

**2004-2005**  
**OKLAHOMA SWIMMING, INC.**  
**POLICIES & PROCEDURES**

**Table of Contents**

I.	OKLAHOMA SWIMMING INC	
	General .....	2
	Financial Funds .....	2
	Travel .....	3
II.	OKLAHOMA SWIMMING PROGRAM	
	Registration of Athletes .....	5
	Registration of Clubs.....	6
	Registration of Non-Athletes.....	6
	Registration of Coaches.....	7
	Age Groups and Divisions in OKS .....	7
	Time Standards .....	7
	Swim Meet Scheduling .....	8
	Definition of Oklahoma Citizen and State Records.....	8
III.	OKLAHOMA SWIMMING RULES AND SWIM MEET PROCEDURES	
	General .....	10
	Swim Meet Sanctions .....	10
	Meet Announcement (Bulletin) Composition.....	11
	Heat-Sheet and Composition .....	13
	Meet Operations and the Meet Referee .....	14
	Awards .....	14
	Meet Results - Composition and Distribution .....	15
	Meet Reports .....	16
IV.	OFFICIALS CERTIFICATION PROGRAM .....	17-21
V.	OKLAHOMA SAFETY PROCEDURES .....	22-23
VI.	OKLAHOMA SCRATCH RULES .....	24-25
VII.	OKS Swimmer of the Year Award Criteria .....	26

# I. OKLAHOMA SWIMMING, INC.

## 1.1 General

- .1 The OKS logo is the property of Oklahoma Swimming, Inc. and may only be used with the permission of the OKS General Chairperson. The USA Swimming logo is the property of United States Swimming, Inc. and may not be used by member LSC or swim clubs without permission of USA Swimming.
- .2 Club members are entitled to cast five (5) votes in the OKS House of Delegates meeting. No proxy votes are allowed. At least one (1) voting member of the club will be an athlete representative of the club.
- .3 Individual and group members of OKS may be considered NOT IN GOOD STANDING for being delinquent in the submitting of certain reports and funds to OKS in accordance to a policy or procedure that contains a “NOT IN GOOD STANDING” clause. In order to score at a state championship meet, all fees and penalties accrued must be paid in full prior to the entry deadline for that meet. Additionally, the individual or group shall be prevented from hosting any swim meet under the jurisdiction of Oklahoma Swimming. Where a sanction has already been granted, that sanction is revoked and sanction fees applied against the outstanding balance. Deadline extensions will be granted if notification of unavoidable delay is made prior to original deadline.

## 1.2 Financial Funds

### .1 AQUATIC FUND

A The Aquatic Fund was established by the OKS House of Delegates to provide financial assistance to Oklahoma swimmers who qualify for and participate in the USA Swimming National Championships, USA Olympic Trials, and for other such activities as the OKS House of Delegates shall determine will contribute to the improvement of the general swimming activities in Oklahoma.

- (1) Fund income is derived by assessing each meet sponsor for entries in OKS sanctioned meets. (See section 3.3.5.C) Additional funding comes from miscellaneous sources.
- (2) Reimbursement for out of pocket expenses are made for those occasions where it is necessary for authorized individuals to expend their own funds for OKS business. Authorization must be given by (1) the Board of Directors of OKS, or (2) the appropriate division vice-chair or committee chair where such funds have been budgeted for the respective division or committee.
- (3) All requests should be on the OKS Reimbursement Request Form. Receipts for expenditures should be attached to the form. Copies of phone bills with OKS business relevant calls should be indicated.
- (4) Reimbursement Request Forms are available from the OKS Treasurer or the OKS Web site and should be returned to the Treasurer, except in cases where individuals need the approval of the division vice-chair or committee chair. All

Reimbursement Request Forms must be signed by the individual incurring the expense prior to forwarding for authorized signature or to the Treasurer.

- (5) The budget item to which the expenses are to be charged should be specified on the Reimbursement Request Form.

.2 REGISTRATION FUND

- A The Registration Fund was established as a working fund for membership/registration accounting entries. The Membership/Registration Coordinator manages the fund and the Treasurer reconciles the fund, which reports account status to the OKS House of Delegates.

.3 RESERVE FUND

- A The Reserve Fund was established as a savings account to be used for capital expenditures, legal costs, or any other items as deemed appropriate and approved by the OKS House of Delegates.

- (1) Fund income is derived from a meet surcharge (see Section 3.3.5.E) for each OKS sanctioned or approved meet. The surcharge will remain in effect until such time as the balance of the fund exceeds one hundred twenty-five thousand dollars (\$125,000).

.4 RETURNED CHECKS

- A. Checks deposited with OKS and returned by the bank for insufficient funds or closed accounts shall be charged a returned check fee of \$15.00 (fifteen dollars). This fee plus the amount of the original check must be paid to the OKS treasurer by cashier check or money order within fifteen (15) days of the date of the notice from the treasurer, which will be served via Certified Mail, return receipt requested. Failure to meet this notice will cause the individual or group member to be considered NOT IN GOOD STANDING and the individual or group member will be charged an additional \$100.00 (one hundred dollars) penalty to be paid to the OKS treasurer by check or money order within fifteen (15) days of the date of second notice which will also be served via Certified Mail, return receipt requested.

### 1.3 Travel

.1 SWIMMER'S ASSISTANCE REIMBURSEMENT GUIDELINES

- A Swimmer's assistance for athletes competing in the USA Swimming National Championships, or other meets approved by the OKS House of Delegates is based upon the cost of thirty (30) day advance purchased round-trip air fare. The athlete also will receive a per diem of \$75 (seventy-five dollars) per day for USA Swimming National Championships. The per diem is calculated from the day before the swimmer's first event until the day of the swimmer's final event, inclusive (time trials not included). Athletes traveling by automobile will be reimbursed at the rate of \$0.35 (thirty cents) per mile per vehicle. Relay only swimmers receive full per diems, but no airfare or mileage.
- B Athletes registered with Oklahoma Swimming for less than twelve (12) months will receive only fifty percent (50%) of any qualified swimmers' assistance.
- C It is recommended but not mandatory that air travel reservations be made with approved travel agents and charged to OKS' American Express Business Travel Account. The

account carries substantial insurance coverage for travelers and their baggage. Airfares charged to this account are billed directly to OKS.

- D Coaches will receive swimmer assistance packets approximately 30 (thirty) days prior to qualifying meets to distribute to athletes. Reimbursement forms are due to the OKS Treasurer within 14 (fourteen) days following the close of the meet.
- E In accordance with USA Swimming rules, all swimmers receiving assistance must submit an account of their actual expenses accompanied by all receipts except food. Any assistance received, from all sources in excess of actual expenditures will be refunded to OKS. Note: Caution should be taken not to accept and keep assistance from multiple sources in excess of total expenditures for a given meet. Negligence in this area could jeopardize the swimmer's amateur status for future meet eligibility.
- F Swimmer's assistance will be paid directly to the individual swimmer unless authorized assignments are submitted with the Reimbursement Request Form.

.2 NON-COMPETITIVE TRAVEL REIMBURSEMENT

- A Maximum reimbursement of airfare will be based on the cost of at least a fourteen (14) day advance reservation.
- B It is recommended but not mandatory that air reservations be made with approved travel agents and charged to OKS' American Express Business Travel Account. The account carries substantial insurance coverage for travelers and their baggage. Airfares charged to this account are billed directly to OKS.
- C The reimbursement for automobile mileage is thirty cents (\$.35) per mile.
- D Reasonable parking fees and toll charges will be reimbursed.
- E A per diem meal allowance of twenty dollars (\$20) per day times the number of nights lodging will be reimbursed.
- F All other travel expenses and exceptions to the above are subject to Executive Committee approval.

## II. THE OKLAHOMA SWIMMING PROGRAM

### 2.1 Registration of Athletes

- .1 Athletes must register annually with Oklahoma Swimming, Inc., in order to compete in sanctioned USA Swimming competition. They may register as a member of a USA Swimming Club or as “Unattached-Oklahoma.” The registration date becomes effective the date the Registration Chair or Head Clerk of Course in the case of a “Deck Registration” at a meet receives the completed application and appropriate fees. There are three possible time frames for athlete registrations:
  - A. Season 1 - November 1st through the following March 25th Fee is \$26.00
  - B. Season 2 - April 1st through the following August 15<sup>th</sup>. Fee is \$26.00.
  - C. Full Year - January 1st through December 31<sup>st</sup>. Fee is \$46.00.
  
- .2 Eligibility of an athlete to represent and/or score points for an Oklahoma USA Swimming Club is as follows:
  - A. The athlete must hold a current Oklahoma USA Swimming registration.
  - B. An “unattached” status card will be issued to the athlete for the last day of competition in which he/she represents a club/organization. Upon completion of the “unattached” status, a new card will be issued when he/she represents a new club/organization. It is the swimmer’s responsibility to notify the OKS Membership/Registration Coordinator of any club/organization change. An “unattached” swimmer cannot be a member of a relay team.
  - C. When transferring from one LSC to another, an athlete shall present a transfer from the previous LSC indicating the last date of competition in an attached status and that they are an athlete in good standing in that LSC in order to register. The athlete must send their original USA Swimming card to the Registration Chairperson of either LSC with updated information, i.e., address, phone number, date of last competition with original club, and verification of good standing from original club. A transfer fee of five dollars (\$5.00) will be charged to swimmers transferring into the OKS LSC.
  - D. Foreign athletes must request from their parent Federation a release in writing with a copy to United States Swimming office of their desire to apply for a USA Swimming application. A foreign athlete upon returning to their parent Federation must relinquish USA Swimming membership.
  - E. If a swimmer is unable to show proof of registration prior to the start of a swim meet, the swimmer is required to deposit \$46 and a completed registration application form with the Meet Director, Referee, or the host club registrar.
  - F. Any club that enters an unregistered athlete, permits an unregistered coach or official to represent the club in any OKS sanctioned or approved meet, or otherwise engages (through its officers, members, officials, coaches, swimmers or parents) in conduct likely to bring USA Swimming, OKS, or the sport of swimming into disrepute, is guilty of an offense and shall be fined the sum of \$100 per offense, such fine payable to OKS. No further entries in, or applications for sponsorship of, an OKS approved, sanctioned or sponsored event will be accepted from the Club until the fine has been paid. In the event of repeat offenses, the Review Section may impose additional penalties. A determination

that a Club has violated the foregoing policies and those specified by USA Swimming or those detailed in the meet announcement may be made by the Meet Director or the Meet Referee at which the offense occurred and the specified fine shall be imposed by the General Chair of OKS. Such determination and imposition shall be subject to appeal to the OKS Review Section.

- .3 All athletes will have a copy of their birth certificate or an equivalent, on file with the Registration Chair.
  - A. Acceptable equivalents include a hospital record of birth, passport, visa, drivers' license or document accepted for registration in the Oklahoma school system.
  - B. A copy of the athletes' birth certificate must accompany the USA Swimming Registration Application for all new athletes to Oklahoma Swimming, Inc. The athlete or parent must sign the form.
  - C. The birth certificate requirement is waived for athletes over the age of 19 years.
  - D. Athletes registering on deck at a swim meet have 10 days from the end of the meet to send a copy of their birth certificate to the Registration Chair.
  - E. Registration Chair will destroy copies of birth certification within one(1) week of receiving.
  - F. Affects all OKS swimmers. Effective 1/1/02.  
NO "non-swimming" penalty.
- .4 Swim clubs will send only one check to the OKS Registration Chairperson to cover the cost of the club's total registration.

## **2.2 Registration of Clubs**

- .1 An Oklahoma Swimming Club must be registered with OKS in order to enter swimmers in any USA Swimming sanctioned meet.
- .2 Application for OKS club registration is made through the OKS Registration/Membership Coordinator listed in the front of this Manual. The Club registration fee is \$80 annually, or \$50 for a seasonal club membership, which covers the period November 1 through March 25, or April 1 through August 15.
- .3 Application for renewal of Club membership and annual dues of \$80 are due and payable by December 1 of each year. After December 15 of each year, a delinquent fee of \$25 will be added.

## **2.3 Registration of Non-Athletes**

- .1 One participating in a swim meet as a referee, starter, stroke judge, turn judge, clerk of course, recall starter, meet director, or marshal must be a member of USA Swimming. Registration is accomplished through the individual club and OKS Membership/Registration Coordinator. All participating non-athletes while on deck at a meet, including but not limited to officials and coaches, shall wear current USA Swimming registration cards.

- .2 One participating as a voting delegate in the OKS House of Delegates meetings must be a registered member of USA Swimming. Registration is accomplished through the individual club and OKS Membership/Registration Coordinator.

## **2.4 Registration of Coaches**

- .1 One acting in the official capacity as a coach or assistant coach of a USA Swimming registered swim team must meet the following:
  - A. Be a member of USA Swimming.
  - B. Successfully completed safety training requirements and any directive required by USA Swimming. Proof of certification must accompany the non-athlete registration USA Swimming form when submitted for registration. Registration is accomplished through the individual club and OKS Membership/Registration Coordinator.

## **2.5 Age Group and Divisions in Oklahoma Swimming**

- .1 The Oklahoma Swimming program has the following categories:
  - A. Senior (includes all registered swimmers except masters)
  - B. Age-Group “A” (10 and Under, 11-12, 13-14, 15-16, 17-18, or 15-18)
  - C. Age-Groups “BB”, “B”, “C” (8/10 and Under, 11-12, 13-14, 15-16, 17-18, or 15-18)
  - D. Special Meets (age-group, senior meets using other than “A” times, as well as relay meets)
- .2 Senior competition may be included in Age-Group meets in lieu of or in addition to the 15-18 age group.

## **2.6 Time Standards**

- .1 Participation in the various classes (A, BB, B, C) of competition is determined by time standards which, depending on the class or type of meet, are maximum or minimum qualifying times. National Age-Group Motivational Times are used for individual events and OKS derived time standards for relay events. Senior and the 15-18 age group use time standards from the 15-16 age group. State Championships and higher levels of competition use specific time standards developed for those meets.
- .2 OKS shall adopt USA Swimming National Age Group Times upon approval and implementation by the USA Swimming House of Delegates. Long Course and Short Course qualifying times for OKS Age Group Championship and OKS Divisional Meets, as well as Relay time standards will be revised at the same time.
- .3 A swimmer who enters an event in a classified meet at or better than the minimum standard shall thereafter be considered to be of that class in the event. The swimmer may not again enter the same event in a lower class meet, even if they have not actually achieved the time standard.
- .4 An A, BB, or B time in a specific event/distance will be considered an A, BB, or B time in the same event/distance for both long and short course pools. A swimmer maintains his/her pre-

ENTRY DEADLINE class for the duration of the meet, even if qualified for the next class before or during the meet. This rule also applies to relay swimmers.

- .5 A swimmer's class in an event/distance is determined by the swimmer's actual best time for the event/distance. Swimmers who change age groups are automatically eligible for any event/distance in which they have met the qualifying time period.

## **2.7 Swim Meet Scheduling**

- .1 Swim meet scheduling is a function of Oklahoma Swimming, Inc.
- .2 The procedure of setting the annual meet schedule is as follows:
  - A A request for desired meets for the Short and Long Course season which will begin one year from the October meeting shall be sent out to all clubs by the Administrative Vice-Chairperson prior to the May meeting.
  - B Clubs should send their desired meet dates to the Administrative Vice-Chairperson. The Administrative Vice-Chairperson will attempt to resolve any conflicts in requested dates and compile a tentative schedule to be distributed as part of the agenda to the member clubs before the October meeting.
  - C A vote of the House of Delegates at the October meeting shall resolve any unresolved conflict in dates, which might arise and set the schedule. Special meets may be scheduled with approval of the General Chairperson and/or the House of Delegates.
- .3 State Championships are held at the end of each season. Short Course Age Group Championship is held the third (3rd) weekend in March. Long Course Age Group Championship is held the first (1st) weekend in August. Long Course Age Group Championship may be adjusted one week earlier or late to avoid conflict with USA National Championships. OKS Divisional Meet is held one week before the Age Group Championship. The Short Course season runs from October through April. The Long Course season runs from May through August.

## **2.8 Oklahoma Swimming Records and National Top 16 List Tabulation**

- .1 Oklahoma Swimming recognizes two sets of Oklahoma Records, which must be made in sanctioned or approved USA Swimming competition.
  - A Citizen Record - May be held by a U.S. citizen/Oklahoma registered swimmer only, swimming anywhere in approved or USA Swimming sanctioned meets or the Oklahoma State High School Championship competition that conform to USA Swimming rules.
  - B State Records - Are the fastest times ever swum in Oklahoma.
- .2 Procedures to apply for a record or Top 16 List is summarized as follows:
  - A Oklahoma Swimming meet results are reviewed for Top 16 and/or Records List times by the Top 16/Records Coordinators.
  - B If an Oklahoma swimmer establishes an Oklahoma Citizen Record or a Minimum Reportable Time for the Top 16 List in an out of state meet, it is the responsibility of the swimmer (his coach or parent) to send official proof to the proper record chairperson. The official proof shall consist of the meet final results (if times are not on SWIMS) in

SDIF version 3 (.sd3) or a given Internet link of results in this format, or Com Link (.cl2) or XSDIF (.xml) file formats on diskette or email or posted to OKS website along with the swimmer's age and USA Swimming registration number.

C Official meet results and National Time Verification (NTV) or entry cards designed by the Referee and Chief Timer are acceptable proof of time. The Records Chairperson has the authority to challenge any proof of time submitted for records/Top 16 Times credit.

.3 Claims for American and/or USA Swimming Open records must be submitted on proper forms to the USA Swimming office with a copy to the National Director of Swimming records. Refer to the USA Swimming Official Rule Book.

### III. OKLAHOMA SWIMMING RULES AND PROCEDURES FOR CONDUCT OF SWIMMING MEETS

#### 3.1 General

- .1 Meet managers and sponsors should be very familiar with the provisions cited in the USA Swimming Rules, this Swimming guide, and the meet announcement, and understand the condition of a meet sanction in order to be aware of their responsibility in hosting a meet.
- .2 All swim management computer software used in OKS meets must be SDIF or CL2 compatible.

#### 3.2 Swim Meet Sanctions/Approvals

- .1 All competitions, exhibitions, time trials, or other events (except Swim-A-Thon) involving USA Swimming swimmers must be approved or sanctioned by the Program Operations Vice-Chair of Oklahoma Swimming or their appointed sanctioning coordinator using the approved OKS sanction / approval form. Conditions for granting an event sanction or approval are discussed in this Policy Manual, the USA Swimming rulebook, and on the form. Sanctions/Approvals issued to one club cannot be transferred to another.
- .2 Sanction deposits are \$100 (one hundred dollars) for all sanctioned meets. If all deadlines (sanction request, meet information, results, disk copy of all results set to sanctioning coordinator and financial reporting) as referred to in sections 3.2.3, 3.3.2, 3.8.1 and 3.8.2 are met the deposit will be returned. Time Trial sanctions and Meet approval fees are \$5.00 (five dollars) and non-refundable.
  - A. Intra-squad meets and dual meets have a sanction fee of \$100 and the fee is non-refundable.
  - B. That no sanctioned dual, triangular, or intra-squad meet be scheduled on a date of another OKS meet unless opposing meet has reached their entry limit and/or no objection from other meet host team.
- .3 A time trial is an event or series of events where swimmers may achieve or better a required time standard and shall conform to the following requirements:
  - A. Held under a separate sanction of the LSC and shall conform to the same sanction standards as the sanctioned meet where the time trial is held.
  - B. Shall be swum separately from the regular sanctioned meet and the results should be listed separately for each sanction.
  - C. Time trial events count toward the number of events a swimmer may participate in during each day. Events are counted on a single day at the same site.
- .4 Two final copies of the meet bulletin, sanction deposit, and the sanction form are to be sent to the Program Operations Vice-Chair or their appointed sanctioning coordinator 60 days before the meet. Time Trial applications for sanction must be in the hands of the Program Operations Vice-Chair or their appointed sanctioning coordinator before the time trial occurs. Time Trials are subject to all applicable USA Swimming / OKS rules and regulations just as if they were a swim meet.

- .5 The meet announcement cannot be changed or altered after sanctioning without prior approval of the Program Operations Vice-Chair or their appointed sanctioning coordinator.
- .6 SWIM-A-THON sanctions are obtained directly from USA SWIMMING Headquarters by the swim club concerned. OKS sanction is not required.
- .7 Oklahoma Swimming, Inc. requires that the OKS Executive Committee approve all bidding for National USA Swimming Caliber Meets.
  - A. Definition of National Caliber USA Swimming Meets
    - National Championship Meets
    - U.S. Olympic Trials
    - U.S. Open Meet
    - Regional Meet
    - Sectional Meet
    - Special USA Swimming Meets
  - B. General: The OKS Executive Committee prior to the bidding for National USA Swimming Caliber Meets at the USA Swimming Convention, must approve the bidding. The following responsibilities must be established and presented to the OKS Executive Committee prior to placing a bid:
    - Administration
    - Committees and Key Positions
    - Finances
    - Meet Operation
    - Sponsorship and Advertising
    - Miscellaneous

### **3.3 Meet Announcement Composition**

- .1 USA Swimming requires the following be contained on all meet announcements:
  - A. No entries will be accepted unless the entrant is registered with USA Swimming.
  - B. Held under the sanction of Oklahoma Swimming, Inc.
- .2 Mail copies of the meet announcement to all Oklahoma Swimming Clubs and invited out-of-state clubs no later than 30 days prior to the entry deadline.
- .3 Age Group, event and time standard information:
  - A. The choice of events is that of the meet sponsor, except for OKS Age Group Championships and OKS Divisional Meets
  - B. Relay events at “BB/B/C” meets and one-day meets are optional.
  - C. All “BB/B/C” meets are timed finals.
  - D. Time standards selected must be in accordance with the class/type of meet being held and must be listed with the events on meet bulletins/heat sheets.
- .4 Entry procedures must include:

- A Listing of eligibility/age rules. Maximum number of events a person can swim.
- B Team rosters are required from entering teams. Coaches and other personnel who will be on deck are required to wear current USA Swimming registration cards.
- C Entry deadline must include the words “in the hands of” by the entry deadline rather than “postmarked”.
- D Names of swimmers eligible to compete in relays shall be entered on the entry card for each relay event. There is no limit to the number of eligible swimmers who may be listed.
- E “BEST” times must be entered for each individual on entry cards and/or team roster. No Times (NT) will be accepted only if the swimmer has not previously swum the stroke/distance, regardless of age group. THIS STATEMENT MUST BE INCLUDED IN THE MEET BULLETIN AND HEAT SHEET.

.5 Entry fees, assessments, and surcharges will be charged as follows:

- A All Meets\*            except Age Group Championships
    - \$2.50 per individual event
    - \$5.00 per relay event
  - Age Group
    - \$3.00 per individual event
    - \$6.00 per relay event
- \*Includes all sanctioned meets except intra-squad time trials and meet deviation request approved in accordance with Section 3.3.5.F.

Currently approved deviation:	P66 Distance Meet	\$ 2.50/event
	P66 Relay Meet	\$ 5.00/event
	P66 Meet of Champions	\$ 3.50/event
	KMSC Elite Meet	\$ 7.00/event
		\$14.00/relay

- B Individual event entry fees for Deck entries and Time Trial entries will be double the regular individual entry fees. Relay event entry fees for Deck entries and Time Trial entries will be at the regular relay fee.
- C The OKS Aquatic Fund assessment on individual event entry fees is 62.5% of the base entry fee (the minimum entry fee that clubs are required to charge). The assessment on relay event entry fees is 25% of the base entry fee. Individual deck entries (including Time Trials) will be assessed at 62.5% of the base deck entry fee. Relay deck entries (including Time Trials) will be assessed at 25% of the base deck entry fee. The assessment on any amount above the base will be 10%.
- D A per swimmer surcharge fee may be included for any sanctioned meet conducted by an OKS swim club. The amount of the surcharge shall be the sum of the current Reserve Fund Surcharge (see 3.3.5E below) plus an amount based on the length of the meet as follows: not exceed \$5.00 for one day meets, \$7.00 for two day meets, and \$9.00 for meets of three days, \$11.00 for meets of 4 days or longer. Any meet sanctioned which includes a per swimmer surcharge CANNOT be canceled All revenue from this surcharge will be retained by the host club(s) for that meet, except for OKS Divisional Meets and OKS Age Group Championships.
  - (1) OKS Age Group Championships and OKS Divisional Meet surcharges should be calculated to cover the cost of the OKS Reserve Fund assessment and meet facility charges. Leftover funds from the surcharge are payable to the OKS

Aquatic Fund. Shortages of funds in the surcharge are to be paid by the OKS Aquatic Fund.

- E A Reserve Fund surcharge of \$3.00 (three dollars) per swimmer will be assessed on all swimmers participating in OKS sanctioned meets, as part of the Meet Surcharge fee described in 3.3.5D above.
- F All requests to deviate from the entry fee and surcharge structure as set out above must be approved by the OKS House of Delegates.
- .6 Pool information must include pool name, address and town, length, and number of lanes, description of timing equipment and lane lines. Direction and map to pool and other information may also be given.
- .7 Other information to be included is as follows:
  - A. Warm-up times and meet starting times. Timed finals or prelims and finals.
  - B. Applicable portions from OKS Scratch Rule (Section 6).
  - C. Scoring formula.
  - D. Coach/club representatives certify team roster that all USA Swimming numbers are valid.
  - E. Times of scratch meetings, coaches' meetings, etc. if held.
  - F. Amount of each entry given to the OKS Aquatic Fund and OKS Reserve Fund.
  - G. Admission fees, heat sheet prices and other information.
  - H. Required information from the OKS Safety Procedures (Section 5) or their appointed sanctioning coordinator

### **3.4 Heat Sheet Composition**

- .1 Seeding procedures are described in USA Swimming Rules.
- .2 Heat Sheets or psyche sheets must be composed, printed and ready for distribution at least one hour prior to the start of that day's events.
- .3 The Heat Sheet should contain:
  - A. Name, date, class and starting times of the meet.
  - B. Name and location of the pool and its length in yards or meters.
  - C. Key officials and meet personnel.
  - D. List of entered clubs, their hometown and number of entries.
  - E. Specific information, rules and reminders that would be useful to the entering team.
  - F. Event number, event and distance (including yards or meters).

- G. Oklahoma State and Citizen record times, holders name, club and year established for “A” meets, Senior meets, and State age-group Junior Olympic Championships.
  - H. Senior National Standards must be listed for Senior Competition.
  - I. “BB/B/C” meets should list the current Oklahoma “A” times.
  - J. Sanction or Approval number.
- .4 Listing of swimmers on heat sheet or psyche sheet shall include:
- A. Heat and lane assignment or list of swimmers entered.
  - B. Full first and last name as given on entry card and/or team roster.
  - C. Age, as given on the entry card and/or team roster, is to be listed for all age groups.
  - D. Club abbreviation or “Unattached” association.
  - E. Seeding time exactly as given on entry card and/or team roster.

### **3.5 Meet Operations and/or Meet Referee**

- .1 Management, staffing, operation, and officiating at a sanctioned meet is the sole responsibility of the meet sponsor. Sponsors unable to staff a meet should make prior requests to other clubs for a assistance before the meet is held. The meet sponsor is also responsible to ensure that the proper number and type of timing mechanisms are available for the meet as well as for the proper usage and maintenance of the OKS Timing System when under its jurisdiction.
- .2 Meets should start on time and run quickly and smoothly without delays between heats. If a meet for age group swimmers (12 and under), other than a championship meet, runs over the 4-hour limit from the time it was scheduled to start, the host club will be fined \$200 for the meet and all event entry fees will be reimbursed for events scheduled after the 4-hour time has elapsed. Fines will be paid concurrent with and noted on the Meet Financial Report and will go into the OKS Aquatic Fund. If the fine is not paid within fifteen (15) days of the notice, the host club will be considered NOT IN GOOD STANDING.
- .3 Timing and place judging in Oklahoma meets:
  - A. When automatic timing is NOT in use, the ballot system of place judging shall be used (two lane place judges and three timers per lane).
  - B. When automatic timing is used, back-up officiating is provided by:
    - (1). The Human Ballot System (see 3.5.3.A), or,
    - (2). Manual-Electronic Equipment - one timer per lane to operate the back-up button, one timer per lane with stop watch, and two additional timers with watches to time the winner of each heat.
- .4 All profits and/or losses are the sole responsibility of the meet sponsor.
- .5 Protests, written or oral, must be made by coaches or their designated team representative only. Parents, swimmers, or spectators may not become involved in the conduct of the meet.

### **3.6 Awards**

- .1 In any meet where awards and points are given, the swimmer or relay team will receive points, **only** if the qualifying time is swum at the meet in either preliminaries or finals, or in the timed finals. Awards will be awarded to the swimmer or relay team regardless of points as listed above. Awards are optional for Senior meets.
- .2 Individual awards for OKS Age Group Championships and OKS Divisional meet are determined and paid for by OKS.
- .3 Awards for Age Group “BB/B/C” meets shall be limited to ribbons. “B” time certificates provided by the Oklahoma Swimming, Inc. will be awarded, upon request by the swimmer, for achieving new “B” times set for that stroke and distance. No individual high point or team awards are permitted. “A” time certificate provided by the Oklahoma Swimming, Inc. will be awarded, upon request by the swimmer, for achieving new “A” times set for that stroke and distance. Heat winner ribbons are permitted.  
  
Meet sponsors are responsible for indicating “A” and “B” times and for awarding “A” and “B” certificates if requested by a swimmer, only for the particular event. If a swimmer achieves an “A” time in an event outside their normal age group (for example, 11-12 “A” time in a Senior Event or 10 and Under “A” time in an 8 and Under event, etc.) it is the swimmer’s, parent’s or coach’s responsibility to call this fact to the attention to the meet sponsor who will then award the “A” time certificate.
- .4 The list of swimmers achieving a certified AAA time will be forwarded to the Zone Team Coordinator to complete and mail out AAA certificates.
- .5 Awards shall be given at the meet. Value/cost must conform to USA Swimming Rules.
- .6 OKS Age Group Championship team awards are banners (places 1 - 6) OKS Divisional Meet team awards are banners (places 1 – 3) from OKS.

### **3.7 Meet Results - Composition and Distribution**

- .1 The title page of meet results must contain:
  - A. Name, date (including year), and class of meet.
  - B. Name and location of the pool and whether yards or meters.
  - C. Sanction or Approval under Oklahoma Swimming and the sanction or approval number.
  - D. Complete team and individual high point scores, if any.
- .2 All remaining pages must contain the name, date (including year), the class of meet, and sanction number.
- .3 Results must contain the following for each swimmer and event:

- A. All results for women should be listed in ascending age group order (10 & Under, 11-12, 13-14, 15-16, 17-18), then all results for men in the same ascending age group order.
  - B. Final results shall list total team scores, women and men's team scores, and men and women's individual high point winners, if applicable. A roster of all swimmers who competed in the meet should also accompany the final results and should include each swimmer's first/last name, age, and USA Swimming registration number.
- .4 The following time achievements should be recognized in results:
- A. Oklahoma State or Citizen Records.
  - B. "A" times established in "BB/B/C" Meets.
  - C. Qualifying times for USA Swimming National Championships.
  - D. Pool records, other qualifying times, etc., may also be included.

### **3.8 Meet Reports**

- .1 The Meet Director will send the OKS Treasurer a financial report of the meet, a copy of the meet announcement, a copy of the meet's final results, and heat sheet used in the meet, and two checks, one for 62.5% of the total individual entry fees and 25% of the total relay entry fees made out to "OKS AQUATIC FUND" and the other check for \$3.00 times the number of individual swimmers entered in the meet made out to "OKS RESERVE FUND".
- .2 The Meet Director will send a copy(disk copy or acceptable email file) of the meet's final results the coach or team representative of each team entered in the meet and to the General Chair, Administrative, Program Development, Program Operation Vice-Chairs, Membership/Registration Coordinator, Top 16/Records Coordinators, Sanctioning Coordinator (if appointed) and Masters Chairperson (if appropriate).
- .3 The reports in Section 3.8.1 and 3.8.2 are due fifteen (15) days after the final day of meet. After an additional fifteen (15) day grace period the clubs are considered NOT IN GOOD STANDING.
- .4 Additional regulations include:
  - A. All relays must have four athletes' names, gender, and leadoff split listed.
  - B. Foreign teams and athletes need to add them as non-members in "SWIMS".
  - C. Post meet results from all LSC Meets (html for viewing and c12 or sdif for downloading) into the "SWIMS" system.
  - D. All times down to AA times will be entered into the "SWIMS" system when submitted.

## **IV. THE OKLAHOMA OFFICIATING CERTIFICATION PROGRAM**

## 4.1 Purpose

- .1 Oklahoma Swimming, Inc. requires that all sanctioned competitions be staffed with certified officials.
- .2 Oklahoma Swimming, Inc. adopts the officials' certification program contained herein in order to assure:
  - A All certified officials are instructed and trained in accordance with USA Swimming rules with uniform training and work experiences adhered and attested to be qualified, certified, and sanctioned officials.
  - B All individuals who are interested in becoming certified will have an opportunity to do so.
  - C All certified officials have the means to maintain their certification in force.

## 4.2 Officials Who Must Be Certified

- .1 Anyone acting in the following capacities at a sanctioned swimming meet must be certified in accordance with these rules:
  - A Referee
  - B Starter
  - C Stroke and Turn Judge

## 4.3 Term of Certification

- .1 An official's certification shall be valid for a period of two years from the day such person has completed all requirements for initial certification or renewal certification.

## 4.4 Initial Certification

- .1 In order to obtain initial certification for a particular officiating position, a candidate must complete all of the following requirements within a 12-month period:
  - A. Pass the required written test or tests.
  - B. Serve as an apprentice official for a minimum of eight (8) sanctioned USA Swimming individual meet sessions, **six (6) of which must be at OKS sanctioned meets**, under the supervision of a Certified Official in the position of interest. The apprentice official must be observed by a minimum of two different referees during the eight sessions.
  - C. Attend at least one sanctioned officials clinic.
  - D. Must be a member of United States Swimming to work on the deck.
- .2 These requirements may be completed in any order as long as they are satisfied within the same 12-month period.
- .3 Certification as a Referee requires previous certification as a Stroke and Turn Judge or Starter, in addition to other provisions in Section 4.4.

## 4.5 Renewal of Certification

- .1 Any official who is currently certified for a particular officiating position may cause such certification to be automatically renewed for two years at the expiration of this term by completing all of the following requirements within the 12 month period ending on the date such certification would otherwise terminate:
  - A. Pass the required written test or tests.
  - B. Serve as a certified official at the relevant position for a minimum of eight (8) sanctioned USA Swimming individual meet sessions, **four (4) of which must be at OKS sanctioned meets**. The official seeking renewal must be observed by a minimum of two different referees during the eight sessions. A referee seeking renewal may be one of the approval referees.
  - C. Attend at least one sanctioned officials clinic.
  - D. Must be a member of United States Swimming to work on the deck.
- .2 These requirements may be completed in any order as long as they are satisfied within the 12-month period ending on the day such certification would otherwise terminate. Any person who successfully completes the certification requirements for national official or national championship official during the 12 month period ending on the date such certification would otherwise be terminated will be considered to have satisfied all requirements for certification renewal and such certification will be automatically renewed (providing provisions of Section 4.6.1 are fulfilled and OKS Officials Chairperson is advised and is limited to one (1) National Certification extension). Officials who plan to work as an official at National Level meets are required to have a current Oklahoma certification.
- .3 Renewal of Referee certification requires serving a portion of section 4.5.1.B as a Referee at OKS sanctioned meets.

## 4.6 National Officials or National Championship Officials

- .1 Must be currently certified as a Local swim official in LSC.
- .2 Validation period is two years.
- .3 Must be renewed at a National Certified meet.

## 4.7 New Resident Transition Certification

- .1 Any new resident of the Oklahoma LSC who, at the time they become a resident of Oklahoma, is currently certified under the rules of the LSC in which he or she resides before moving to Oklahoma shall be certified to officiate in the Oklahoma LSC for a transitional certification period of 12 months starting with the date of residency within Oklahoma is begun. At the end of the transitional certification period, such certificate will terminate unless renewed under Section 4.5 hereof.

## 4.8 Required Written Tests

- .1 An applicant for certification or renewal of certification must have completed the following written tests prepared by United States Swimming, Inc.:

<u>Position</u>	<u>Required Test(s)</u>
Referee	Referee Starter Stroke and Turn Administrative Timer Timing Judge Clerk of Course
Starter	Starter Stroke and Turn
Stroke and Turn	Stroke and Turn

\* Referees need to fill out the seven (7) tests and must serve as an apprentice referee for a minimum of eight sessions. Renewals also require the minimum eight meet sessions. Tests for the position of Referee should be sent to the OKS Officials Chairperson.

- .2 All tests shall be “open book” with answers and technical references marked by the candidate. Tests shall be administered by each club by a qualified official of the club as sanctioned by the Officials Chairperson of Oklahoma LSC or administered at a sanctioned clinic under Section 4.1 thereof. The sanctioned official(s) will not provide answers to the test to the candidate prior to completion and grading of the test. The test will be reviewed by the sanctioned official(s) with the candidate and maintained on file with the local swim club. A candidate must achieve 80% correct answers on the test to pass.

#### 4.9 Required Apprenticeship or Work Experience

- .1 Except as otherwise provided in Section 4.5 with respect to a person who has completed the requirements for national official or national championship officials certification, **a portion of** the apprenticeship requirement of Section 4.4 and **a portion of** the work requirement of Section 4.5 must be satisfied at swimming meets sanctioned by the Oklahoma LSC (**see Section 4.4.1.A and Section 4.5.1.B**). For purposes of these requirements, a “meets session” means:
- A Each separate session of a split-session meet, OR each preliminary and each finals session of a prelims-finals meet, OR each one-half day of any other meet (for which purposes a “half-day” consists of one-half of the events held on a given day).
- .2 The candidate is responsible for having their work session attested to in writing by the Referee “on deck” for that session of the meet, **including the meet sanction number if the meet is not sanctioned by the Oklahoma LSC**. A minimum of two referees must sign off on required deck sessions. A certified referee may sign off as 1 of the referees on his own deck sessions. (It is preferred but not required that the candidate use the OKS certification form). Upon completion of eight (8) sessions, the candidate will return the certification form to his/her local club’s sanctioned official who will maintain the form on file with the local swim club and OKS Officials Chairperson. Updated certifications should be sent to the OKS Officials Chairperson who maintains a roster of all OKS officials.

#### 4.10 Sanctioned Officials Clinics

- .1 A sanctioned officials clinic shall be either an Oklahoma LSC sponsored officials clinic or a sanctioned club sponsored officials clinic. A letter listing those candidates who successfully completed the clinic will be forwarded by the clinic officials to the local swim clubs and maintained on file by the local swim club. A copy of the clinic listing should be sent to the Officials Chairperson.
- A. **LSC sponsored officials' clinics:** It is recommended that the LSC will sponsor and conduct three (3) officials' clinics each year to be held as follows:
- (1) An initial clinic should be held between September 1 and December 31 of each year during short course season.
  - (2) A second clinic should be held between January 1 and March 31 of the short course season to be conducted at Oklahoma Division II or Oklahoma Junior Olympics or other sanctioned Oklahoma LSC meets.
  - (3) A third clinic should be held between May 1 and July 31 of the long course season to be conducted at Oklahoma Division II or Oklahoma Junior Olympics or other sanctioned Oklahoma LSC meets.
- B. **Sanctioned club sponsored officials' clinics:** Any club wishing to do so may sponsor and conduct an officials clinic if the form and content of the clinic is approved at least 15 days in advance by the OKS Officials Chairperson, and if the clinic is conducted under the supervision of a certified referee. Such club-sponsored clinics may be open to all interested persons or may be only for club members; however, if such a clinic is closed to all but club members, the sponsoring club must pay a sanction fee of \$25 to the LSC. It is not necessary that a club-sponsored clinic be held in connection with a swim meet. "Open" clinic information shall be sent to all sanctioned clubs for members' awareness of the clinic. A copy shall also be sent to the OKS Officials Chairperson.
- C. **Content and form of clinics:** Guidelines for the form and content of officials clinics shall be determined by a committee comprised of one member designated from each club requesting participation. No one may serve as a member of the committee who has not been a certified official for at least two years. The OKS Officials Chairperson will chair the committee.

#### 4.11. USA Swimming Membership

- .1 No one who is not a current member of USA Swimming may be a certified official.

#### 4.12 Dissemination of Information

- .1 In order to promote uniformity of interpretation, the OKS Officials Chairperson will be responsible for compiling and distributing information regarding rule changes and rule interpretations. In order to accomplish this objective:
- A. Within 5 days after a meet, the meet referee will provide the OKS Officials Chairperson with a description of any disputes regarding interpretation of the rules, or any questions raised regarding the rules, which the meet referee deems significant.
  - B. Any request for a rules interpretation by United States Swimming, and the outcome thereof, will be promptly reported to the OKS Officials Chairperson by the club making such request.

- C The Board of Review will provide the OKS Officials Chairperson with a description of all questions of rules interpretation regarding the conduct of a meet considered by it and the outcome thereof, within 5 days.
- .2 Copies of all such information described in subparagraphs 1, 2, and 3 above, together with any rules interpretations or new rule received from USA Swimming, will be promptly mailed by the Officials Chairperson to each club representative and to each certified referee.

#### **4.13 Officials Uniforms**

- .1 Certified officials may be identified by the following patches and uniform:

Deck Officials	White shirts/blouses and shoes with navy blue shorts, pants, or skirts
Timers/Finish Judges	OKS Official's Patch
Stroke/Turn Judges	OKS Official's Patch with Red Bar
Starter	OKS Official's Patch with Blue Bar
Referee	OKS Official's Patch with Gold Bar

## V. OKLAHOMA SAFETY PROCEDURES

### 5.1 General Safety

- .1 The meet referee has the authority and responsibility to enforce safety on the deck and all venue areas. Meet Marshals assist the referee in this task. Further authority of Marshals is found in the USA Swimming Rule Book.
- .2 Safety will be enforced from the time the pool facility opens (includes all venue areas) until it closes. The Meet Director and assistants must insure that this takes place.
- .3 A minimum of four (4) Marshals, who report to and receive instructions from the Meet Referee and/or Meet Director, shall be on deck during the entire warm-up session and any warm-up period break to enforce these safety guidelines and warm-up procedures. The Meet Director insures that enough Marshals are present to meet the needs of the facility and crowd/swimmers expected. Marshals must be USA Swimming members. Enforcement of safety rules is everyone's job--coach, swimmer, parent, and officials.
- .4 Penalties for a safety violation may range from verbal warnings to the offender, on up to scratching a swimmer from his/her next event, and/or scratching a swimmer from an entire day's events, or from the meet. Other offenders may be asked to leave the pool deck area. The severity of the safety violation will dictate the action taken by the referee and Marshal.
- .5 Meet Directors will include in meet bulletins sent in for sanctions and heat sheets specific safety guidance for all venue areas at the pool site that pose a potential safety hazard. For example, these would be bath facilities, slippery decks, warm-up pools, swimmer assembly areas (e.g. gyms).
- .6 Safety Training course requirements for USA Swimming coaching certification shall be offered in conjunction with the May and September/October OKS House of Delegates Meetings, with others scheduled as appropriate. A one-day safety clinic will be developed and presented twice annually by the LSC Safety Coordinator. The safety clinic will be presented to all OKS Club Safety Officers, or their designee, in conjunction with major meets to minimize travel.
- .7 No shaving will be allowed in the pool/locker room facility.
- .8 In the event of an accident occurring at any meet, practice, or other sanctioned event resulting in an injury or property damage, a "Report of Occurrence" must be completed immediately. Failure to make distribution of the Report within two weeks following the incident will result in the assessment of a \$25 fine against the local club. If the \$25 is not paid, the team will jeopardize any sanction for their next meet, or team charter will be held if the team does not host a meet, until such time the find is paid.

### 5.2 General Warm-Up Period

- .1 During the announced general warm-up period:
  - A. For lane assigned to one team, coaches may begin one-way sprints upon notifying the referee.
  - B. Coaches may resume general warm-up in their lane(s) once their team has finished one-way sprints.

- .2 For lanes assigned to more than one team: Coaches in these lanes will mutually agree on the activity in these lanes. If agreement cannot be reached, the meet referee will decide the activity.
- .3 Important points for warm-up period:
- A. Constant supervision by qualified coaches is essential for safe warm-ups.
  - B. Allow no backstroke starts while someone is on the starting platform.
  - C. The meet referee may make adjustment in this program as weather, facility, and operation situations dictate.
  - D. Lanes at the pool walls (i.e. lanes 1 and 6/8) may not be used for racing starts; can be used for push/pace or general warm-ups unless otherwise agreed upon by all coaches involved.

## VI. OKLAHOMA SCRATCH RULES

### 6.1 Individual Scratch Rule

- .1 PRE-SEEDED MEETS: Each swimmer shall report promptly to the starting blocks before the start of each race in which entered.
  - A Any swimmer not reporting for or competing in an individual timed finals event shall not be penalized.
  - B Any swimmer not reporting for or competing in a preliminary heat when finals are scheduled shall not be penalized.
- .2 EVENTS SEEDED ON THE DECK: Any swimmer entered in an individual event that is seeded on deck, in whole or in part, who has checked in for that event, must swim in that event unless he/she notifies the clerk-of-course before the seeding for that event has begun that he/she wishes to scratch. Failure to scratch before seeding and not swimming the event will result in his/her being barred from the next individual event in which he/she is entered on that day or the next meet day, whichever is first. Events seeded on the deck shall be closed for seeding no earlier than thirty (30) minutes before the event starts.
- .3 SCRATCHING FROM CONSOLATION FINALS AND FINALS:
  - A Any swimmer qualifying for a consolation final or final race in an individual event who fails to compete in said consolation final or final race shall be barred from further competition for the remainder of the meet, except as noted in paragraph 4 below.
  - B In the event of withdrawal or barring of a swimmer from competition, the Referee shall fill the consolation final or final, when possible, with the next qualified swimmer(s). First and second alternates shall be announced along with the final qualifiers. These alternates shall not be penalized if unavailable to compete in the finals.
  - C Where consolation finals have not yet been swum and a barring or withdrawal is known to the Referee, the Referee shall reseed the consolation final and the final, if necessary, to insert the alternate(s) in the appropriate lane(s), filling all lanes in the finals.
  - D If a consolation final has already been contested, the companion final shall be swum without reseeding for the empty lane(s).
- .4 EXCEPTION FOR FAILURE TO COMPETE: No penalty shall apply for failure to withdraw or compete in an individual event if:
  - A The Referee is notified in the event of illness or injury and accepts the proof thereof.
  - B A swimmer qualifying for a consolation final or final race following preliminaries notifies the Referee within thirty (30) minutes after announcement of the qualifiers for that final race that he/she may not intend to compete and further declares his/her final intentions within thirty (30) minutes following the last individual preliminary event.
  - C It is determined by the Referee that failure to compete is caused by circumstances beyond the control of the swimmer.

## 6.2 Relay Scratch Rule

- .1 PRE-SEEDED MEET: Any relay team entered in a pre-seed relay event that fails to compete in or report for the event shall not be penalized.
- .2 RELAYS SEEDED AT THE MEET:
  - A Any relay team entered in a relay that is seeded at the meet in whole or in part, that has been checked in and the swimmers' names declared for that event, must swim the event unless the clerk-of-course is notified before the seeding for the event is begun that the relay team wishes to scratch.
  - B A relay team member failing to appear ready to swim for the relay event shall be barred from the next individual event in which he/she is entered either that day or the next meet day. The relay team members who do appear ready to swim shall not be penalized for failure of the other relay team member to appear.
  - C Exceptions: Relay teams or team members who give acceptable notification to the Referee of illness, injury, or that failure to compete is caused by circumstances beyond the control of the swimmer(s) shall not be penalized.

## VII. SWIMMER OF THE YEAR AWARD CALCULATIONS

### 7.1 AGE GROUP DIVISION

- .1 Age group Swimmer of the Year award will be given for each season, short and long course, to both girls and boys in each age group, 10 and under, 11-12, 13-14, 15-16, and 17-18.
- .2 The swimmer closest to the published National Age Group (NAG) record in his/her age group will win the award. Top 16 Consideration times will be the minimum standard for eligibility to receive this award. The following formulas will be used to make equitable comparisons between swims of different differences.

SHORT COURSE	LONG COURSE
50 - DIF. x 33	50 - DIF. x 30
100 - DIF. x 16.5	100 - DIF. x 15
200 - DIF x 8.25	200 - DIF x 7.5
400 - DIF x 4.125	400 - DIF x 3.75
500 - DIF x 3.3	
1000 - DIF x 16.5	800 - DIF x 1.875
1650 - DIF x 1	1500 - DIF x 1

DIF: Difference between considered time and the NAG record.

#### EXAMPLE:

Mary Jones 11-12	50 Free SC	25.39
NAG record 11-12	50 Free SC	23.70

$$\text{DIF} = 1.69 \times 33 = 55.77$$

John Smith 13-14	1000 Free SC	9:46.35
NAG record 13-14	1000 Free SC	9:15.39

$$\text{DIF: } 30.96 \times 1.65 = 51.084$$

In this example, John Smith's time in the 1000 Free is relatively closer to the NAG record than Mary Jones's 50 Free.

### 7.2 SENIOR DIVISION

- .1 The Swimmer of the Year award for Seniors will be given for each season, long and short course, for both men and women, who place highest at the USA SWIMMING/Phillips 66 Nationals Championships.

### 7.3 AWARDS

- .1 Program Development Chair is allowed to spend up to \$200.00 per swimmer, per season for some type of award recognizing this achievement.

