

The completed form and all accompanying information will be automatically sent to the treasurer.

The Treasurer and Officials' Chair will determine the amount to be reimbursed and process reimbursement checks within 30 days of receipt.

## **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, 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, Safe Sport 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 VICE-CHAIR

The Program Development Vice-Chair 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 Chair 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.
  - Michigan Swimming has earmarked an annual budget of \$10,000 for the purpose of assisting member clubs developing minority and/or disadvantaged programs for the purpose of expanding the reach of swimming for those athletes who are in need of financial assistance in order to participate.
  - Funding is available on an annual basis and must be sponsored by a USA Swimming member club.
  - Requests must include
    - Defined demographic or target group.
    - Quantification of financial need.
    - Details regarding how the funds will be used.
    - Enumeration of both measures of and barriers to success
    - A balance sheet of the requested funds and their uses can be found on the Michigan Swimming website at [www.miswim.org](http://www.miswim.org).
  - Special consideration will go to programs that (1) follow Make a Splash guidelines, (2) provide for ongoing swimmer development and support as a USA-S member and (3) provide club and community matching funds.
  - Sponsoring club must provide a schedule of tollgates, milestones, and reporting dates to Michigan swimming. Failure to do so will result in the sponsoring club having to repay the donation to Michigan Swimming.

## **CAMPS AND CLINICS**

### **A. 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.

### **B. 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.

### **C. Workshops**

Under the leadership of the Program Development Chair, 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.

### **Championship Meet Strategy Committee**

Per the Michigan Swimming Bylaws, the Championship Meet Strategy 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 Championship Meet Strategy Committee has general oversight of time standards and championship meet formats, including determination of the number of lanes used in Michigan Swimming Championship Meets 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 Safe Sport 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 swimmer 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 Safe Sport 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 should wear the orange vests. 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 Safe Sport 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 EAPs 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 EAPs with the MS Safe Sport Coordinator by December 31 of each calendar year.

### **EMERGENCY ACTION PLANS**

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

- Drowning
- Injuries caused by slipping on the pool deck or in the shower
- Water quality emergencies
- Chemical leaks
- Sunburn or heat exhaustion
- Cuts, scrapes, and abrasions
- Seizures
- Diabetic coma or insulin reaction
- 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 is evacuated, the procedures for evacuation, and the person(s) responsible for supervision.
- Managing deck and locker room access for only registered coaches, athletes, officials, and credentialed volunteers.
- 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), and safety training for swim coaches. A list of currently approved courses is available on the MS website. 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. These summaries are also available on the USA Swimming website ([www.usaswimming.org](http://www.usaswimming.org)) by searching for "Insurance Summary". Contact the Member Services Division at the USA Swimming national office if your club requires additional information about insurance. The address is USA Swimming, One Olympic Plaza, Colorado Springs, CO 80909, and the phone number is (719) 866-4578.

**Additional Insured Endorsements and Certificates.** Instructions for obtaining Additional Insured Certificates and Endorsements are available from the FORMS page on the MS website ([www.miswim.org](http://www.miswim.org)). These Additional Insured Endorsement Certificates **are not automatically renewed** each year. A request may be made for Certificates be issued by Risk Management Services, Inc. at a cost of \$25.00 per

certificate. EXCEPTION: If there are special requirements requested by the Additional Insured, please contact Risk Management Services, Inc. at 800-777- 4930 x10 for assistance.

A link to the current "Report of [Accident] Occurrence" form is also available from the Forms page of the MS website ([www.miswim.org](http://www.miswim.org)).

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**

### **A. 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, and Wisconsin. 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.

### **B. Time Standards**

National AAA time standards are required to qualify for this meet. MS policies prohibit a swimmer from entering events in which he/she has a junior or senior national qualifying time.

### **C. 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 MS Office. The fees cover the cost of the entry fees for individual

events to the meet. A uniform package will be offered for purchase by the swimmers on the team. The uniform will include a shirt, swim caps, and other items decided upon by the Zone Team Coordinator. 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.

#### **D. 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.

#### **E. 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.

#### **F. 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.

#### **G. Zone Meet Athlete Surcharge**

Zone Meet athletes are required to pay a \$50 per athlete surcharge to MS with their Zone Meet entry to offset costs of Coaches pay, travel and hotel stay for the Zone Meet, relay fees and various other Zone Meet costs as described above and in the Zone

Championship Policies in the Finance Section of these MS Rules and Procedures.

## **Program Operations Division**

### **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), and the Open Water Coordinator (See MS Bylaw 7.2.2 (H)).
- b) The Program Operations Division is responsible through the Program Operations Vice-Chair to coordinate and facilitate the conduct of all swimming programs within Michigan Swimming, Inc. The Program Operations Vice-Chair is responsible for all meet sanctions\* and approvals\*\*, gathering meet evaluations, and procuring awards for the State Championship Meets.
  - 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 complete.

### **THE DEVELOPMENT OF THE SKELETON MEET SCHEDULES**

- a) The Program Operations Vice-Chair and Program Development Vice-Chair in consultation with the General Chair and Senior Coach Representative start 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 with a tentative planning schedule beyond the next season, up to two years at a time. An example of a Skeleton Meet Schedule is found on the Michigan Swimming website.
- b) Those who are developing the skeleton schedule are 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 all Michigan Swimming 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 spring/summer long course season shall be completed on or before November 1 of each year. The Skeleton Meet schedule for the upcoming fall/winter short course season shall be completed on or before 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.

### **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 Form to Request an on the Meet Schedule (see Michigan Swimming website) and forwarding it to the Programs Operations Vice-Chair. While bid requests are typically for the prescribed Skelton Schedule season time frame, Forms to Request on the Meet Schedule may be turned in for future time frames up to two years in advance of the proposed meet, though they will not be submitted to the BOD for approval until the appropriate time for the season it is part of.
- b) After the meet schedule has been determined, all other clubs requesting a sanction or approval must be approved by Program Operations Vice Chair, the Meet Scheduling committee and the MS BoD.
- 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). Co-hosting is encouraged, though the arrangements of the co-hosts responsibilities are between the organizations and not MS. All co-host meet requests will be considered at the request of the co-host entity and not necessarily the organization submitting the bid request.
- e) Long Course Meet Bid Deadline: All requests to host an upcoming Spring/Summer (April to August) 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/Winter (September to March) 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.

### **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.

- 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 Championship meets, then senior meets, then "A" meets, followed by the remaining meets on the schedule.
- 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:
- E. 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.
- F. 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.
- G. 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.
- H. The co-hosting of any meet is encouraged and will be used as a priority/higher consideration factor by the committee.
- I. The co-hosting of Q1 Championship Meets is highly encouraged and first consideration will be given to bids proposing the co-hosting of a Q1 Championship Meet particularly if a co-host has a demonstrated ability in prior years in hosting Q1 Championship level swim meets.

### **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.

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) to be a non-athlete member of USA Swimming before the start of the meet and (5) the Meet Host will provide the MS Meet and Sanctioning Chair the electronic meet management backup file, from any electronic meet management software approved by USA Swimming, Inc., at the close of the entry deadline or when the meet management program 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.

- B. 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 Central Zone Board of Review action.

### **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 within 30 days of the closing of the meet bids for each respective season. 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 on the Michigan Swimming web site within 60 days of the submission for approval by the Meet Scheduling Committee to the BOD. The meet schedule will also be available at all times through the Program Operations Vice-Chair.

### **THE SANCTIONING/APPROVAL PROCESS**

- A. After the meet contract has been returned to the Program Operations Vice-Chair and at least 60 days prior to the actual date of the awarded meet the Meet Host is required to submit to the MS Office Administrative Operations Coordinator a copy of a proposed meet announcement (originally authored by the Meet Host) (see the Michigan Swimming website at [www.miswim.org](http://www.miswim.org) for the Meet Announcement Template). Failure to submit the Meet Announcement at least 60 days prior to the actual date of the meet, using the most current Meet Announcement Template, will result in an automatic fine of \$250 plus \$25 a day for each additional day the announcement is late. Receipt of the announcement will be determined by the time stamp on the e-mail sent to the MS Office. This fine is automatic and may only be waived by the Board of Directors. In addition, more than one late filing may result in the loss of future meets at the discretion of the Board of Directors. Fees collected will go into the athlete travel fund.
- B. The meet announcement must be submitted to the MS Office Meet and Sanctioning Chair using the MS 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 MS Office Meet and Sanctioning Chair in \*.doc (MS Word) or \*.pdf (Adobe Acrobat) format. A copy of the Meet Manager database should also be submitted to the MS Office Meet and Sanctioning Chair at this time.

- C. The meet announcement must explicitly state that entries will not be accepted by the host club any earlier than 4 weeks prior to the first day of the meet. The meet host may accept entries as stipulated in the meet information packet. Meet hosts may accept entries as they see fit including, but not limited to: history of attendance, quality of competition, and balance of sessions.
- D. As part of the Sanctioning Process, all MS Clubs that are awarded meets are required to file with the MS Safe Sport Coordinator a comprehensive Emergency Action Plan for the specific pool/venue where the swim meet will take place. The EAP should be submitted to the Safe Sport Coordinator at the same time the Meet Announcement is submitted for review by the MS Office Meet and Sanctioning Chair. 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-S / MS purposes.
- E. The meet announcement will be reviewed by the MS Office Meet and Sanctioning 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 MS Office Meet and Sanctioning Chair, the MS Office Meet and Sanctioning 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 meet documents including the meet announcement without express authorization from the MS Office Meet and Sanctioning Chair.
- F. All requests for sanctions of time trial, dual meets, tri-meets and closed invitationals shall be automatically granted provided they meet the requirements as stated in the National Rule Book.

#### **TRANSMITTAL OF MEET ANNOUNCEMENT / MEET PACKET TO MS**

- A. After the Meet Host has received the sanctioned Meet Announcement from the MS Office Meet and Sanctioning 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 so that they may be distributed to member clubs no later than 8 weeks prior to the first day of the meet. Failure of the host club to supply the MS Office with the required files in time to comply with the rule will result in a \$100 fine payable to MS with the sanction fee. This late submission fine will be administered / determined by Program Operations. Repeated offenses may be submitted to the MS Board of Directors or Central Zone Sanctioning Board of Review for further action.

- 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 the sole discretion of MS.
- C. No sanctioned competition shall be approved unless a sufficient number of USA Swimming certified officials are present to observe and certify that the conduct of competition and all times achieved in such competition were in conformance with all applicable USA Swimming technical rules without the prior consent of Michigan Swimming.

### **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, see the Michigan Swimming website at [www.miswim.org](http://www.miswim.org).
- 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 Safe Sport Coordinator.

### **TRANSMITTAL OF MEET RESULTS TO MS**

- A. Within 3 days following the conclusion of the meet the Meet Host will send a backup file from any electronic meet management software that has been approved by USA Swimming, Inc. of the complete meet results to the MS Meet and Sanctioning Chair, the MS Top-10 Coordinator and the Program Operations Vice-Chair.
- B. Meet Results that are provided to or as posted to the MS website shall comply with USA Rule 102.27.

### **TRANSMITTAL OF MS SANCTION FEES & MS ATHLETE SURCHARGE TO MS**

- A. The MS Office will automatically bill Meet Host for all sanction, approval, and/or observation fees, surcharges, and other assessments as prescribed by the MS Rules

& Procedures or the MS Board of Directors using the final electronic meet management software backup from the meet.

- B. Within 30 days following the conclusion of the meet the Meet Host shall provide the MS Office with an unlocked copy of the final electronic meet management software backup from the meet and a copy of the Officials Pay Summary report.
- C. Meet hosts that fail to comply with the above will be fined \$10 per day beginning on the 31st day following the conclusion of the meet until the files are submitted and the fees are paid. Any applicable fine(s) shall be automatically assessed by the MS Office and is due with remittance of amounts billed in accordance with (A) above.
- D. Fee structure for Sanctioned, Approved and Observed Meets:

#### SANCTIONS:

- a) Open Invitationals on MS published meet schedule:
  - 5% of total entry fees (including scratches) and \$1 per athlete surcharge.
  - Paid after meet.
- b) Non Q1 Level Championship Meets:
  - 5% of total entry fees (including scratches) and \$5 per athlete surcharge.
  - Paid after meet.
- c) Q1 Level Championship Meets (SCY and LCM)
  - 10% of total entry fees (including scratches) and \$5 per athlete surcharge.
  - Paid after meet.
- d) Off the published meet schedule (all USA clubs)
  - Host club will pay 5% of total entry fee based on Tier 1 fee, per event, regardless of what is actually charged. (Example: 100 swimmers x 3 events x \$5 per event = \$1,500. 5% of \$1,500 is \$75). MS assumes standard event entry fee of \$5.
  - Paid after meet.

#### APPROVALS:

- a) USA clubs – No charge for Open Water, Black Heritage and Disability Meets.
- b) YMCA Clubs – Closed YMCA Invitationals, Clusters, State or Zone - \$500 paid prior to meet.
- c) Non USA Clubs – State Games, Park and Rec, AAU, etc. -- \$500 paid prior to meet.
- d) USA Clubs – Approval through USA Swimming Form D – 5% total entry fees (including scratches, assuming minimum \$5 per individual event and \$12 per relay event fee if entry fees less than these amounts were actually charged to participants) and \$1 per athlete surcharge paid after meet.

#### OBSERVATIONS:

- a) No charge for application, review, possible authorization and administrative tasks.

## Officials Committee

### INTRODUCTION

The Officials Committee consists of the Officials Chair and at least two other officials, and a sufficient number of athletes appointed so as to constitute at least twenty percent (20%) of the voting membership of the committee. All non-athlete members of the Officials Committee must be certified officials of MS. The Officials Chair is an appointed position. The remaining non-athlete members of the Officials Committee are appointed by the Officials Chair with the advice of the General Chair. All athlete members of the committee shall be appointed by the General Chair with the advice of the Senior Athlete Representative. 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.

### OFFICIALS CHAIR APPOINTMENT

#### A. Qualifications

The Officials Chair must be a certified Meet Referee.

#### B. Duties

The Officials Chair (a) chairs the Officials Committee (b) is responsible 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 Chair may attend 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 will provide the MS Office a complete list of certified officials within the LSC with at least the name and level of certification.

#### C. Appointment of Officials Chair

- 1. Appointment Years:** The Officials Chair shall be appointed by the MS General Chair with the advice and consent of the Board of Directors.
- 2. Term of Office:** The Officials Chair shall be appointed for a period of not less than four (4) years or until their successor is appointed. The term of office shall commence in accordance with the MS Bylaws.

3. **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.

## **MEETINGS**

The Officials Committee shall hold at least one annual meeting and others as may be called by the Officials Chair. 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.

## **COORDINATORS**

The Officials' Chair may recruit and appoint interested parties to the following positions: OTS Coordinator, Technical and Administrative Mentoring Coordinators and Recruiting Coordinator. The Officials' Chair may opt to leave these positions vacant or create additional positions as deemed necessary.

## **MS TRAINING CLINICS**

Officials training clinics may be held in conjunction with a swim meet or at any location. Clinics of this type are designed to bring awareness and consistency across the LSC and shall be approved in advance by the MS Officials' Chair. Information concerning the clinic shall be posted on the Officials Website and electronically sent to all LSC Officials and Clubs. A calendar of regularly-occurring new officials clinics shall be published each year.

## **USA SWIMMING CLINICS / WORKSHOPS**

USA Swimming typically hosts Officials Clinics including an LSC Officials Chair'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 Chair with advice from 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 in the supervision and/or training of officials; and (c) any other factor deemed relevant by the Officials Chair and committee.

## **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.

### **OFFICIALS ADVISING AND MENTORING APPRENTICE OFFICIALS**

Certified officials may be requested to advise and mentor apprentice officials through the certification process for both technical and administrative certifications.

### **MS CERTIFICATION/HOW TO BECOME AN OFFICIAL**

The Officials' Committee shall set forth the minimum standards and process for becoming a certified official in Michigan Swimming, as well as the minimum standards and process for advancement. The Officials' Committee shall post this information online on the Michigan Officials' website.

MS certifies officials as three technical levels: stroke and turn judge, starter, and referee. Certification at each level indicates proficiency at the previous level.

MS certifies officials at two administrative levels: administrative official and administrative referee.

### **MS RE-CERTIFICATION**

Michigan Swimming requires that certified officials "recertify" annually, which includes taking the USA Swimming Officials recertifications test at the individual official's highest level of certification in odd numbered years and attending a yearly clinic which will be presented by the Officials Committee. The process will be documented and published online at the Michigan Swimming Officials website.

### **TRANSFER OFFICIALS**

#### **For Officials Joining Michigan Swimming**

The arriving official should contact the MS Officials Chair via the Michigan Officials Website or the Michigan Swimming Office with the following information:

- Name, Phone Number, and Club Affiliation of the official
- USA Swimming Local Swimming Committee (LSC) from which Official Is Transferring? including whether that LSC is in compliance with USA Swimming's minimum standards for becoming a certified official
- Position(s) for which Certified to Work in the Current LSC
- Date(s) Certifications Expire

The official will then be entered into the MS official's database as a transferring official.

#### **Transfer from YMCA Certification**

1. Level 1 YMCA certified (S&T Judges)
  - If YMCA level 1 clinic completed within 1 year, and if the official can document passing either YMCA Level 1 or USA-S S&T test with a score of at least 80% within past year, they may undergo MS S&T

evaluation if the official can demonstrate at least 5 sessions (either as a certified YMCA official or as a USA-S training session).

2. Level 2 YMCA certified officials (all other positions)
  - o Require the YMCA official to meet current MS requirements for all positions, including MS clinics, training sessions, etc.

## **Transfer from Another LSC**

**Stroke and Turn Judges** may receive their MS Stroke and Turn Judge certification by showing a passing score on the USA Swimming Officials Stroke and Turn Judge test and be observed over two sessions at a sanctioned MS swim meet. Alternatively, you may attend a MS conducted or approved training clinic and passing the USA Swimming Stroke and Turn Judge test.

**Starters** may receive their MS certification as Starter by showing a passing score on the USA Swimming Starter test and being observed over two sessions at a sanctioned MS swim meet. Alternatively, you may attend a MS conducted training clinic, pass the USA Swimming Starter test, and be observed at least two sessions by a MS official designated to evaluate starters.

**Deck Referees** may receive their MS certification at that level by attending MS conducted training clinics for Referees, passing the USA Swimming referee recertification test and working at least three sessions as a Deck Referee, the last of which shall be under the supervision of a designated evaluator. The later requirement is intended to assure the transferring Deck Referee is aware of and comfortable working with and handling situations in accordance with MS rules and procedures and practices.

Transferring **Meet Referees** must meet the MS Meet Referee requirements.

If certified in another LSC for **Administrative Official (AO)**, attend a MS clinic, take the USA-S AO recertification test, and work 3 sessions in MS, the last of which shall be observed by a MS evaluator.

## **For Officials Leaving Michigan Swimming**

Contact the MS Officials Chair at (Michigan Swimming Officials Website) with the following information:

- Name of Official
- Club Affiliation
- USA Swimming Local Swim Committee (LSC) to which the Official Is Transferring
- Date of Departure from MS
- Address or email to which the Information Should be Sent



The Officials Chair will then send the departing official a transfer letter indicating the positions to which the official is certified and the expiration date of the certification. MS will provide a copy of its certification requirements, including a statement that we are in compliance with USA Swimming minimum standards. In addition, the National certification and National Championship certification (if known) will be noted. The official can then deliver this to the new LSC. The new LSC's policy will determine the process by which the official will be certified in the acquiring LSC.

## **SUSPENSION OR REVOCATION OF OFFICIALS CERTIFICATION**

Certification as an official in Michigan Swimming is granted as a privilege, not a right. According to the MS Rules and Procedures, the Officials Committee is authorized and obligated to train, test, certify, evaluate, retest, recertify, and supervise officials. Michigan Swimming may suspend or revoke an official's certification(s) only in accordance with the following procedures:

- A MS meet director, certified USA Swimming Official, USA Swimming member coach, USA Swimming member athlete must file a written complaint pertaining to an official's performance or ability to perform. The complaint must be based on the complainant's first-hand knowledge of the matter and must be filed with MS Officials' Chair with 15 days from the alleged incident.
- Upon receipt of the complaint, the Officials Chair may, with the General Chair and Board of Director's concurrence, suspend the official's certification while the matter is under investigation if the officials' chair finds that it would be in the best interest of MS.
- If a suspension is warranted, the General Chair will notify USA Swimming National Headquarters of their intention to impose a suspension under the provisions of USA Swimming Rules and Regulations regarding Hearing and Appeals (Article 401).
- At the same time, the General Chair or Officials' Chair must advise the official in writing of the suspension and of the official's right to an expedited hearing (to be held within 10-15 days) as well as the procedure to appeal this decision in accordance with USA Swimming Rules and Regulations and MS By-Laws.
- The Officials' Chair may refer the complaint to the MS Officials' Committee for a recommendation which shall be issued within 45 days of receipt of the initial complaint.
- The Officials' Committee may recommend:
  - Take no additional action
  - Issue a formal reprimand

- Require the officials to receive retraining or additional training
  - Suspend the official for definite or indefinite period
  - Revoke the official's appropriate certification(s) Other similar action
- Upon receipt of the Officials' Committee recommendation, the General Chair and Officials' Chair shall act upon the recommendation with the concurrence of the Board of Directors. The General Chair or the MS Board of Directors may modify or rescind the action recommended by the officials' committee after appropriate deliberations with the Officials' chair.

The official may appeal any action, including temporary suspension as provided in the MS By-Laws and USA Swimming Rules and Regulations.

## **MINIMUM NUMBER OF OFFICIALS AT MEETS**

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

As it pertains to required and minimum numbers of officials, Michigan Swimming shall follow national guidelines as outlined in the USA-S rulebook. For all sanctioned or approved competitions and time trials, except for dual meets or intra-squad meets, there should not be fewer than the following officiating positions filled:

- 1 Referee
- 1 Administrative Official
- 1 Starter
- 2 Stroke Judges and 2 Turn or 2 Strok & Turn Judges

Officials other than the Referee and the Administrative Official may act in more than one officiating capacity only when sufficient qualified officials are not available. Michigan Swimming will not reimburse host clubs for a Deck Referee position in dual meets or off-schedule, sanctioned meets.

### **B. MS-Designated Championships Meets**

The number of officials will be determined by the nature of the championship competition – including but not limited to format, facility-specific considerations, and experience of the athletes competing. The Officials' Chair, with the approval of the MS Office, will determine the number of official needed for each meet, not to exceed the MS-budgeted monetary expenditure for each competition. Volunteer officials may be accepted at the discretion of the Officials' Chair.

## **COMPENSATION OF OFFICIALS**

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

At all meets the host club is responsible for directly paying all certified officials 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 as defined by USA Swimming, Inc. Non- certified/apprentice and volunteer officials are not monetarily compensated.

Referee, Admin Referee, Administrative Official	\$50 per session
Starter, Stroke/Turn, Chief Judge, Others	\$45 per session
Overtime – (All Officials) each 30 minutes over four hour session	\$5 per each 30 minutes

The Meet Referee and Administrative Official shall be compensated \$50 per meet for pre-meet preparation work.

### **B. MS-Designated Championship Meets**

Michigan Swimming will compensate all officials.

### **C. BC MEETS**

Michigan Swimming will compensate the minimum required number of officials for General Age Group Meets as defined in these MS Rules and Procedures.

### **D. Request for Excess Monetary Consideration**

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

### **E. Mileage & Hotel / Lodging Expense**

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.

### **F. Compensation of Observers for HS State Meets**

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 \$45 per session. All other expenses are the responsibility of the official.

## **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 Chair 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.

## **SELECTION OF Q1 LEVEL CHAMPIONSHIP MEET(S) OFFICIALS**

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

The Officials' Committee shall put forth a list of names who shall be considered for the position of Meet Referee at the Q1 Level Championship Meets. The Meet Referee will be selected from this list with concurrence from the Officials' Chair and the meet host. The Officials' Committee may also recommend an under-study Referee, with the approval of the Officials' Chair, who will shadow the Meet Referee for training to become a Championship Meet Referee. In case of lack of final agreement of the Meet Referee by the Officials' Chair and meet host Committee, the MS Board of Directors shall then make the specific assignment.

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

The officiating crews for the Q1 Level Championships meets shall be solicited by application and then presented to the Officials' Chair and the MS Office for approval. Such selections should be made with the spirit of inclusiveness in mind. This is to ensure equity of selections and to ensure appropriate numbers of officials are present. The Meet Referee may, in consultation with the Officials' Chair, refuse to accept officials for the officiating crew.

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

In making the assignments for the Q1 Level Championship Meets, the Officials Chair may solicit opinions from the Meet Director(s) and Met Referee of the respective State Championship meet(s). The Officials Chair may also take into account the views and opinions of any other interested parties, however, in all cases, the decision of the Officials' Chair is 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 Officials website applications for all officials who are interested in officiating at a Q1 Level Championship Meet a minimum of 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 at his/her discretion may also solicit officials for any specific assignment(s) regardless of whether the official has applied to officiate at the meet.

### **C. 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.

### **D. Apprentice Officials**

The presence of apprentice officials at any of the Q1 Level Championship Meets is at the sole discretion of the Officials Chair.

## **UNIFORM**

The MS official's uniform is a white polo shirt and black pants, shorts, long skirt, black deck shoes and white socks or such other uniform as approved by the Officials Chair. Officials must display their meet credentials at all times during meets.

## **Athlete Division**

The Athlete Division consists of all the currently registered MS athletes. The Athlete Division is *represented by* four athletes - the Senior, Junior and two (2) At Large Athlete Representatives. The Athlete Representatives are full voting members of the MS Board of Directors and the MS House of Delegates. They are responsible for presenting the Athletes perspectives and representing Athletes' views on all issues considered at those meetings. In essence, the Athlete Representatives serve as a liaison between the MS athletes and various USA/LSC entities as needed. In addition, the Senior and Junior Athlete Representatives, if able to attend, are part of the MS delegation to the annual USA Swimming HOD convention. In his or her discretion an Athlete Representative may create committees to address issues of importance to MS athletes.

### **JUNIOR ATHLETE REPRESENTATIVE**

One Junior Athlete Representative is nominated and elected each year by the Athlete Members present and voting, who are thirteen (13) years of age or older, during their annual meeting at or around House of Delegates.

### **SENIOR ATHLETE REPRESENTATIVE**

The Junior Athlete Representative, upon completion of the one year term of the Junior Athlete Representative automatically becomes the Senior Athlete Representative.

### **AT LARGE REPRESENTATIVES**

Two (2) At-Large Athlete Representatives are nominated and elected each year by the Athlete Members present and voting, who are thirteen (13) years of age or older, during their annual meeting at or around House of Delegates.

### **TERM OF OFFICE**

The term of office of each At-Large Athlete Representative is one (1) year. Junior Athlete Representatives will serve a two (2) year term, with the Junior Athlete Representative becoming the Senior Athlete Representative at the start of their second year of their two-year term.

### **QUALIFICATIONS**

Each Athlete Representative must be: (a) an Athlete member or Seasonal Athlete Member in good standing (b) at least 16 years of age and at least a sophomore in high school (c) be currently competing or have competed during three (3) immediately preceding years, in the program of swimming conducted by MS or

another LSC; and (d) have his or her place of permanent residence in the Territory and expects to reside therein throughout at least the first half of the term (other than periods of enrollment in an institution of higher education).

### **VACANCIES**

If the office of any Athlete Representative shall become vacant for any reason, the General Chair shall, with the advice and consent of the Board of Directors, appoint a replacement to serve the remainder of the term.

### **ELECTION PROCESS**

Elections occur during the Athlete Division meeting at the annual House of Delegates meeting. Prospective candidates are given the opportunity to speak in front of their peers. A ballot will be passed out to the athlete division members, who are thirteen (13) years of age or older, in attendance. In order to avoid vote tampering, a designated MS office employee will count and record votes.

### **RESULTS AND TERM START**

The results of the elections will be announced before the end of the annual House of Delegates meeting. The term for each position will begin at the next regularly scheduled Board meeting.

## Coach Division

The Coach Division consists of all the currently registered and certified MS Coaches. The Coach Division is *represented by* the Senior and Junior Coach Representatives. The Coach Representatives are full voting members of the MS Board of Directors and the MS House of Delegates. They are responsible for presenting the Coaches perspectives and representing Coaches' views on all issues considered at those meetings. In essence, the Coach Representatives serve as a liaison between the MS coaches and various USA/LSC entities as needed. In addition, the Senior Coach Representative, if able to attend, is part of the MS delegation to the annual USA Swimming HOD convention. In his or her discretion the Senior Coach Representative may create committees to address issues of importance to MS coaches.

### JUNIOR COACH REPRESENTATIVE ELECTION

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 new Junior Coach Representative and the existing Junior Coach Representative (beginning his/her second year on the Board of Directors) becomes the Senior Coach Representative.

#### A. Notice of Election

The current Junior Coach Representative is responsible for noticing the election process shortly before the annual MS HOD meeting (which usually is in April or May) and carrying out the election process with the assistance of the permanent office of MS. Notice of the election of the Junior Coach Representative will be communicated to all coaches by e-mail and/or by posting on the MS website no later than 30 days prior to the date of the annual MS HOD meeting. General instructions on the conduct of the election will be included in the communication to coaches. Any currently certified MS Coach is eligible to be nominated; however, no Coach shall be placed on the ballot without his or her consent. Coaches may place their own name on the ballot. The deadline for having your name placed on the official ballot is one week before the HOD meeting and this ballot deadline date shall be included in the communication.

#### B. The Election and Voting Process:

The annual election of a new Junior Coach Representative is held at the annual MS HOD meeting. You must be a currently certified MS Coach and be present at the HOD meeting in order to vote. The election for the *new* Junior Coach Representative is conducted by the currently sitting Junior Coach Representative and the MS Office. The election starts 30 minutes prior to the published start time of the HOD meeting. The election should be finished by the beginning of the meeting.

Coaches eligible to vote [as determined by the MS Office list] shall be given a ballot by the current Junior Coach Representative. The ballot shall contain the names of the nominated individuals. Write in candidates are allowed and the ballot shall contain a space to do so. The completed ballot is turned in to the MS Office (or designee). The ballots shall be counted by the MS Office (or designee) and not any individual of the

Coach Division.

### **C. Results and Term of Office**

After all the ballots are counted, the results of the election (of the *new* Junior Coach Representative) shall be announced by the MS Office (or designee). The *new* Junior Coach Representative's *term* (thus voting privileges for future meetings) begins at the conclusion of the HOD meeting where he/she was elected.



# Forms

Statement of Principles on Ethical Behavior and Conflict of Interest

Team Travel Policies

- A. Code of Conduct for Coaches / Staff Members
- B. Code of Conduct for Athletes
- C. Emergency Medical Release for A Swimmer
- D. Travel Assumption of Risk and Release of Liability

## **MSI: STATEMENT OF PRINCIPLES ON ETHICAL BEHAVIOR AND CONFLICT OF INTEREST**

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

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

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

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

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

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

### **ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING**

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

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Print Name

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Signature

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Date \_\_\_\_\_ Michigan Swimming Position \_\_\_\_\_

## MICHIGAN SWIMMING, INC. LSC TEAM TRAVEL POLICY

Scope: this policy responds to USA Swimming's rule 305 mandating that each Local Swimming Committee (LSC) and each Member Club have published policies for team travel. Team travel is defined as a swim meet or other team activity that is planned and supervised by the LSC. All athletes, parents, coaches and other adults traveling with the LSC must agree to and must sign the LSC travel policies. LSC clubs are expected to adapt their own team travel policies in accord with USA-S Rule 305.

**USA-S Required Policies:** These items are Code of Conduct stipulations in the USA-S Rule Book.

- LSC travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the club (305.5.4)
- Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check. (305.5.2)
- Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with an athlete (unless the coach is the parent, guardian, sibling, or spouse of that particular athlete). (305.5.1)
- When only one athlete and one coach travel to a competition, the athlete must have his/her parents' (or legal guardian's) written permission in advance to travel alone with the coach. (305.5.3)

**USA-S Recommended Policies:** These policies are strongly recommended: they are not required. These are taken from the USA-S Best Practice Guidelines for Athlete Protection.

- During team travel, when doing room checks, attending team meetings and/or other activities, two-deep leadership and open observable environments should be maintained.
- Athletes should not ride in a coach's vehicle without another adult present who is the same gender as the athlete, unless prior parental permission is obtained.
- During overnight team travel, if athletes are paired with other athletes they shall be of the same gender and should be a similar age. Where athletes are age 13 & Over, chaperones and/or team managers would ideally stay in nearby rooms. When athletes are age 12 & Under, chaperones and /or team managers may stay with athletes. Where chaperones/team managers are staying in a room with athletes, they should be the same gender as the athlete and written consent should be given by athlete's parents (or legal guardian).
- When only one athlete and one coach travel to a competition, at the competition the coach and athlete should attempt to establish a "buddy" club to associate with during the competition and when away from the venue.
- To ensure the propriety of the athletes and to protect the staff, there will be no male

athletes in female athlete's rooms and no female athletes in male athlete's rooms (unless the other athlete is a sibling or spouse of that particular athlete).

- A copy of the Club Code of Conduct must be signed by the athlete and his/her parent or legal guardian.
- Team or LSC officials should obtain a signed Liability Release and/or Indemnification Form for each athlete.
- Team or LSC officials should carry a signed Medical Consent or Authorization to Treat Form for each athlete.
- Curfews shall be established by the team or LSC staff each day of the trip.
- Team members and staff traveling with the team will attend all team functions including meetings, practices, meals, meet sessions, etc. unless otherwise excused or instructed by the head coach or his/her designee.
- The directions & decisions of coaches/chaperones are final.
- Swimmers are expected to remain with the team at all times during the trip. Swimmers are not to leave the competition venue, the hotel, a restaurant, or any other place at which the team has gathered without the permission/knowledge of the coach or chaperone.
- When visiting public places such as shopping malls, movie theatres, etc. swimmers will stay in groups of no less than three persons. 12 & Under athletes will be accompanied by a chaperone.
- The Head Coach or his/her designee shall make a written report of travel policy or code of conduct violations to the appropriate club (LSC) leadership and the parent or legal guardian of any affected minor athlete.

The following **Additional Guidelines**, as needed, may be established by the LSC Designated Representative:

### **Safety**

- Additional guidelines to be established as needed by the coaches.
- Supervised team room provided for relaxation and recreation.
- Respect the privacy of each other.
- Only use hotel rooms with interior entrances.
- Must wear seat belts and remain seated in vehicles.

### **Behavior**

- Be quiet and respect the rights of teammates and others in hotel.
- Be prompt and on time.
- Develop cell phone usage guidelines.

- Develop computer use guidelines including social media.
- Respect travel vehicles.
- Establish travel dress code.
- Use appropriate behavior in public facilities.
- Establish two different curfews—in own rooms and lights out.
- Must stay in assigned hotel room.
- Needs and well-being of the team come first.

### **Financial**

- No room service without permission.
- Swimmers responsible for all incidental charges.
- Swimmers responsible for any damages or thievery at hotel.
- Must participate in contracted group meals.
- Communicate travel reimbursement information and policies.

### **General**

- Establish trip eligibility requirements.
- Establish age guidelines for travel trips.
- Parent(s) responsible for getting swimmer(s) to stated departure point.
- Requirements for families to attend “Team Travel Meets.”

**Attachments:** Coach/Staff Member Code of Conduct  
 Athlete Code of Conduct:  
 Medical Authorization to Treat and Medical History;  
 Risk and Liability Form

## MSI LSC Team Travel Policy: Code of Conduct for Coaches / Staff Members

### **COACH/STAFF MEMBER CODE OF CONDUCT**

I, the undersigned staff member, agree to participate in the Michigan Swimming sponsored activity named below. I agree to abide by the standards of conduct outlined in Michigan Swimming's Team Travel Policy and below, in addition to those guidelines established by the individual in charge at the activity site. Any additional guidelines regarding conduct will be presented at the first team meeting.

#### **Section 1: Code of Conduct Rules**

1. Unless excused by the individual in charge, staff members are required to attend all team functions. These include, but are not limited to: meetings, training sessions, practice sessions, competitions, exhibitions and press conferences.
2. The possession or use of alcohol and/or tobacco in the presence of an athlete is prohibited.
3. The possession, use, or sale/distribution of any controlled or illegal substance or any form of weapon is forbidden.
4. Staff will refrain from any illegal or inappropriate behavior that would detract from a positive image of the team or be detrimental to its performance objectives.
5. Staff members are prohibited from wearing any home team clothing or trying to recruit swimmers, either directly or indirectly, for their home club.
6. Staff members are required to comply with the directives of the individual in charge for the duration of the activity.
7. Staff members must be members of USA Swimming and they must pass the appropriate USA Swimming Criminal Background Check/Screen required of coaches and non-athlete members.

#### **Section II: Implementation**

Failure to comply with this Michigan Swimming Coach/Staff Member Code of Conduct as set forth in this document and the LSC Team Travel Policy or additions necessary for the safety and well-being of the team members may result in disciplinary action which may include, but is not limited to, the following:

- a. Loss of compensation for the activity.
- b. Suspension from participation in future activities;
- c. Reimbursement to Michigan Swimming for all costs incurred on my behalf;
- d. The Michigan Swimming Board of Directors shall within a reasonable time period, determine the penalty and notify the staff member of its findings.

Any appeal following any disciplinary action shall be in accordance with Part Four of the USA Swimming Rules and Regulations.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please Print Name: \_\_\_\_\_

Competition/Activity: \_\_\_\_\_

Location: \_\_\_\_\_ Competition/Activity Date: \_\_\_\_\_



## MSI LSC Team Travel Policy: Code of Conduct for Athletes

### **MICHIGAN SWIMMING, INC.: ATHLETE CODE OF CONDUCT**

I, the undersigned athlete, agree to participate in the Michigan Swimming sponsored activity named below. I agree to abide by the standards of conduct outlined in Michigan Swimming's Team Travel Policy and below, in addition to those guidelines established by the individual in charge at the activity site.

1. Each athlete participating in a Michigan Swimming camp or representing Michigan Swimming in competition is required to sign the Michigan Swimming Athlete Code of Conduct.
2. The document must be signed prior to the departure for the competition/activity and a signed copy of the document must be available at the competition/activity.
3. The Head Coach will review this Code of Conduct and any additional guidelines regarding conduct at the first team meeting.
4. Upon notification of any violation of the Code of Conduct, a Review Committee, consisting of the coaching staff, a female athlete and a male athlete, shall promptly:
  - a. Investigate the circumstances of the alleged violation;
  - b. Notify the individual charged of a time and place for a hearing;
  - c. Conduct an informal hearing on the evidence;
  - d. Determine disciplinary action, if any, and
  - e. Report any violations and any disciplinary action to the Michigan Swimming Board of Directors.

### **Section I: Code of Conduct Rules**

1. The possession, use or sale/distribution of alcohol, tobacco products, controlled/illegal substances or any form of weapon is prohibited.
2. The sharing of prescription medications with another athlete is prohibited.
3. Curfews established by the staff will be adhered to for the duration of the activity covered by this Code of Conduct.
4. Attendance is required at all team functions which include, but are not limited to, meetings, practices, exhibitions, press conferences, or competitions unless otherwise excused or instructed by the Head Coach or designated person in charge of the team.
5. To protect the athletes and the LSC, no males will be in any female assigned rooms and no females will be in any male assigned rooms, unless supervised by a designated team staff member.
6. Swimmers are to refrain from inappropriate physical contact at team activities and events.

7. The hallway door will be left fully open (so the interior of the room can be viewed from the hallway) when any athletes other than those assigned to occupy the sleeping room are in the room.
8. Uniform requirements established for the trip will be followed.
9. No 'deck' changes are permitted. Athletes are expected to use available change facilities.
10. Swimmers are to refrain from use of inappropriate language.
11. Proper respect, sportsmanship, courtesy toward coaches, officials, administrators, teammates, other competitors, and the public will be displayed at all times. Each athlete is responsible for making every effort to avoid guilt by association with disrespectful, indiscreet, or destructive behavior.
12. Team members will refrain from any illegal or inappropriate behavior that would detract from a positive image of the team or be detrimental to its performance objectives.
13. Additional guidelines may be established as needed to assure the safety and well-being of team members and will be adhered to during the trip.
14. While representing Michigan Swimming Inc., a Michigan Swimming member may be held responsible for loss or damage to equipment, facilities or other items.
15. Team members are reminded that when competing in meets, traveling or trips and attending other meet-related functions, they are representing both themselves and the **Michigan Swimming LSC**. Athlete behavior must positively reflect the high standards of the LSC.

## **Section II: Implementation**

Failure to comply with the Michigan Swimming Athlete Code of Conduct as set forth in this document and the LSC Team Travel Policy or any additions necessary for the safety and well-being of the team member may result in disciplinary action that may include, but is not limited to, the following:

- a. Disqualification from one or more swimming activities;
- b. Disqualification from one or more events or all events of the competition, not yet completed;
- c. Dismissal from the team and immediate return home (at your expense);
- d. Disqualification from future team travel or camps for the remainder of the year or for a time determined by the Review Committee; and/or
- e. Financial penalties.

Any appeal following any disciplinary action shall be made in accordance with Part Four of the USA Swimming Rules and Regulations.

USA Swimming Rules and Regulations.

Signature of Athlete: \_\_\_\_\_ Date: \_\_\_\_\_

Please Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Please Print Name: \_\_\_\_\_

Competition/Activity: \_\_\_\_\_

Location: \_\_\_\_\_ Date: \_\_\_\_\_

## MSI LSC Team Travel Policy: Emergency Medical Release for Swimmers

## EMERGENCY MEDICAL RELEASE FOR SWIMMER

If the swimmer identified below becomes ill, is injured or otherwise needs emergency medical attention, I authorize Michigan Swimming, through (**Name of Activity Director or Designee**) or **his/her** designee/chaperone, to obtain medical assistnace. I authorize the activity director or designee named above to act for me according to **her/his** best judgment and ability. This authorization covers all times that the swimmer is under the supervision of Michigan Swimming, Inc. for (**Name of Activity**).

SWIMMER Information:

NAME: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Age \_\_\_\_\_

PLEASE PRINT

ADDRESS:

Street

City

Zip

List any medications and dosage that the swimmer will be taking during the trip. Does the chaperone/coach need to supervise the administration of this medication?

NAME OF MEDICATION	DOSE	TIME OF ADMINISTRATION

List all known allergies:

Pre-existing health conditions: \_\_\_\_\_

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PARENT/GUARDIAN INFORMATION:

	Mother/Guardian	Father/Guardian
NAME		
ADDRESS		
HOME PHONE		
EMPLOYER		
WORK PHONE		
CELL PHONE		
INSURANCE COMPANY		
POLICY NUMBER		

	NAME	ADDRESS	PHONE
CHILD'S DOCTOR			
CHILD'S DENTIST			

Any other pertinent information that Michigan Swimming, Inc. should know about the swimmer?

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TREATMENT AUTHORIZATION (Please attach copy of insurance card): If my child needs treatment, I request that you try to contact us to authorize treatment. In my absence, I have given the following person(s) my consent to authorize treatment for my child:

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Name/Relationship	Address	Phone
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**PARENTAL CONSENT FOR TREATMENT OF A MINOR**

If a situation occurs in which the minor listed above needs immediate medical attention, and I or any authorized individual(s) are unavailable to give consent, this signed statement will serve as an authorization for the nearest hospital and its Medical Staff to proceed with whatever medical care is in the child's best interest until such time as I or an authorized individual can be reached. I understand that the hospital will make every effort to contact me before initiating treatment.

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Signature of Parent/Legal Guardian	Date
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## ASSUMPTION OF RISK AND RELEASE OF LIABILITY

I \_\_\_\_\_, freely choose to participate in the **(Name of Activity or Competition)** (henceforth referred to as the "Activity or Competition"). In consideration of my participation in this Program, I agree as follows:

INSTITUTIONAL ARRANGEMENTS: I understand that Michigan Swimming, Inc. (MSI), **(Name of Director/Head Coach)** and any Driver or Chaperone for **(Name of Activity or Competition)**, hereafter called **Activity or Competition** are not agents of, and have no responsibility for, any third party, which may provide any services including food, lodging, travel or other goods or services associated with the Program. I understand that MSI and drivers or chaperones are providing these services only as a convenience to the participant(s) and that accordingly, MSI and Drivers/Chaperones accept no responsibility, in whole or in part, for delays, loss, damage or injury to the persons or property whatsoever, caused to me or others prior to departure, while traveling or while staying in designated lodging. I further understand that MSI and Drivers/Chaperones are not responsible for matters that are beyond their control. I acknowledge that MSI reserves the right to cancel the trip without penalty or to make any modifications to the itinerary and/or academic program as deemed necessary to MSI.

INDEPENDENT ACTIVITY: I understand that MSI is not responsible for any loss or damage I may suffer when I am traveling independently or I am otherwise separated or absent from any MSI activity. In addition, I understand that any travel that I do independently on my own before or after the MSI sponsored **Activity/Competition** is entirely at my own expense and risk.

HEALTH AND SAFETY: I recognize that MSI is not obligated to attend to any of my medical or medication needs, and I assume all risk and responsibility therefore. In case of an emergency occurring during my participation in this **Activity/Competition**, I authorize in advance the representative of the MSI to secure whatever treatment is necessary, including the administration of an anesthetic and surgery. MSI may (but is not obligated to) take any action it considers to be warranted under the circumstances regarding my health and safety. I agree to pay all expenses relating thereto and release Drivers/Chaperones from any liability for any action. I have also completed the separate Michigan Swimming, Inc. EMERGENCY MEDICAL RELEASE AND MEDICAL HISTORY FOR MY SWIMMER.

ASSUMPTION OF RISK AND RELEASE OF LIABILITY: Knowing the risks described above, and in voluntary consideration of being permitted to participate in the **Activity/Competition**, I agree to release, indemnify and defend MSI and their drivers, officials, officers, employees, agents, volunteers, sponsors, and students from and against any claim which I, the participant, my parents or legal guardian or any other person may have for any losses, damages or injuries arising out of or in connection with my participation in this Activity/Competition.

SIGNATURE: I indicate that by my signature below that I have read the terms and conditions of participation and agree to abide by them. I have carefully read this Release Form and acknowledge that I understand it. No representation, statements, or inducements, oral or written, apart from the foregoing written statement, have been made. This Release Form shall be governed by the laws of the State of Michigan which shall be the forum for any lawsuits filed under or incident to this Release Form or to the Program. If any portion of this Release Form is held invalid, the rest of the document shall continue in full force and effect.

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Signature of Program Participant

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Date

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Signature of Parent or Legal Guardian (if athlete is a minor)

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Date